CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, OCTOBER 7, 2026, AT 7:00 PM

AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – Meeting ID: **825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov
- Via Phone–+1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, https://zoom.us/join and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: https://us06web.zoom.us/j/82599992830 or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER:	Mayor	Sheila Rossi
ROLL CALL:	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Michael A. Cacciotti
	Councilmember	Jon Primuth
	Councilmember	Janet Braun
PLEDGE OF ALLEGIANCE:	Mayor	Sheila Rossi

PUBLIC COMMENT GUIDELINES

The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:
1) Name (optional), and
2) Agenda item you are submitting public comment on.
3) Submit by no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be distributed the following business day.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment time limit to less than three minutes, as needed.

Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PRESENTATIONS

1. RECOGNITION OF SOUTH PASADENA COMMUNITY GARDEN

2. PROCLAIMING SEPTEMBER 15 - OCTOBER 15, 2026, AS HISPANIC AMERICAN HERITAGE MONTH IN THE CITY OF SOUTH PASADENA

CLOSED SESSION ANNOUNCEMENTS

3. CLOSED SESSION ANNOUNCEMENTS

PUBLIC COMMENT

4. PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)

CHANGES TO THE AGENDA

5. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

CONSENT CALENDAR
OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

6. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $613,425.49; GENERAL CITY WARRANTS IN THE AMOUNT OF $815,376.11; ONLINE PAYMENTS IN THE AMOUNT OF $180,753.29; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $2,322,783.94

Recommendation
It is recommended that the City Council approve the Warrants as presented.

7. CONSIDERATION OF APPROVAL OF THE SPECIAL MEETING MINUTES AND ADJOURNED REGULAR MEETING MINUTES FOR SEPTEMBER 22, 2026

Recommendation
It is recommended that the City Council approve the minutes of the September 22, 2026, Special and Adjourned Regular City Council Meetings.

8. CONSIDERATION OF AN APPROVAL OF AMENDMENT NO. 2 TO MEASURE R FUNDING AGREEMENT WITH LA METRO FOR THE HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENTS PROJECT AND ADOPTION OF RESOLUTION NO. 8033 AMENDING THE FISCAL YEAR 2026-2027 CAPITAL IMPROVEMENT PROGRAM BUDGET APPROPRIATING $30,000,000 TO THE PROJECT BUDGET

Recommendation
It is recommended that the City Council:

a. Approve Amendment No. 2 to the Measure R Funding Agreement with LA Metro for the Huntington Drive and Fremont Avenue Corridor Improvements Project (Attachment No. 1); and
b. Authorize the City Manager to execute Amendment No. 2 to the Measure R Funding Agreement with LA Metro for the Huntington Drive and Fremont Avenue Corridor Improvements Project; and
c. Adopt Resolution No. 8033 (Attachment No. 2) amending the Fiscal Year 2026-2027 Capital Improvement Program budget to appropriate an additional $30,000,000 to the Project budget.

9. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO AN AGREEMENT WITH AVANT-GARDE, INC. TO EXTEND ON-CALL PROGRAM MANAGEMENT SUPPORT SERVICES, FOR A NEW TOTAL CONTRACT AMOUNT OF $94,000.

Recommendation

a. Approve First Amendment to the Professional Services Agreement with Avant-Garde, Inc. for on-call administrative support and sustainability assistance, increasing the contract by $65,000 from $29,000 to a new not-to-exceed amount of $94,000 through June 30, 2027; and
b. Authorize the City Manager to execute the amendment and all related documents.

10. CONSIDERATION OF APPROVAL OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES FOR ADDITIONAL ENGINEERING DESIGN SERVICES RELATED TO THE HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENTS PROJECT, INCREASING THE AMOUNT BY $3,341,953, FOR A NEW TOTAL

CONTRACT NOT-TO-EXCEED AMOUNT OF $5,782,114

Recommendation

It is recommended that the City Council approve an amendment to the Professional Services Agreement (PSA) (Attachment No. 1) with Kimley-Horn and Associates (KHA), in final form approved by the City Attorney, for additional engineering design services related to the Huntington Drive and Fremont Avenue Corridor Improvements Project for a new not to exceed total of $5,782,114 ($4,802,535 base fee, plus $480,254 contingency and $499,325 optional tasks).

11. CONSIDERATION OF APPROVAL OF THE MEASURE R FUNDING AGREEMENT WITH LA METRO FOR THE NORTH SOUTH CORRIDOR INTELLIGENT TRANSPORTATION SYSTEMS DEPLOYMENT FOR THE FAIR OAKS AVENUE PROJECT RABA01-5071 (024) AND ADOPTION OF RESOLUTION NO. 8032 AMENDING THE FISCAL YEAR 2026-2027 CAPITAL IMPROVEMENT PROGRAM BUDGET APPROPRIATING $10,000,000 TO THE PROJECT BUDGET

Recommendation

It is recommended that the City Council:

a. Approve a Measure R Funding Agreement with LA Metro for the North South Intelligent Transportation Systems Deployment on Fair Oaks Avenue Project (Attachment No. 1); and
b. Authorize the City Manager to sign the Measure R Funding Agreement with LA Metro for the North South Intelligent Transportation Systems Deployment on Fair Oaks Avenue Project; and
c. Adopt Resolution No. 8032 (Attachment No. 2) amending the Fiscal Year 2026-2027 Capital Improvement Program budget to appropriate $10,000,000 to the Project budget.

12. CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE FILING OF THE NOTICE OF COMPLETION FOR THE LIBRARY NORTHEAST RAMP PROJECT NO. 5149, AND AUTHORIZE RELEASE OF RETENTION PAYMENT TO RAMCO GENERAL ENGINEERING CONTRACTORS INC. IN THE AMOUNT OF $4,167.35

Recommendation

It is recommended that the City Council:

a. Accept the Library Northeast Ramp Lighting Project (Project No. 5149) as complete; and
b. Authorize the recordation of the Notice of Completion (NOC) (Attachment No. 1) with the Los Angeles County Registrar-Recorder/County Clerk; and
c. Authorize release of retention payment to Ramco General Engineering Contractors, Inc. (Contractor) in the amount of $4,167.35.

13. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8035 APPROVING THE ANNUAL LIBRARY SPECIAL TAX REPORT AND AUTHORIZING THE COLLECTION OF THE TAX AT THE FISCAL YEAR 2026-2027 RATES

Recommendation

It is recommended that the City Council:

1. Adopt Resolution No. 8035 (Attachment No.1) approving the Library Special Tax Annual Report; and
2. Authorize the collection of the Tax by the County of Los Angeles at the rates established for Fiscal Year 2026-2027.

14. APPROVAL OF A FIRST AMENDMENT TO EXTEND THE MAINTENANCE AGREEMENT WITH ACCO ENGINEERED SYSTEMS, INC. FOR HVAC MAINTENANCE AND REPAIR SERVICES AND INCREASE THE COMPENSATION FOR THE EXTENDED TERM; RATIFY THE EMERGENCY HVAC SERVICES AND FIND THAT EXTENSION OF THE AGREEMENT IS IN THE BEST INTEREST OF THE CITY

Recommendation
It is recommended that the City Council:

a. Approve the First Amendment (Attachment 1) to the Maintenance Agreement with ACCO Engineered Systems, Inc. (Attachment 2), extending the term through June 30, 2027, incorporating the Fiscal Year (FY) 2026–27 rates, and increasing the agreement maximum by $209,715.94, from $150,000 to a cumulative amount not to exceed $359,715.94, including $58,647.94 for urgent HVAC services performed in July 2026 and $151,068.00 in contract authority for routine maintenance and future on-call repairs for the remainder of FY 2026–27; authorize the City Manager to execute the amendment, subject to approval as to form by the City Attorney;
b. Ratify emergency HVAC services performed in July 2026 in an amount not to exceed $58,647.94; and
c. Find that extension of the Agreement with ACCO Engineered Systems, Inc., for an additional year without competitive bidding is in the best interest of the City to ensure continued HVAC maintenance and repair services based on operational continuity and ACCO's familiarity with the City's Pelican control system.

15. CONSIDERATION OF APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH W.G. ZIMMERMAN ENGINEERING, INC. FOR FY 2026-2027 ENGINEERING SERVICES, FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF $150,000

Recommendation
It is recommended that the City Council:

1. Approve Amendment No. 1 (Attachment 1) to the Professional Services Agreement with W.G. Zimmerman Engineering, Inc. for Fiscal Year (FY) 2026-2027 engineering services, increasing the contract from $29,000 to a new total not-to-exceed amount of $150,000.
2. Authorize the City Manager to execute the amendment and all related documents.

16. CONSIDERATION OF AWARD OF ON-CALL CITYWIDE SEWER AND STORM DRAIN REPAIR AND MAINTENANCE SERVICES CONTRACT TO W.A. RASIC CONSTRUCTION COMPANY, INC., GRBCON, INC., AND FERREIRA CONSTRUCTION CO. INC. FOR FISCAL YEARS 2026–27 THROUGH 2028–29.

Recommendation
It is recommended that the City Council:

a. Award an on-call citywide sewer and storm drain repair services maintenance services contracts to W.A. Rasic Construction Company, Inc.; GRBCON, Inc.; and Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co. (Contractors) for Fiscal Year (FY) 2026-2027 and 2028-2029;
b. Authorize the City Manager to finalize and execute the maintenance contracts and related documents in forms approved by the City Attorney (Attachment No. 1 through 3);
c. Reject all other proposals received; and
d. Approve the Purchase Orders and authorize the City Manager to execute Purchase Orders to the listed Contractors on an as-needed basis in a cumulative not-to-exceed amount of $200,000 for all contracts combined for FY 2026-2027.

17. APPROVAL OF A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH TRE ELEVATOR CORPORATION FOR CITYWIDE ELEVATOR MAINTENANCE AND ON-CALL REPAIR SERVICES.

Recommendation
It is recommended that City Council:

a. Approve the First Amendment to the Professional Services Agreement with TRE Elevator Corporation for citywide elevator maintenance and on-call repair services, extending the agreement through June 30, 2027, and increasing the contract amount by $24,900, from $26,400 to a total not-to-exceed amount of $51,300; and
b. Authorize the City Manager, or designee, to execute the First Amendment and any other documents necessary to implement the agreement.

18. CONSIDERATION OF THE AWARD OF A CONSTRUCTION CONTRACT TO ROY ALLAN SLURRY SEAL, INC. IN AN AMOUNT NOT TO EXCEED $413,810 FOR THE FY26-27 RESIDENTIAL SLURRY SEAL PROJECT (PROJECT NO. 5242)

Recommendation
It is recommended that the City Council:

a. Approve the plans and specifications (Attachment No. 1) for the FY26-27 Residential Slurry Seal Project (Project);
b. Award a construction contract (Attachment No. 2) to Roy Allan Slurry Seal, Inc. for construction services for the Project not to exceed $413,810.00, including the proposed bid amount of $344,843.00 and a 20% contingency of $68,967.00; and
c. Reject all other bids received;
d. Find that the Project is categorical exempt from CEQA pursuant to Section 15301, Class 1 "existing facilities." and;
e. Authorize the City Manager to execute the Contract and all related documents.

19. CONSIDERATION OF APPROVAL OF THE SECOND AMENDMENT TO A TASK ORDER WITH NINYO & MOORE FOR GEOTECHNICAL AND MATERIALS TESTING SERVICES RELATED TO THE FISCAL YEAR 2019-20 STREET IMPROVEMENT PROJECT, INCREASING THE TOTAL CONTRACT AMOUNT TO $100,900.50

Recommendation
It is recommended that the City Council:

1. Approve the Second Amendment (Attachment No. 1) to the task order with Ninyo & Moore for geotechnical and materials testing services related to the Fiscal Year (FY) 19-20 Street Improvement Project, increasing the total not-to-exceed amount by $47,865.50, for a new total contract amount of $100,900.50.
2. Authorize the City Manager to execute the amendment and all related documents.

20. CONSIDERATION OF APPROVAL OF THE SECOND AMENDMENT TO TASK ORDER NO. 2 WITH NV5, INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE FY 2019-20 STREET IMPROVEMENT PROJECT, INCREASING THE TOTAL CONTRACT AMOUNT TO $413,786

Recommendation

It is recommended that the City Council:

a. Approve the Second Amendment (Attachment 1) to Task Order No. 2 with NV5, Inc. for Construction Management and Inspection Services for the Fiscal Year (FY) 2019-2020 Street Improvement Project, increasing the total not-to-exceed amount by $61,465, for a new total contract amount of $413,786.
b. Authorize the City Manager to execute the amendment and all related documents.

21. RECEIVE THE ANNUAL STATUS REPORT ON FIVE (5) ACTIVE MILLS ACT CONTRACTS, ACCEPT THE UPDATED 10-YEAR WORK PLANS, AND CONTINUE RENEWAL OF THE CONTRACTS

Recommendation

It is recommended that the City Council:

1. Receive and file the report;
2. Accept the updated 10-year work plans for the four contracts in Group 3 and continue renewal of those contracts;
3. Accept the new 10-year work plan and approve and renew the contract for 851 Lyndon Street in the form approved by the City Attorney.

PUBLIC HEARING

22. CONSIDERATION OF ADOPTION RESOLUTION NO. 8037 TO AMEND THE MASTER FEE SCHEDULE TO UPDATE FILM OFFICE, FIRE DEPARTMENT, AND COMMUNITY SERVICES DEPARTMENT FEES

Recommendation

It is recommended that the City Council adopt Resolution No. 8037 amending Resolution No. 8000, updating the Master Fee Schedule including Film Permit fees, Fire Department fees, and Community Services Department facility rental and program fees, as set forth in Exhibit A.

ACTION/DISCUSSION

23. DISCUSS A REQUEST FROM STAFF REGARDING A CITY COUNCIL AD HOC COMMITTEE RELATED TO THE CITY'S PREPARATION FOR THE 2028 OLYMPIC AND PARALYMPIC GAMES AND THE SCOPE OF THE COMMITTEE

Recommendation
It is recommended that the City Council:

a. Discuss Staff's request to have a City Council ad hoc committee to develop recommendations for City Council consideration regarding the City's preparation for Olympic Games; and
b. Discuss the ad hoc committee's scope of work.

24. CONSIDERATION TO RECEIVE AND FILE OF THE CITY COUNCIL 2026 SCORECARD UPDATE REPORT

Recommendation
It is recommended that the City Council receive and file the City Council 2026 Scorecard Update Report.

PUBLIC COMMENT - CONTINUED

25. CONTINUED PUBLIC COMMENT - GENERAL
This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

COMMUNICATIONS

26. COUNCILMEMBER COMMUNICATIONS

27. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

October 21, 2026	Regular City Council Meeting	7:00 P.M.
November 4, 2026	Regular City Council Meeting	7:00 P.M.
November 18, 2026	Regular City Council Meeting	7:00 P.M.
December 2, 2026	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS
City Council meeting agenda packets, any agenda related documents, and additional documents are available at City Hall and online for public viewing on the City's website: https://www.southpasadenaca.gov/Your-Government/Your-City-Council/City-Council-Agendas

Regular meetings are live streamed via the internet at:
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or cityclerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on October 7, 2026, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.

10/1/2026	/S/
Date	Nikima S. Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 1

DATE: October 7, 2026

FROM: Sheila Rossi, Mayor

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **RECOGNITION OF SOUTH PASADENA COMMUNITY GARDEN**

Attachment:
Attachment No. 1 - Community Garden Certificate of Recognition

Attachment No 1

CITY OF SOUTH PASADENA

CERTIFICATE OF RECOGNITION

The City of South Pasadena Mayor Sheila Rossi and the Members of the City Council wish to recognize the

South Pasadena Community Garden

in celebration of its commitment and dedication to cultivating community, sustainability, and connection since 2015.

Through gardening, education, volunteerism, and community partnerships, the Garden has created a welcoming space for residents to connect, grow, and give back.

On behalf of the City Council, we extend our sincere appreciation to the gardeners, volunteers, and community partners who continue to help the **South Pasadena Community Garden** flourish.

Presented October 7, 2026

_____

Sheila Rossi, Mayor

City Council Agenda Report

ITEM NO. 2

DATE: October 7, 2026

FROM: Sheila Rossi, Mayor

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **PROCLAIMING SEPTEMBER 15 - OCTOBER 15, 2026, AS HISPANIC AMERICAN HERITAGE MONTH IN THE CITY OF SOUTH PASADENA**

Attachment:
Hispanic Heritage Month Proclamation 2026

Attachment
No. 1

CITY OF SOUTH PASADENA

PROCLAMATION

Proclamation Declaring September 15 – October 15, 2026, as HISPANIC AMERICAN HERITAGE MONTH in the City of South Pasadena

WHEREAS, Hispanic American Heritage Month provides an opportunity to recognize and celebrate the rich histories, cultures, traditions, and contributions of Hispanic and Latino Americans; and

WHEREAS, generations of Hispanic and Latino Americans have made significant contributions to our nation and communities through public service, education, business, the arts, science, civic engagement, and countless other endeavors; and

WHEREAS, Hispanic and Latino Americans represent a vital part of the cultural fabric of California and contribute greatly to the diversity, strength, and character of the South Pasadena community; and

WHEREAS, this month provides an opportunity to honor the achievements of Hispanic and Latino Americans, celebrate their diverse cultures and traditions, and recognize their enduring influence on our shared history and future;

NOW, THEREFORE, I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim September 15 – October 15, 2026 **as Hispanic American Heritage Month** and encourage the community to celebrate the history, culture, achievements, and contributions of Hispanic and Latino Americans.

_____ 10/7/2026

Sheila Rossi, Mayor **Date**

City Council Agenda Report

ITEM NO. 3

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CLOSED SESSION ANNOUNCEMENTS**

City Council Agenda Report

ITEM NO. 4

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)**

City Council Agenda Report

ITEM NO. 5

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

City Council Agenda Report

ITEM NO. 6

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: William Castrillon, Budget & Purchasing Manager

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $613,425.49; GENERAL CITY WARRANTS IN THE AMOUNT OF $815,376.11; ONLINE PAYMENTS IN THE AMOUNT OF $180,753.29; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $2,322,783.94**

Recommendation
It is recommended that the City Council approve the Warrants as presented.

Executive Summary
Prepaid Warrants:
Warrant # 323239-323254, **$26,250.62**
ACH: **$587,174.87**

General City Warrants:
Warrant # 324255-324344, **$232,962.24**
ACH: **$582,413.87**

Online Payments: **$180,753.29**

Regular Payroll Ending 09/11/2026: **$1,026,737.30**
Regular Payroll Ending 09/25/2026: **$1,296,046.64**

Voids: **($0)**

Total: $3,932,338.83

Analysis
A warrant register is the list of checks and electronic payments issued by the City. Approval of the warrant register allows the City Council to review and confirm payments made with City funds. This process provides transparency to the public, ensures spending is consistent with the adopted budget and City policies, and serves as an important internal control to safeguard taxpayer dollars. By approving the register, the City Council fulfills its responsibility to oversee the use of public funds and maintain accountability in City operations.

Explanation of Terms
Warrant – Directs the Finance Department to pay a sum of money out of the City's funds to

bearer of claim/invoice (named individual, company) also known as a payable. The warrants (payments) are only released after City Council approval.

Warrant Summary – Summarizes all of the payments prepared during a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing. All the warrants for the current cycle are summarized and the detail of warrants provided to Council for review and approval.

Prepaid Warrant List - A Prepaid Warrant directs the Finance Department to pay a sum of money out of the City's funds to bearer of claim/invoice (named individual, company) also known as a payable. The Prepaid Warrants (payments) are released prior to City Council approval, however reported to City Council as a Prepaid. Prepayments are generally time sensitive and would incur additional charges if not paid within a specific time frame.

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.

Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee's portal (SCE, So Cal Gas, Amazon, etc.).

Voids – Checks that were issued and voided. Examples of such instances would be lost checks that were mailed out. Checks that were on a warrant that did not get approved by Council.

Payroll – All payments made related to payroll, such as payroll taxes, retirement benefits, CalPERS, Garnishments, payroll etc.

Attachment:
Attachment No. 1 - Warrant Summary
Attachment No. 2 - Prepaid Warrant List
Attachment No. 3 - General Warrant List
Attachment No. 4 - Online Payments
Attachment No. 5 - Payroll Report

City of South Pasadena
Demand/Warrant Register

Recap by fund	**Fund No.**	**Date** 10/7/2026 **Amounts** Prepaid	Written
General Fund	101	62,824.54	528,659.54
Insurance Fund	103	-	-
Street Improvement Program	104	-	-
Facilities & Maintenance	105	2,298.50	39,933.58
Technology Surcharge Fund	106	-	-
Programs and Projects	107	-	-
Special Projects Fund	116	-	36,109.92
Vehicle Replacement Fund	120	-	-
Tree Replacement Fund	121	-	1,696.00
Local Transit Return "A"	205	-	5,809.12
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	3,339.81
TEA/Metro	208	-	-
Sewer Fund	210	695.99	2,872.30
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	1,043.97	14,584.25
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Successor Agency to the CRA	227	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	2,087.96	16,413.36
County Park Bond Fund	232	-	-
Measure R	233	-	14,905.20
Garfield Walkways State Grant	234	-	-
Measure M	236	-	7,065.56
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure M MSP	240	-	9,874.40
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Measure R MIP	243	-	-
Reimbursable Grant Fund	244	-	2,078.26
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Measure A Grant	251	-	-
Proposition 68 Grant	252	-	-
Affordable Housing Trust Fund	254	-	4,929.89
Capital Growth Fund	255	-	-
CDBG	260	-	-
OTS Grant	269	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	18,372.38
State SR 710 LATIP	297	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	-
Water Fund	500	6,177.33	108,732.54
Water Efficiency Fund	503	-	-
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	523,779.76	-
Payroll Clearing Fund	700	14,517.44	-
			-
	Column Totals:	613,425.49	815,376.11

City Report Totals:	1,428,801.60
Regular Payroll Ending 09/11/2026	1,026,737.30
Regular Payroll Ending 09/25/2026	1,296,046.64
Online Payments	180,753.29
Voids	-
Grand Report Total:	**3,932,338.83**

Sheila Rossi, Mayor

William Castrillon, Budget & Purchasing Manager

Nikima Newsome, Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 09/29/2026 - 10:39AM

Check Number	Check Date	Amount
WFBK1020 - Computershare Trust Company, N.A.		
0	09/15/2026	
Inv SOPASAWTR2013		
Line Item Date	Line Item Description	
09/01/2026	So Pas Wat Rev Ref 3/13 Fast Acct# SOPASAWTR2013	34,093.76
09/01/2026	So Pas Wat Rev Ref 3/13 Fast Acct# SOPASAWTR2013	490,000.00
09/01/2026	So Pas Wat Rev Ref 3/13 Fast Acct# SOPASAWTR2013	-314.00
Inv SOPASAWTR2013 Total		523,779.76
0 Total:		523,779.76
WFBK1020 - Computershare Trust Company, N.A. Total:		523,779.76
Total:		523,779.76

Accounts Payable

Check Detail

User: tfernandez
Printed: 09/29/2026 - 10:42AM

Check Number	Check Date	Amount
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000		
0	09/15/2026	
Inv PR 09.11.2026		
Line Item Date	Line Item Description	
09/09/2026	PR Batch 91126.09.2026 PART TIME ASSN. DUES / FEE	136.00
Inv PR 09.11.2026 Total		136.00
0 Total:		136.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		136.00
PARS3011 - Phase II Systems a California Corporation		
0	09/15/2026	
Inv PR 09.11.2026		
Line Item Date	Line Item Description	
09/09/2026	PR Batch 91126.09.2026 PARS Employee Contribution	534.42
09/09/2026	PR Batch 91126.09.2026 PARS Employer Contribution	534.42
Inv PR 09.11.2026 Total		1,068.84
0 Total:		1,068.84
PARS3011 - Phase II Systems a California Corporation Total:		1,068.84
PASADENA - Los Angeles Sheriff's Department		
324239	09/15/2026	
Inv PR 09.11.2026		
Line Item Date	Line Item Description	
09/09/2026	PR Batch 91126.09.2026 Garnish-Eric Corona Case No. 25NWLC0(	152.70
Inv PR 09.11.2026 Total		152.70
324239 Total:		152.70
PASADENA - Los Angeles Sheriff's Department Total:		152.70
SCFT0000 - Franchise Tax Board		
324241	09/15/2026	

Inv PR. 09.11.2026.

Line Item Date	Line Item Description	
09/09/2026	PR Batch 91126.09.2026 Garnishment - Cipres Acc. 121-04537-47	70.00

Inv PR. 09.11.2026. Total 70.00

324241 Total: 70.00

SCFT0000 - Franchise Tax Board Total: 70.00

SCFT0001 - Franchise Tax Board

324240 09/15/2026

Inv PR 09.11.2026

Line Item Date	Line Item Description	
09/09/2026	PR Batch 91126.09.2026 Garnishment -Christiana Case #110254520	90.00

Inv PR 09.11.2026 Total 90.00

324240 Total: 90.00

SCFT0001 - Franchise Tax Board Total: 90.00

SOU5230 - S.P.Firefighters L-3657

0 09/15/2026

Inv PR 09.11.2026

Line Item Date	Line Item Description	
09/09/2026	PR Batch 91126.09.2026 FFA Fire Rec Fees	90.00
09/09/2026	PR Batch 91126.09.2026 Fire Assn. Insurance	147.42
09/09/2026	PR Batch 91126.09.2026 Firefighters 3657 - Union	2,175.00

Inv PR 09.11.2026 Total 2,412.42

0 Total: 2,412.42

SOU5230 - S.P.Firefighters L-3657 Total: 2,412.42

SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000

0 09/15/2026

Inv PR 09.11.2026

Line Item Date	Line Item Description	
09/09/2026	PR Batch 91126.09.2026 SPPOA - Union Dues	4,544.00
09/09/2026	PR Batch 91126.09.2026 SPPOA Insurance	2,870.03

Inv PR 09.11.2026 Total 7,414.03

0 Total: 7,414.03

Check Number	Check Date		Amount
SOU5435 - S.P. Police Officers Association Total:			7,414.03
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000			
0	09/15/2026		
Inv	PR 09.11.2026		
Line Item Date	Line Item Description		
09/09/2026	PR Batch 91126.09.2026 SPPSEA - Union Dues		1,768.00
Inv PR 09.11.2026 Total			1,768.00
0 Total:			1,768.00
SOU5451 - S.P. Public Service Employees Association Total:			1,768.00
SSDV2018 - Sandoval, Sheila			
0	09/15/2026		
Inv	PR 09.11.2026		
Line Item Date	Line Item Description		
09/09/2026	PR Batch 91126.09.2026 Sandoval - Garnishment		99.42
09/09/2026	PR Batch 91126.09.2026 Garnishment - Sandoval		956.03
Inv PR 09.11.2026 Total			1,055.45
0 Total:			1,055.45
SSDV2018 - Sandoval, Sheila Total:			1,055.45
Total:			14,167.44

Accounts Payable

Check Detail

User: tfernandez
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Check Number	Check Date	Amount
SCFT0000 - Franchise Tax Board		
324242	09/15/2026	
Inv PR 09.11.26		
Line Item Date	Line Item Description	
09/09/2026	PR Batch 91126.09.2026 Garnish-Hernandez Ric Acc. 121-05653-0	150.00
Inv PR 09.11.26 Total		150.00
324242 Total:		150.00
SCFT0000 - Franchise Tax Board Total:		150.00
TIM4011 - Charter Communications Holdings, LLC		
0	09/15/2026	
Inv 188597901090126		
Line Item Date	Line Item Description	
09/01/2026	AN 188597901 416 Garfield 9/2-10/1/26	502.59
Inv 188597901090126 Total		502.59
Inv 188598001090126		
Line Item Date	Line Item Description	
09/01/2026	AN 188598001 660 Stoney Dr 9/1-9/30/26	93.95
Inv 188598001090126 Total		93.95
Inv 188598901090126		
Line Item Date	Line Item Description	
09/01/2026	AN 188598901 1414 Mission St 9/2-10/1/26	71.41
Inv 188598901090126 Total		71.41
0 Total:		667.95
TIM4011 - Charter Communications Holdings, LLC Total:		667.95
Total:		817.95

Accounts Payable

Check Detail

User: tfernandez
Printed: 09/29/2026 - 10:44AM

Check Number	Check Date	Amount
SCFT0000 - Franchise Tax Board		
324243	09/15/2026	
Inv PR 09.11.2026		
Line Item Date	Line Item Description	
09/09/2026	PR Batch 91126.09.2026 Garnishment-Diaz. Acc. No.211-23208-11	200.00
Inv PR 09.11.2026 Total		200.00
324243 Total:		200.00
SCFT0000 - Franchise Tax Board Total:		200.00
Total:		200.00

Accounts Payable

Check Detail

User: tfernandez
Printed: 09/29/2026 - 10:45AM

Check Number	Check Date	Amount
AT&T5011 - AT&T		
324244	09/24/2026	
Inv 331 841-0802 343 6		
Line Item Date	Line Item Description	
09/07/2026	AN 331 841-0802 343 6 Serv 9/7 - 10/6/2026	31.89
Inv 331 841-0802 343 6 Total		31.89
Inv 33184107563432		
Line Item Date	Line Item Description	
09/07/2026	AN 331 841-0756 343 2 Serv 9/7 - 10/6/2026	31.89
Inv 33184107563432 Total		31.89
324244 Total:		63.78
AT&T5011 - AT&T Total:		63.78
ATTE2011 - AT&T DW Holdings, Inc		
324245	09/24/2026	
Inv 8555160212		
Line Item Date	Line Item Description	
09/07/2026	AN 831-001-4896 776 Internet Serv - Sep 2026	4,978.27
Inv 8555160212 Total		4,978.27
324245 Total:		4,978.27
ATTE2011 - AT&T DW Holdings, Inc Total:		4,978.27
CIN4011 - AT&T Mobility		
324246	09/24/2026	
Inv 287312118886X09102026		
Line Item Date	Line Item Description	
09/02/2026	AN 287312118886 Mobile Serv First Responders Serv 8/3-9/2/26	2,373.36
Inv 287312118886X09102026 Total		2,373.36
324246 Total:		2,373.36

CIN4011 - AT&T Mobility Total: 2,373.36

COBR7131 - The Advantage Group

0 09/24/2026

Inv 082026HRA

Line Item Date	Line Item Description	
09/23/2026	HRA Administration Reimbursement for August 2026	23,682.39

Inv 082026HRA Total 23,682.39

Inv 092026HRA

Line Item Date	Line Item Description	
09/17/2026	HRA Administration Reimbursement September 2026	24,046.89

Inv 092026HRA Total 24,046.89

Inv 202199

Line Item Date	Line Item Description	
09/17/2026	HRA Administration Fee August 2026	294.00

Inv 202199 Total 294.00

0 Total: 48,023.28

COBR7131 - The Advantage Group Total: 48,023.28

DEPC6011 - Dewey Services Inc

324247 09/24/2026

Inv 18166261

Line Item Date	Line Item Description	
07/01/2026	City facility pest control services 2026-27 July 625 1/2 Stratfd	120.00

Inv 18166261 Total 120.00

Inv 18166262

Line Item Date	Line Item Description	
07/01/2026	City facility pest control services 2026-27 July 1700 Edgewood	120.00

Inv 18166262 Total 120.00

Inv 18166263

Line Item Date	Line Item Description	
07/01/2026	City facility pest control services 2026-27 July 416 Garfield	120.00

Inv 18166263 Total 120.00

Inv 18166264

Line Item Date	Line Item Description

07/01/2026	City facility pest control services 2026-27 July 435 Fair Oaks	120.00
Inv 18166264 Total		120.00

Inv 18166265

Line Item Date	Line Item Description	
07/01/2026	City facility pest control services 2026-27 JUL 1100 Oxley	120.00
Inv 18166265 Total		120.00

Inv 18166268

Line Item Date	Line Item Description	
07/01/2026	City facility pest control services 2026-27 July 825 Mission	120.00
Inv 18166268 Total		120.00

Inv 18166269

Line Item Date	Line Item Description	
07/01/2026	City facility pest control services 2026-27 July 815 Mission	120.00
Inv 18166269 Total		120.00

Inv 18168572

Line Item Date	Line Item Description	
07/01/2026	City facility pest control services 2026-27 JUL 1102 Oxley	90.00
Inv 18168572 Total		90.00

Inv 18210956

Line Item Date	Line Item Description	
08/01/2026	625 1/2 Stratford Ave August Service	120.00
Inv 18210956 Total		120.00

Inv 18210957

Line Item Date	Line Item Description	
08/01/2026	1700 Edgewood Dr - August Service	120.00
Inv 18210957 Total		120.00

Inv 18210958

Line Item Date	Line Item Description	
08/01/2026	416 Garfield Ave - August Service	120.00
Inv 18210958 Total		120.00

Inv 18210959

Line Item Date	Line Item Description	
08/01/2026	435 Fair Oaks Ave - August Service	120.00
Inv 18210959 Total		120.00

Inv 18210960

Line Item Date	Line Item Description	
08/01/2026	1100-1102 Oxley St - August Service	120.00

Inv 18210960 Total 120.00

Inv 18210961

Line Item Date	Line Item Description	
08/01/2026	1414 Mission St - August Service	135.50

Inv 18210961 Total 135.50

Inv 18210963

Line Item Date	Line Item Description	
08/01/2026	825 Mission St - August Service	120.00

Inv 18210963 Total 120.00

Inv 18210964

Line Item Date	Line Item Description	
08/01/2026	815 Mission St - August Service	120.00

Inv 18210964 Total 120.00

Inv 18210967

Line Item Date	Line Item Description	
08/01/2026	640 Stoney Dr - August Service	303.00

Inv 18210967 Total 303.00

Inv 18213862

Line Item Date	Line Item Description	
08/01/2026	Senior Center & Library - August Service	90.00

Inv 18213862 Total 90.00

324247 Total: 2,298.50

DEPC6011 - Dewey Services Inc Total: 2,298.50

DTV5012 - DIRECTV

324248 09/24/2026

Inv 68653046X260829

Line Item Date	Line Item Description	
09/15/2026	AN 068653046 8/28-9/27/26 Cable Services EOC	121.10

Inv 68653046X260829 Total 121.10

324248 Total: 121.10

DTV5012 - DIRECTV Total: 121.10

FED1109 - FedEx

324249 09/24/2026

Inv 9-394-42063

Line Item Date	Line Item Description	
07/24/2026	PD Postage	10.38

Inv 9-394-42063 Total 10.38

Inv 9-450-45633

Line Item Date	Line Item Description	
09/04/2026	PD Postage	51.45

Inv 9-450-45633 Total 51.45

Inv 9-459-14368

Line Item Date	Line Item Description	
09/11/2026	PD Postage	19.20

Inv 9-459-14368 Total 19.20

324249 Total: 81.03

FED1109 - FedEx Total: 81.03

PARS2050 - Phase II Systems

0 09/24/2026

Inv 61041

Line Item Date	Line Item Description	
09/15/2026	Annual Asset Fee - September and October 2026	800.00

Inv 61041 Total 800.00

0 Total: 800.00

PARS2050 - Phase II Systems Total: 800.00

PBGF8031 - Pitney Bowes Global Financial Services LLC

324251 09/24/2026

Inv 3108043282

Line Item Date	Line Item Description	
08/30/2026	Postage Meter Usage - CMO 6/30 - 9/29/26	0.78
08/30/2026	Postage Meter Usage - Fire 6/30 - 9/29/26	19.61
08/30/2026	Postage Meter Usage - Finance 6/30 - 9/29/26 AN 0010306986	238.92
08/30/2026	Postage Meter Usage - PD 6/30 - 9/29/26	433.52
08/30/2026	Postage Meter Usage - PW 6/30 - 9/29/26	6.24
08/30/2026	Postage Meter Usage - Planning 6/30 - 9/29/26	450.10

Inv 3108043282 Total 1,149.17

Inv 3108065778

Line Item Date	Line Item Description	
09/10/2026	Lease postage meter 7/30-10/29/26 AN 0010106647	219.93

Inv 3108065778 Total 219.93

324251 Total: 1,369.10

PBGF8031 - Pitney Bowes Global Financial Services LLC Total: 1,369.10

PWP4465 - Pasadena Water & Power

324250 09/24/2026

Inv 7.13.26-8.11.26

Line Item Date	Line Item Description	
08/12/2026	Water Purchased 7/13-8/11/26 AN 1973816780	4,089.37

Inv 7.13.26-8.11.26 Total 4,089.37

324250 Total: 4,089.37

PWP4465 - Pasadena Water & Power Total: 4,089.37

SCF1400 - SC Commercial LLC

324252 09/24/2026

Inv IN-0000401123

Line Item Date	Line Item Description	
07/23/2026	PW Yard Fuel Replenishment	347.98
07/23/2026	PW Yard Fuel Replenishment	695.99
07/23/2026	PW Yard Fuel Replenishment	2,087.96
07/23/2026	PW Yard Fuel Replenishment	695.99
07/23/2026	PW Yard Fuel Replenishment	1,043.98
07/23/2026	PW Yard Fuel Replenishment	2,087.96
07/23/2026	PW Yard Fuel Replenishment	255.75

Inv IN-0000401123 Total 7,215.61

324252 Total: 7,215.61

SCF1400 - SC Commercial LLC Total: 7,215.61

SHUSTERA - Shuster Advisory Group, LLC

324253 09/24/2026

Inv 12642

Line Item Date	Line Item Description	
08/31/2026	HR Pension Plans - 457(b) & 401(a) August 2026	788.34

Check Number	Check Date		Amount
Inv 12642 Total			788.34
324253 Total:			788.34
SHUSTERA - Shuster Advisory Group, LLC Total:			788.34
WLHD8020 - Westlake Hardware			
0	09/24/2026		
Inv 14307165			
Line Item Date	Line Item Description		
08/29/2026	PD supplies		21.57
Inv 14307165 Total			21.57
Inv 14307188			
Line Item Date	Line Item Description		
09/09/2026	PD supplies		27.57
Inv 14307188 Total			27.57
0 Total:			49.14
WLHD8020 - Westlake Hardware Total:			49.14
XRXF5010 - Xerox Financial Services			
324254	09/24/2026		
Inv 42651401			
Line Item Date	Line Item Description		
09/02/2026	Copiers Lease 8/22-9/21/2026 Cust AN 61587		2,209.46
Inv 42651401 Total			2,209.46
324254 Total:			2,209.46
XRXF5010 - Xerox Financial Services Total:			2,209.46
Total:			74,460.34

Accounts Payable

Check Detail

User: tfernandez
Printed: 09/29/2026 - 10:47AM

Check Number	Check Date	Amount
ACTM3010 - Robert Half Inc		
0	09/24/2026	
Inv 66565261		
Line Item Date	Line Item Description	
08/31/2026	Accounts Payable Specialist HL 8/28/2026	1,928.40
Inv 66565261 Total		1,928.40
Inv 66598809		
Line Item Date	Line Item Description	
09/09/2026	Accounts Payable Specialist HL 9/4/2026	72.80
09/09/2026	Accounts Payable Specialist HL WE 9/4/2026	1,855.60
Inv 66598809 Total		1,928.40
Inv 66619328		
Line Item Date	Line Item Description	
09/15/2026	Accounts Payable Specialist HL WE 9-11-2026	1,446.30
Inv 66619328 Total		1,446.30
Inv 66634457		
Line Item Date	Line Item Description	
09/21/2026	Accounts Payable Specialist HL WE 9-18-2026	1,928.40
Inv 66634457 Total		1,928.40
0 Total:		7,231.50
ACTM3010 - Robert Half Inc Total:		7,231.50
ADHA6116 - Herrera, Adam		
324291	09/24/2026	
Inv 2.17.26		
Line Item Date	Line Item Description	
02/17/2026	Nick Herrera Mileage Reimb 2.17.26 Citywide Buildings	41.18
Inv 2.17.26 Total		41.18
Inv 7.15.26		
Line Item Date	Line Item Description	

Check Number	Check Date		Amount
07/15/2026		Nick Herrera Mileage Reimb 7.15.26 Sewer Spill	43.17
Inv 7.15.26 Total			43.17
Inv 7.17.26			
Line Item Date		Line Item Description	
07/17/2026		Nick Herrera Mileage Reimb 7.17.26 Broken Sprinkler	43.17
Inv 7.17.26 Total			43.17
324291 Total:			127.52
ADHA6116 - Herrera, Adam Total:			127.52
ADTR5011 - Tregenza, Adam			
324337	09/24/2026		
Inv AT9.10.26			
Line Item Date		Line Item Description	
09/10/2026		FD Paramedic License Renewal - Adam T.	250.00
Inv AT9.10.26 Total			250.00
324337 Total:			250.00
ADTR5011 - Tregenza, Adam Total:			250.00
ALH0179 - Alhambra Car Wash			
324256	09/24/2026		
Inv August 2026			
Line Item Date		Line Item Description	
09/08/2026		PD Vehicle Maintenance	432.00
Inv August 2026 Total			432.00
324256 Total:			432.00
ALH0179 - Alhambra Car Wash Total:			432.00
ALH0181 - Alhambra Hospital Med Ctr			
324257	09/24/2026		
Inv SPFD008			
Line Item Date		Line Item Description	
08/16/2026		Medical Supplies: Medications, Doses, Supplies FY25-26	3,104.41
08/16/2026		Fire Dept Medical Supplies	1,650.70
Inv SPFD008 Total			4,755.11

Check Number	Check Date	Amount
324257 Total:		4,755.11
ALH0181 - Alhambra Hospital Med Ctr Total:		4,755.11

ALL0197 - All Star Fire Equipment, Inc.

324258 09/24/2026

Inv 274988

Line Item Date	Line Item Description	
08/31/2026	Annual PO Safety Firefighting ClothingEquipment FY 26-27	101.83
Inv 274988 Total		101.83
324258 Total:		101.83
ALL0197 - All Star Fire Equipment, Inc. Total:		101.83

AMAZONCP - Amazon Capital Services, Inc.

0 09/24/2026

Inv 11FH-K1FQ-FN36

Line Item Date	Line Item Description	
08/15/2026	clear plastic vanity, letter tray	79.16
Inv 11FH-K1FQ-FN36 Total		79.16

Inv 11T6-JFKR-RRLT

Line Item Date	Line Item Description	
09/14/2026	Office Chair and Radio Charger Shared Division Chief Office	213.49
Inv 11T6-JFKR-RRLT Total		213.49

Inv 17H9-9CHK-WLKH

Line Item Date	Line Item Description	
09/11/2026	Office Supplies	18.77
Inv 17H9-9CHK-WLKH Total		18.77

Inv 1C1V-XFLH-V71D

Line Item Date	Line Item Description	
09/14/2026	PD Office Supplies	299.90
Inv 1C1V-XFLH-V71D Total		299.90

Inv 1DMC-HV3C-6YH9

Line Item Date	Line Item Description	
09/02/2026	phone case Samsung	16.66
Inv 1DMC-HV3C-6YH9 Total		16.66

Inv 1FML-R1TF-MRKH

Line Item Date	Line Item Description	
08/15/2026	Items for LIbrary's Fall Campaign	83.77

Inv 1FML-R1TF-MRKH Total 83.77

Inv 1FXN-KWPY-6KWG

Line Item Date	Line Item Description	
09/01/2026	iPad case, should strap, Apple pencil	287.50

Inv 1FXN-KWPY-6KWG Total 287.50

Inv 1GYR-X19X-DW1C

Line Item Date	Line Item Description	
09/09/2026	Book for Library Collection	10.93

Inv 1GYR-X19X-DW1C Total 10.93

Inv 1JG1-QH3K-HK4V

Line Item Date	Line Item Description	
09/03/2026	Logitech mouse, wireless keyboard	296.19

Inv 1JG1-QH3K-HK4V Total 296.19

Inv 1JL3-PVVP-LJJD

Line Item Date	Line Item Description	
08/28/2026	Power Supply for Fire Station	20.54

Inv 1JL3-PVVP-LJJD Total 20.54

Inv 1JPG-WQGV-4P4Q

Line Item Date	Line Item Description	
09/16/2026	IT Supplies	38.63

Inv 1JPG-WQGV-4P4Q Total 38.63

Inv 1K46-NJ76-VVHN

Line Item Date	Line Item Description	
08/29/2026	Gatorade Powder Mix for Water Staff	80.07

Inv 1K46-NJ76-VVHN Total 80.07

Inv 1K61-T6M3-3MVW

Line Item Date	Line Item Description	
08/31/2026	CREDIT - Returned Book for Library Collection	-32.42

Inv 1K61-T6M3-3MVW Total -32.42

Inv 1KY1-N66X-THKW

Line Item Date	Line Item Description	
08/27/2026	wire hooks, clock, wire shelf label holder	39.64

Inv 1KY1-N66X-THKW Total 39.64

Inv 1LX1-MVN6-KPHM

Line Item Date	Line Item Description	
08/28/2026	Carnegie Grant - Items for Library's Fall Campaign	15.86

Inv 1LX1-MVN6-KPHM Total 15.86

Inv 1NVQ-LDXH-XRT1

Line Item Date	Line Item Description	
08/16/2026	Book for Library Collection	32.42

Inv 1NVQ-LDXH-XRT1 Total 32.42

Inv 1RPP-C7QD-TNDY

Line Item Date	Line Item Description	
08/29/2026	CREDIT for broken acrylic file holder	-19.86

Inv 1RPP-C7QD-TNDY Total -19.86

Inv 1TH9-9VX7-6LFH

Line Item Date	Line Item Description	
09/02/2026	Printer for Anteneh Tesfaye's Office	353.59

Inv 1TH9-9VX7-6LFH Total 353.59

Inv 1VMK-F6RT-NLJM

Line Item Date	Line Item Description	
09/14/2026	Senior Center bin for supplies & event supplies	55.24

Inv 1VMK-F6RT-NLJM Total 55.24

Inv 1VYK-G1VN-4QQD

Line Item Date	Line Item Description	
09/01/2026	Office Supplies	24.67

Inv 1VYK-G1VN-4QQD Total 24.67

Inv 1VYK-G1VN-94FJ

Line Item Date	Line Item Description	
09/01/2026	iPhone Case Diverbox	14.69

Inv 1VYK-G1VN-94FJ Total 14.69

Inv 1VYK-G1VN-9D4R

Line Item Date	Line Item Description	
09/01/2026	phone case Samsung	16.66

Inv 1VYK-G1VN-9D4R Total 16.66

Inv 1Y6F-HFQW-LKDR

Line Item Date	Line Item Description	
09/15/2026	Senior Center bin for supplies & event supplies	11.04

Inv 1Y6F-HFQW-LKDR Total 11.04

Inv 1YGQ-3J17-GY9R

Line Item Date	Line Item Description	
09/01/2026	PD Office Supplies	298.34

Inv 1YGQ-3J17-GY9R Total 298.34

Inv 1YN1-XXXR-LMXR

Line Item Date	Line Item Description	
09/04/2026	Equipment Maintenance - Batteries for Equipment	67.71

Inv 1YN1-XXXR-LMXR Total 67.71

0 Total: 2,323.19

AMAZONCP - Amazon Capital Services, Inc. Total: 2,323.19

AMTIR4 - The Reinalt-Thomas Corporation DBA

324336 09/24/2026

Inv 5084814751

Line Item Date	Line Item Description	
08/10/2026	PD Vehicle Maintenance	354.40

Inv 5084814751 Total 354.40

324336 Total: 354.40

AMTIR4 - The Reinalt-Thomas Corporation DBA Total: 354.40

AVCJ3041 - Arroyo Verdugo Communities Joint Powers Authority

324264 09/24/2026

Inv 8.20.26

Line Item Date	Line Item Description	
08/20/2026	FY26/27 AVCJPA Membership Due	5,937.00

Inv 8.20.26 Total 5,937.00

324264 Total: 5,937.00

AVCJ3041 - Arroyo Verdugo Communities Joint Powers Authority Total: 5,937.00

AXON4010 - Axon Enterprise Inc.

Check Number	Check Date		Amount
0	09/24/2026		
Inv	INUS478771		
Line Item Date	Line Item Description		
09/04/2026	AXON VOUCHER FOR OFFICER TO ATTEND UPCOMING 2 D		895.00
Inv INUS478771 Total			895.00
0 Total:			895.00
AXON4010 - Axon Enterprise Inc. Total:			895.00
BLBA8010 - Bibliotheca, LLC			
0	09/24/2026		
Inv	INV-US87846		
Line Item Date	Line Item Description		
09/02/2026	Radio Frequency Identification Technology RFID C0001497-US		24,589.92
Inv INV-US87846 Total			24,589.92
0 Total:			24,589.92
BLBA8010 - Bibliotheca, LLC Total:			24,589.92
BSHL6710 - Base Hill, Inc., dba Jan Point			
0	09/24/2026		
Inv	27237		
Line Item Date	Line Item Description		
08/03/2026	Citywide Janitorial Services July 2026		17,950.00
Inv 27237 Total			17,950.00
Inv	27381		
Line Item Date	Line Item Description		
08/31/2026	Citywide Janitorial Services August 2026		17,950.00
Inv 27381 Total			17,950.00
0 Total:			35,900.00
BSHL6710 - Base Hill, Inc., dba Jan Point Total:			35,900.00
CAL5236 - Dy-Dee Services of Pasadena, Inc.			
324277	09/24/2026		
Inv	2653593		
Line Item Date	Line Item Description		
08/27/2026	Fire Department Linen Services for FY 26-27		99.71
Inv 2653593 Total			99.71

Inv 2656677

Line Item Date	Line Item Description	
09/03/2026	Fire Department Linen Services for FY 26-27	95.48

Inv 2656677 Total 95.48

324277 Total: 195.19

CAL5236 - Dy-Dee Services of Pasadena, Inc. Total: 195.19

CAL8012 - Califa Group

324266 09/24/2026

Inv 9501

Line Item Date	Line Item Description	
08/11/2026	EBSCO-Novelist Plus Subscription Renewal 9/1/26-8/31/27	3,040.00

Inv 9501 Total 3,040.00

324266 Total: 3,040.00

CAL8012 - Califa Group Total: 3,040.00

CALP2013 - CalPERS

0 09/24/2026

Inv GASB 68 FY27

Line Item Date	Line Item Description	
09/10/2026	GASB 68 Reporting Services Fee FY27	700.00

Inv GASB 68 FY27 Total 700.00

0 Total: 700.00

CALP2013 - CalPERS Total: 700.00

CAN0607 - Cantu Graphics Inc.

0 09/24/2026

Inv 66051-2

Line Item Date	Line Item Description	
08/17/2026	PD Printing	55.07

Inv 66051-2 Total 55.07

Inv 66083-2

Line Item Date	Line Item Description	
09/03/2026	Printing-Bus.Card-D. Flores	44.04

Inv 66083-2 Total 44.04

Inv 66083-3

Line Item Date	Line Item Description	
09/03/2026	PD Printing	55.19

Inv 66083-3 Total 55.19

Inv 66088-2

Line Item Date	Line Item Description	
08/27/2026	Door Hangers for FHSV Tree Trimming	751.34

Inv 66088-2 Total 751.34

0 Total: 905.64

CAN0607 - Cantu Graphics Inc. Total: 905.64

CAPRAENV - Capra Environmental Services Corporation

324267 09/24/2026

Inv 2249

Line Item Date	Line Item Description	
09/22/2026	Grazing Management Services SEP2026 Monterey HIlls	29,750.00

Inv 2249 Total 29,750.00

324267 Total: 29,750.00

CAPRAENV - Capra Environmental Services Corporation Total: 29,750.00

CASTEELE - Steele, Caden

324333 09/24/2026

Inv CS8.21.26

Line Item Date	Line Item Description	
08/21/2026	CPR Renewal Reimbursement - C. Steele FD	70.45

Inv CS8.21.26 Total 70.45

324333 Total: 70.45

CASTEELE - Steele, Caden Total: 70.45

CATYSTGP - Catalyst Consulting Group

0 09/24/2026

Inv #SPas-CRM-S-003

Line Item Date	Line Item Description	
09/15/2026	CRM Build Milestones- CSC Platform Development	70,391.53

Check Number	Check Date		Amount
	09/15/2026	CRM Build Milestone - CSC Platform Development	747.27
	Inv #SPas-CRM-S-003 Total		71,138.80
0 Total:			71,138.80
CATYSTGP - Catalyst Consulting Group Total:			71,138.80
CDOHCS50 - California Department of Health Care Services			
0	09/24/2026		
Inv	GEMT Invoice #4		
Line Item Date	Line Item Description		
09/03/2026	Fire - GEMT 2026 Q4 - NPI 1073512570		42,947.10
Inv GEMT Invoice #4 Total			42,947.10
0 Total:			42,947.10
CDOHCS50 - California Department of Health Care Services Total:			42,947.10
CFNSPR - California Newspapers Partnership			
0	09/24/2026		
Inv	0011806083		
Line Item Date	Line Item Description		
08/07/2026	Public Notices - August 2026		621.46
Inv 0011806083 Total			621.46
Inv	0011806225		
Line Item Date	Line Item Description		
08/12/2026	Election Public Notices - August 2026		644.48
Inv 0011806225 Total			644.48
Inv	0011807139		
Line Item Date	Line Item Description		
08/14/2026	Public Notices - August 2026		612.26
Inv 0011807139 Total			612.26
0 Total:			1,878.20
CFNSPR - California Newspapers Partnership Total:			1,878.20
CGPH4011 - Phillips, Craig			
324320	09/24/2026		

Inv 09/11/2026

Line Item Date	Line Item Description	
09/15/2026	SGT. PHILLIPS REIMBURSEMENT FOR DRIVER TRAINING (	13.42

Inv 09/11/2026 Total 13.42

324320 Total: 13.42

CGPH4011 - Phillips, Craig Total: 13.42

CHMILLER - Miller, Christiana

0 09/24/2026

Inv September2026

Line Item Date	Line Item Description	
09/02/2026	CS SEP 2026 YMCA Wellness Reimbursement	55.00

Inv September2026 Total 55.00

0 Total: 55.00

CHMILLER - Miller, Christiana Total: 55.00

CINTA3 - Cintas Corporation

324269 09/24/2026

Inv 4281645845

Line Item Date	Line Item Description	
09/08/2026	Parks & Uniforms Uniforms Week 9.8.26	50.16

Inv 4281645845 Total 50.16

324269 Total: 50.16

CINTA3 - Cintas Corporation Total: 50.16

CINTAS - Cintas Corporation

324270 09/24/2026

Inv 5342745305

Line Item Date	Line Item Description	
06/18/2026	First Aid Kit Replenishment and AED Maintenance June 2026	76.41

Inv 5342745305 Total 76.41

Inv 5342745311

Line Item Date	Line Item Description	
06/18/2026	First Aid Kit Replenishment and AED Maintenance June 2026	17.75

Inv 5342745311 Total 17.75

Inv 5342745313

Line Item Date	Line Item Description	
06/18/2026	First Aid Kit Replenishment and AED Maintenance June 2026	34.32

Inv 5342745313 Total 34.32

Inv 5343216709

Line Item Date	Line Item Description	
06/22/2026	First Aid Kit Replenishment and AED Maintenance June 2026	8.81

Inv 5343216709 Total 8.81

Inv 5348215304

Line Item Date	Line Item Description	
07/16/2026	First Aid Kit Replenishment and AED Maintenance July 2026	8.81

Inv 5348215304 Total 8.81

Inv 5348215309

Line Item Date	Line Item Description	
07/16/2026	First Aid Kit Replenishment and AED Maintenance July 2026	50.69

Inv 5348215309 Total 50.69

Inv 5348215311

Line Item Date	Line Item Description	
07/16/2026	First Aid Kit Replenishment and AED Maintenance July 2026	25.64

Inv 5348215311 Total 25.64

Inv 5348215312

Line Item Date	Line Item Description	
07/16/2026	First Aid Kit Replenishment and AED Maintenance July 2026	36.31

Inv 5348215312 Total 36.31

Inv 5348215313

Line Item Date	Line Item Description	
07/16/2026	First Aid Kit Replenishment and AED Maintenance July 2026	65.56

Inv 5348215313 Total 65.56

Inv 5348215314

Line Item Date	Line Item Description	
07/16/2026	First Aid Kit Replenishment and AED Maintenance July 2026	8.87

Inv 5348215314 Total 8.87

Inv 8408516499

Line Item Date	Line Item Description

	07/31/2026	First Aid Kit Replenishment and AED Maintenance July 2026	289.52
	Inv 8408516499 Total		289.52
	Inv 8408580033		
	Line Item Date	Line Item Description	
	08/31/2026	First Aid Kit Replenishment and AED Maintenance August 2026	382.69
	Inv 8408580033 Total		382.69
324270 Total:			1,005.38
CINTAS - Cintas Corporation Total:			1,005.38
CITIGUAR - Citiguard Inc			
324271	09/24/2026		
	Inv 85503		
	Line Item Date	Line Item Description	
	09/08/2026	Library Security Guard Concierge Srv AUG26 Acct# SPPL051826	5,840.75
	Inv 85503 Total		5,840.75
324271 Total:			5,840.75
CITIGUAR - Citiguard Inc Total:			5,840.75
CNPO4011 - Pacheco, Cynthia			
0	09/24/2026		
	Inv 09/11/2026		
	Line Item Date	Line Item Description	
	09/15/2026	P.A. PACHECO REIMBURSEMENT FOR ATTENDING REPORT	75.09
	Inv 09/11/2026 Total		75.09
0 Total:			75.09
CNPO4011 - Pacheco, Cynthia Total:			75.09
COBR7131 - The Advantage Group			
0	09/24/2026		
	Inv 102026HRA		
	Line Item Date	Line Item Description	
	09/23/2026	HRA Administration Reimbursement for October 2026	23,722.89
	Inv 102026HRA Total		23,722.89
0 Total:			23,722.89

Check Number	Check Date		Amount
COBR7131 - The Advantage Group Total:			23,722.89
CON9152 - Control Automation Design Inc			
324274	09/24/2026		
Inv 26-026			
Line Item Date	Line Item Description		
07/31/2026	SCADA Routine Maintenance		2,931.50
Inv 26-026 Total			2,931.50
324274 Total:			2,931.50
CON9152 - Control Automation Design Inc Total:			2,931.50
COSEATGV - Concept Seating Government LLC			
0	09/24/2026		
Inv 13873			
Line Item Date	Line Item Description		
09/08/2026	Chairs for PD Dispatchers		6,439.17
Inv 13873 Total			6,439.17
0 Total:			6,439.17
COSEATGV - Concept Seating Government LLC Total:			6,439.17
CRPC7000 - Pech, Carlos			
324318	09/24/2026		
Inv 09/04/2026			
Line Item Date	Line Item Description		
09/15/2026	DET. PECH REIMBURSEMENT FOR DRIVER TRAINING (PSP		17.19
Inv 09/04/2026 Total			17.19
324318 Total:			17.19
CRPC7000 - Pech, Carlos Total:			17.19
CRSR2010 - Corodata Shredding Inc.			
0	09/24/2026		
Inv DN 1589154			
Line Item Date	Line Item Description		
07/31/2026	Shredding for City Facilities AN SD041103		378.57
Inv DN 1589154 Total			378.57

Inv DN 1590080

Line Item Date	Line Item Description	
07/31/2026	Shredding for City Facilities AN SD041103	30.00

Inv DN 1590080 Total 30.00

Inv DN 1594801

Line Item Date	Line Item Description	
08/31/2026	Shredding for City Facilities	34.95

Inv DN 1594801 Total 34.95

0 Total: 443.52

CRSR2010 - Corodata Shredding Inc. Total: 443.52

CUR7778 - L.N. Curtis & Sons

324297 09/24/2026

Inv INV1104605

Line Item Date	Line Item Description	
08/27/2026	PD Safety Clothing/Equipment	1,260.00

Inv INV1104605 Total 1,260.00

324297 Total: 1,260.00

CUR7778 - L.N. Curtis & Sons Total: 1,260.00

DACA4011 - Calderon, David

0 09/24/2026

Inv 08/24-25/26

Line Item Date	Line Item Description	
09/15/2026	CPL. CALDERON INTRO TO SUPERVISION TRAINING REIMI	53.10

Inv 08/24-25/26 Total 53.10

Inv 09/04/2026

Line Item Date	Line Item Description	
09/15/2026	CPL. CALDERON REIMBURSEMENT FOR DRIVER TRAININ(	23.00

Inv 09/04/2026 Total 23.00

0 Total: 76.10

DACA4011 - Calderon, David Total: 76.10

DARL7000 - Russell, Diana

Check Number	Check Date		Amount
324328	09/24/2026		
Inv 09/11/2026			
Line Item Date	Line Item Description		
09/15/2026	P.A. RUSSELL REIMBURSEMENT FOR ATTENDING REPORT		78.90
Inv 09/11/2026 Total			78.90
324328 Total:			78.90
DARL7000 - Russell, Diana Total:			78.90
DDLP8010 - Dr. Detail Ph.D LLC			
0	09/24/2026		
Inv 3727			
Line Item Date	Line Item Description		
08/31/2026	Biweekly fleet washing of DAR vehicles (81, 82, and 83)		600.00
Inv 3727 Total			600.00
0 Total:			600.00
DDLP8010 - Dr. Detail Ph.D LLC Total:			600.00
DPWL8210 - Dispatch Wellness LLC			
324276	09/24/2026		
Inv 21691A7E-0009			
Line Item Date	Line Item Description		
09/08/2026	DISPATCH WELLNESS COURSE FOR P.A. CORONA 10/16/202		125.00
Inv 21691A7E-0009 Total			125.00
324276 Total:			125.00
DPWL8210 - Dispatch Wellness LLC Total:			125.00
DTATK701 - Data Ticket, Inc.			
324275	09/24/2026		
Inv 199009			
Line Item Date	Line Item Description		
09/10/2026	Citation Processing/Collections AUG 2026 EN# 1291		200.00
Inv 199009 Total			200.00
324275 Total:			200.00
DTATK701 - Data Ticket, Inc. Total:			200.00

DVANDENS - Vandensteen, Desiree

0 09/24/2026

Inv DV AUG2026

Line Item Date	Line Item Description	
08/31/2026	PD YMCA wellness reimb AUG 2026	51.00
Inv DV AUG2026 Total		51.00

Inv DV JUL2026

Line Item Date	Line Item Description	
07/31/2026	PD YMCA wellness reimb JUL 2026	51.00
Inv DV JUL2026 Total		51.00

Inv DV SEP2026

Line Item Date	Line Item Description	
09/02/2026	PD YMCA wellness reimb SEP 2026	51.00
Inv DV SEP2026 Total		51.00

0 Total: 153.00

DVANDENS - Vandensteen, Desiree Total: 153.00

EDGHITI - Engineering Consulting Services, Inc.

324279 09/24/2026

Inv 37

Line Item Date	Line Item Description	
08/31/2026	Public Works Management Assistance AUG 2026	5,362.50
Inv 37 Total		5,362.50

324279 Total: 5,362.50

EDGHITI - Engineering Consulting Services, Inc. Total: 5,362.50

EDVL6010 - Villalobos, Edgar

324339 09/24/2026

Inv 8.2.26-1

Line Item Date	Line Item Description	
08/02/2026	Travel Reimb - Meals & Incidentals Per Diem (First Day) 8/2/26	64.50
Inv 8.2.26-1 Total		64.50

Inv 8.2.26-2

Line Item Date	Line Item Description	
08/02/2026	Travel Reimb - Airport Transportation / Ride-share 8/2/26	25.03

Inv 8.2.26-2 Total		25.03
Inv 8.2.26-3		
Line Item Date	Line Item Description	
08/02/2026	Travel Reimb Mileage To & From Airport 8/2 & 8/26/26	28.73
Inv 8.2.26-3 Total		28.73
Inv 8.3.26		
Line Item Date	Line Item Description	
08/03/2026	Travel Reimb - Meals & Incidentals Per Diem (Second Day) 8/3/26	86.00
Inv 8.3.26 Total		86.00
Inv 8.4.26		
Line Item Date	Line Item Description	
08/04/2026	Travel Reimb - Meals & Incidentals Per Diem (Third Day) 8/4/26	86.00
Inv 8.4.26 Total		86.00
Inv 8.5.26		
Line Item Date	Line Item Description	
08/05/2026	Travel Reimb - Meals & Incidentals Per Diem (Fourth Day) 8/5/26	67.85
Inv 8.5.26 Total		67.85
Inv 8.6.26-1		
Line Item Date	Line Item Description	
08/06/2026	Travel Reimb - Meals & Incidentals Per Diem (Last Day) 8/6/26	64.50
Inv 8.6.26-1 Total		64.50
Inv 8.6.26-2		
Line Item Date	Line Item Description	
08/06/2026	Travel Reimb - Garage and Parking Expense 8/2-8/6/26	175.00
Inv 8.6.26-2 Total		175.00
Inv H0119253800		
Line Item Date	Line Item Description	
07/30/2026	Edgar Villalobos Boot Reimbursement	356.65
Inv H0119253800 Total		356.65
324339 Total:		954.26
EDVL6010 - Villalobos, Edgar Total:		954.26

EMARCIAL - Marcial, Esmeralda

324302 09/24/2026

Inv 114066351

Line Item Date	Line Item Description	
09/01/2026	Refund deposit GY 8/29/26 + one hour rental & staff	125.00
09/01/2026	Refund deposit GY 8/29/26 + one hour rental & staff	300.00

Inv 114066351 Total 425.00

324302 Total: 425.00

EMARCIAL - Marcial, Esmeralda Total: 425.00

EMPI5011 - ARAMSCO INC

324261 09/24/2026

Inv S7868510.003

Line Item Date	Line Item Description	
08/26/2026	Fire Station Cleaning Apparatus	35.65

Inv S7868510.003 Total 35.65

Inv S7868510.004

Line Item Date	Line Item Description	
09/01/2026	Fire Station Cleaning Apparatus	49.47

Inv S7868510.004 Total 49.47

324261 Total: 85.12

EMPI5011 - ARAMSCO INC Total: 85.12

ERCARRYO - Arroyo, Eric

324263 09/24/2026

Inv 4063

Line Item Date	Line Item Description	
09/04/2026	BACKGROUND INVESTIGATION FOR DISPATCH APPLICANT	1,700.00

Inv 4063 Total 1,700.00

324263 Total: 1,700.00

ERCARRYO - Arroyo, Eric Total: 1,700.00

ESCLCEPW - Escalera, Lance

324280 09/24/2026

Inv 5.20.26

Line Item Date	Line Item Description	
09/15/2026	Lance Escalera Mileage Reimbursement War Memorial Building Le	100.05

Inv 5.20.26 Total 100.05

324280 Total:		100.05
ESCLCEPW - Escalera, Lance Total:		100.05

FCCC2984 - Farwest Corrosion Control Company

324281	09/24/2026	
Inv 261		
Line Item Date	Line Item Description	
09/23/2026	Temp Water Meter Refund Deposit $2,947.00 Less water usage 60.8	2,886.17
Inv 261 Total		2,886.17
324281 Total:		2,886.17
FCCC2984 - Farwest Corrosion Control Company Total:		2,886.17

FFCA8060 - Foothill Fire Chiefs' Association

324283	09/24/2026	
Inv 9/1/26		
Line Item Date	Line Item Description	
09/01/2026	Foothill Fire Chief Association Dues 2026 - Lloyd	200.00
Inv 9/1/26 Total		200.00
324283 Total:		200.00
FFCA8060 - Foothill Fire Chiefs' Association Total:		200.00

FHCM5011 - Foothill Communications, Inc.

324282	09/24/2026	
Inv #INV8214		
Line Item Date	Line Item Description	
08/26/2026	Service and Repair of Comm. Equip. FY26/27	3,630.00
Inv #INV8214 Total		3,630.00
Inv #INV8220		
Line Item Date	Line Item Description	
08/31/2026	Service and Repair of Comm. Equip. FY26/27	3,630.00
Inv #INV8220 Total		3,630.00
324282 Total:		7,260.00
FHCM5011 - Foothill Communications, Inc. Total:		7,260.00

GALL5011 - Galls, LLC

324284 09/24/2026

Inv 036099747

Line Item Date	Line Item Description	
08/26/2026	PD Safety Clothing/Equipment Acct# 1000288030	166.77

Inv 036099747 Total 166.77

Inv 036148310

Line Item Date	Line Item Description	
08/31/2026	PD Safety Clothing/Equipment	50.00

Inv 036148310 Total 50.00

Inv 036175103

Line Item Date	Line Item Description	
09/02/2026	PD Safety Clothing/Equipment	6.83

Inv 036175103 Total 6.83

Inv 036195695

Line Item Date	Line Item Description	
09/04/2026	PD Safety Clothing/Equipment	141.55

Inv 036195695 Total 141.55

Inv 036195723

Line Item Date	Line Item Description	
09/04/2026	PD Safety Clothing/Equipment	13.12

Inv 036195723 Total 13.12

Inv 036208475

Line Item Date	Line Item Description	
09/08/2026	PD Safety Clothing/Equipment	147.58

Inv 036208475 Total 147.58

Inv 036230221

Line Item Date	Line Item Description	
09/09/2026	PD Safety Clothing/Equipment	158.74

Inv 036230221 Total 158.74

324284 Total: 684.59

GALL5011 - Galls, LLC Total: 684.59

GALV4011 - Alvarez, Griselda

Check Number	Check Date	Amount
324259	09/24/2026	
Inv 09/02/2026		
Line Item Date	Line Item Description	
09/15/2026	CLERK ALVAREZ PUBLIC RECRODS ACT TRAINING REIMB	60.80
Inv 09/02/2026 Total		60.80
324259 Total:		60.80
GALV4011 - Alvarez, Griselda Total:		60.80
GEOGEARY - Geary, George		
324285	09/24/2026	
Inv 10-10-2026		
Line Item Date	Line Item Description	
09/18/2026	Carnegie Grant - 10/10/26 Author Talk	200.00
Inv 10-10-2026 Total		200.00
324285 Total:		200.00
GEOGEARY - Geary, George Total:		200.00
GLBMSRHT - Global Music Rights, LLC		
324286	09/24/2026	
Inv INV-GMR-139653		
Line Item Date	Line Item Description	
09/09/2026	Global Music Rights licensing So Pas events 6/1/26-5/31/27	850.00
Inv INV-GMR-139653 Total		850.00
324286 Total:		850.00
GLBMSRHT - Global Music Rights, LLC Total:		850.00
GOVE2013 - GovernmentJobs.com, Inc.		
0	09/24/2026	
Inv INV-158658		
Line Item Date	Line Item Description	
05/08/2026	NEOGOV Fiscal Year 2026-2027 Service	68,137.24
Inv INV-158658 Total		68,137.24
0 Total:		68,137.24
GOVE2013 - GovernmentJobs.com, Inc. Total:		68,137.24

GRA6601 - Grainger

324287 09/24/2026

Inv 9057147663

Line Item Date	Line Item Description	
08/25/2026	Handles for Library sink in staff area	161.96

Inv 9057147663 Total 161.96

Inv 9057291495

Line Item Date	Line Item Description	
08/25/2026	Material for sink repair at WAR in kitchen	38.98

Inv 9057291495 Total 38.98

324287 Total: 200.94

GRA6601 - Grainger Total: 200.94

GRED4011 - Gramajo, Ederson

324288 09/24/2026

Inv 08/31/2026

Line Item Date	Line Item Description	
09/15/2026	MENTORSHIP/RIDE ALONG LUNCH REIMBURSEMENT FOR	35.78

Inv 08/31/2026 Total 35.78

Inv 09/11/2026

Line Item Date	Line Item Description	
09/15/2026	OFCR. GRAMAJO REIMBURSEMENT FOR DRIVER TRAININ(	20.35

Inv 09/11/2026 Total 20.35

324288 Total: 56.13

GRED4011 - Gramajo, Ederson Total: 56.13

HDLC3011 - HdL Coren & Cone

324290 09/24/2026

Inv SIN068355

Line Item Date	Line Item Description	
09/22/2026	2025-26 ACFR Statistical Package	795.00

Inv SIN068355 Total 795.00

324290 Total: 795.00

HDLC3011 - HdL Coren & Cone Total: 795.00

HDRE6011 - HDR Engineering, Inc

0 09/24/2026

Inv 1200862159

Line Item Date	Line Item Description	
09/04/2026	Pedestrian Enhancement Design	9,874.40

Inv 1200862159 Total 9,874.40

0 Total: 9,874.40

HDRE6011 - HDR Engineering, Inc Total: 9,874.40

INCG6011 - Interwest Consulting Group, Inc

0 09/24/2026

Inv 4643766

Line Item Date	Line Item Description	
08/31/2026	Fire Plan Review Services FY 26-27	1,540.00

Inv 4643766 Total 1,540.00

0 Total: 1,540.00

INCG6011 - Interwest Consulting Group, Inc Total: 1,540.00

INGRMLIB - INGRAM LIBRARY SERVICE LLC

324292 09/24/2026

Inv 98782593

Line Item Date	Line Item Description	
08/24/2026	Open Purchase Order for Books for FY26-27	241.96

Inv 98782593 Total 241.96

Inv 98817572

Line Item Date	Line Item Description	
08/25/2026	Open Purchase Order for Books for FY26-27	21.59

Inv 98817572 Total 21.59

Inv 98891590

Line Item Date	Line Item Description	
08/27/2026	Open Purchase Order for Books for FY26-27	408.74

Inv 98891590 Total 408.74

Inv 98891591

Line Item Date	Line Item Description

08/27/2026	Open Purchase Order for Books for FY26-27	804.61
Inv 98891591 Total		804.61
Inv 98965156		
Line Item Date	Line Item Description	
08/31/2026	Open Purchase Order for Books Acct# 20AZ233	302.73
Inv 98965156 Total		302.73
324292 Total:		1,779.63
INGRMLIB - INGRAM LIBRARY SERVICE LLC Total:		1,779.63

INT6115 - R & M Hansen Enter Inc

324322	09/24/2026	
Inv 18141498		
Line Item Date	Line Item Description	
08/12/2026	31P-MHD Vehicle Maintenance for E781	357.49
Inv 18141498 Total		357.49
Inv 18141673		
Line Item Date	Line Item Description	
08/31/2026	31P-MHD Vehicle Maintenance for E781	714.98
Inv 18141673 Total		714.98
324322 Total:		1,072.47
INT6115 - R & M Hansen Enter Inc Total:		1,072.47

ISGU4011 - Gutierrez, Issac

0	09/24/2026	
Inv 09/03/2026		
Line Item Date	Line Item Description	
09/15/2026	ISSAC GUTIERREZ CAPE TRAINING REIMURSEMENT 09/03/	10.00
Inv 09/03/2026 Total		10.00
0 Total:		10.00
ISGU4011 - Gutierrez, Issac Total:		10.00

JANSLNAS - Salinas, Juan

324329	09/24/2026

Inv 3.18.26

Line Item Date	Line Item Description	
03/18/2026	Juan Salinas Mileage Reimb 3.18.26 816pm Open Manhole Cover	9.14

Inv 3.18.26 Total 9.14

Inv 3.20.26

Line Item Date	Line Item Description	
03/20/2026	Juan Salinas Mileage Reimb 3.20.26 434pm Palm Frons Pickup	9.14

Inv 3.20.26 Total 9.14

Inv 5.1.26

Line Item Date	Line Item Description	
05/01/2026	Juan Salinas Mileage Reimb 5.1.26 415pm Water Leak & Down Sig	9.14

Inv 5.1.26 Total 9.14

Inv 8.5.26

Line Item Date	Line Item Description	
08/05/2026	Juan Salinas Mileage Reimb Down Tree 8.5.26 730p 5034 Collis Av	9.58

Inv 8.5.26 Total 9.58

324329 Total: 37.00

JANSLNAS - Salinas, Juan Total: 37.00

JCTCRP - JCtees.com Corporation

324294 09/24/2026

Inv 11378

Line Item Date	Line Item Description	
08/31/2026	City Polos	323.88

Inv 11378 Total 323.88

324294 Total: 323.88

JCTCRP - JCtees.com Corporation Total: 323.88

JHMS8020 - JHM Supply Inc

0 09/24/2026

Inv 119468/1

Line Item Date	Line Item Description	
09/01/2026	Coupling for Pipe Repair at Wilson Reservoir	32.10

Inv 119468/1 Total 32.10

Inv 411506/1

Line Item Date	Line Item Description	
08/13/2026	PVC Pipe to Replace Broken Pipe at Graves Reservoir	124.94

Inv 411506/1 Total 124.94

0 Total: 157.04

JHMS8020 - JHM Supply Inc Total: 157.04

JORM4011 - Ramirez, Jose

324323 09/24/2026

Inv 09/02/2026

Line Item Date	Line Item Description	
09/15/2026	CLERK RAMIREZ PUBLIC RECORDS ACT TRAINING REIMB	60.80

Inv 09/02/2026 Total 60.80

324323 Total: 60.80

JORM4011 - Ramirez, Jose Total: 60.80

JSAR4011 - Jack's Auto Repair

324293 09/24/2026

Inv 21246

Line Item Date	Line Item Description	
09/10/2026	PD Vehicle Maintenance	110.00

Inv 21246 Total 110.00

Inv 21263

Line Item Date	Line Item Description	
09/15/2026	PD Vehicle Maintenance	334.91

Inv 21263 Total 334.91

324293 Total: 444.91

JSAR4011 - Jack's Auto Repair Total: 444.91

JTCHOPUR - Tchopourian, Jose

324334 09/24/2026

Inv 8.24.26

Line Item Date	Line Item Description	
08/24/2026	Certified Construction Management (CCM) Cert. Reimbursement	225.00

Inv 8.24.26 Total 225.00

324334 Total:		225.00
JTCHOPUR - Tchopourian, Jose Total:		225.00

KBBE9203 - Kabbara Engineering

324295 09/24/2026

Inv 1905

Line Item Date	Line Item Description	
09/01/2026	Mound Carport Project (PV Improvements).	11,520.00
Inv 1905 Total		11,520.00

Inv 1906

Line Item Date	Line Item Description	
09/08/2026	Orange Zone Reconstruction Project (Street, Water & Utility Impr	9,694.82
09/08/2026	Orange Zone Reconstruction Project (Street, Water & Utility Impr	4,154.93
09/08/2026	Orange Zone Reconstruction Project (Street, Water & Utility Impr	1,025.32
09/08/2026	Orange Zone Reconstruction Project (Street, Water & Utility Impr	4,154.93
Inv 1906 Total		19,030.00

324295 Total:		30,550.00
KBBE9203 - Kabbara Engineering Total:		30,550.00

KMTM4011 - Kim, Timothy

324296 09/24/2026

Inv 08/24-25/26

Line Item Date	Line Item Description	
09/15/2026	CPL. KIM INTRO TO SUPERVISION TRAINING REIMBURSE	55.12
Inv 08/24-25/26 Total		55.12

Inv 09/04/2026

Line Item Date	Line Item Description	
09/15/2026	CPL. KIM REIMBURSEMENT FOR DRIVER TRAINING (PSP) (	15.45
Inv 09/04/2026 Total		15.45

324296 Total:		70.57
KMTM4011 - Kim, Timothy Total:		70.57

KTFL2031 - Faulmino, Katrina

0 09/24/2026

Inv Sept2026

Line Item Date	Line Item Description	
09/03/2026	YMCA REIMBURSEMENT FOR Sept 2026	55.00
Inv Sept2026 Total		55.00
0 Total:		55.00
KTFL2031 - Faulmino, Katrina Total:		55.00

LBBM4010 - RCA Investments Inc

324324 09/24/2026

Inv 57774

Line Item Date	Line Item Description	
09/08/2026	PD Vehicle Maintenance	2,134.52
Inv 57774 Total		2,134.52
324324 Total:		2,134.52
LBBM4010 - RCA Investments Inc Total:		2,134.52

LCHD8011 - Lucas Holdings LLC

324300 09/24/2026

Inv 73736

Line Item Date	Line Item Description	
08/26/2026	Carnegie Grant - Foil Art Library Cards	1,128.63
Inv 73736 Total		1,128.63
324300 Total:		1,128.63
LCHD8011 - Lucas Holdings LLC Total:		1,128.63

LCW7456 - Liebert Cassidy Whitmore

0 09/24/2026

Inv 326795

Line Item Date	Line Item Description	
06/22/2026	Employment Relations Consort. & Liebert Library Subscr. FY26- 27	4,605.00
Inv 326795 Total		4,605.00
0 Total:		4,605.00
LCW7456 - Liebert Cassidy Whitmore Total:		4,605.00

Check Number	Check Date		Amount
LEAB6011 - Bunch, Leah			
324265	09/24/2026		
Inv	Permit# 25944		
Line Item Date	Line Item Description		
08/12/2025	Tree Removal Deposit Refund 2063 La France Ave		1,696.00
Inv Permit# 25944 Total			1,696.00
324265 Total:			1,696.00
LEAB6011 - Bunch, Leah Total:			1,696.00
LEXI4011 - Lexipol LLC			
0	09/24/2026		
Inv	INVLEX11275542		
Line Item Date	Line Item Description		
09/01/2026	FD Annual Fire Policy Manuals 10/1/26-9/30/27		9,377.96
Inv INVLEX11275542 Total			9,377.96
0 Total:			9,377.96
LEXI4011 - Lexipol LLC Total:			9,377.96
LIFE822 - Life-Assist Inc.			
324298	09/24/2026		
Inv	2191526		
Line Item Date	Line Item Description		
08/26/2026	Fire Dept Medical Supplies		762.76
Inv 2191526 Total			762.76
Inv	2198043		
Line Item Date	Line Item Description		
09/14/2026	Annual PO for Medical Supplies FY 26-27		702.78
Inv 2198043 Total			702.78
Inv	2199200		
Line Item Date	Line Item Description		
09/08/2026	Annual PO for Medical Supplies FY 26-27		610.38
Inv 2199200 Total			610.38
324298 Total:			2,075.92
LIFE822 - Life-Assist Inc. Total:			2,075.92

LOU1111 - Louie, Spencer

324299 09/24/2026

Inv 09/04/2026

Line Item Date	Line Item Description	
09/15/2026	SGT. LOUIE REIMBURSEMENT FOR DRIVER TRAINING (PSI	18.53
Inv 09/04/2026 Total		18.53
324299 Total:		18.53
LOU1111 - Louie, Spencer Total:		18.53

LRMZ4011 - Mendez, Laura

324305 09/24/2026

Inv 09/02/2026

Line Item Date	Line Item Description	
09/15/2026	CLERK MENDEZ PUBLIC RECRODS ACT TRAINING REIMBU	60.80
Inv 09/02/2026 Total		60.80
324305 Total:		60.80
LRMZ4011 - Mendez, Laura Total:		60.80

MAN5011 - Manhattan Stitching Co

324301 09/24/2026

Inv 117482

Line Item Date	Line Item Description	
08/16/2026	Uniform Polos and Jackets for DAR staff and drivers.	1,309.32
08/16/2026	Uniform Polos and Jackets for CSD staff.	529.00
08/16/2026	Uniform Polos and Jackets for CSD staff.	60.00
08/16/2026	Uniform Polos and Jackets for CSD staff.	94.00
Inv 117482 Total		1,992.32
324301 Total:		1,992.32
MAN5011 - Manhattan Stitching Co Total:		1,992.32

MBFEC106 - Marx Bros. Fire Extinguisher Co.

324303 09/24/2026

Inv S26286

Line Item Date	Line Item Description	
07/17/2026	Semi-annual inspection of fire suppression systems for kitchen	200.00
Inv S26286 Total		200.00

324303 Total:		200.00
MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:		200.00
MCM2352 - McMaster-Carr Supply Company		
0	09/24/2026	
Inv 67718937		
Line Item Date	Line Item Description	
07/02/2026	Shut Off/On Valves for Sampling at Wilson Reservoir	384.18
Inv 67718937 Total		384.18
0 Total:		384.18
MCM2352 - McMaster-Carr Supply Company Total:		384.18
MDONOVAN - Donovan, Michael		
0	09/24/2026	
Inv MD JUL2026		
Line Item Date	Line Item Description	
07/02/2026	CD Wellness Reimb JUL 2026	55.00
Inv MD JUL2026 Total		55.00
Inv MD SEP2026		
Line Item Date	Line Item Description	
09/02/2026	CD Wellness Reimb SEP 2026	55.00
Inv MD SEP2026 Total		55.00
0 Total:		110.00
MDONOVAN - Donovan, Michael Total:		110.00
MDWSTPE - Midwest Tape LLC		
324307	09/24/2026	
Inv 509302194		
Line Item Date	Line Item Description	
08/20/2026	Open Purchase Order - DVDs for Library Collection	22.98
Inv 509302194 Total		22.98
Inv 509335654		
Line Item Date	Line Item Description	
08/26/2026	Open Purchase Order - DVDs for Library Collection	28.99
Inv 509335654 Total		28.99

Inv 509335676

Line Item Date	Line Item Description	
08/26/2026	Open Purchase Order - DVDs for Library Collection	89.60
Inv 509335676 Total		89.60
324307 Total:		141.57
MDWSTPE - Midwest Tape LLC Total:		141.57

MEDTECHR - Med-Tech Resource LLC

324304 09/24/2026

Inv 161015

Line Item Date	Line Item Description	
09/03/2026	PD Equipment	102.26
Inv 161015 Total		102.26
324304 Total:		102.26
MEDTECHR - Med-Tech Resource LLC Total:		102.26

MERPLMBN - Merry Plumbing Co., Inc.

324306 09/24/2026

Inv 221056699

Line Item Date	Line Item Description	
07/31/2026	Emergency Plumbing Services for PD Basement	1,387.49
Inv 221056699 Total		1,387.49
324306 Total:		1,387.49
MERPLMBN - Merry Plumbing Co., Inc. Total:		1,387.49

MHSM4011 - Smith, Michael

324331 09/24/2026

Inv 08/19/2026

Line Item Date	Line Item Description	
09/15/2026	CPL. SMITH ACTIVE SHOOTER TRAINING REIMBURSEMEN	23.00
Inv 08/19/2026 Total		23.00

Inv 08/24-25/2026

Line Item Date	Line Item Description	
09/15/2026	CPL. SMITH INTRO TO SUPERVISION TRAINING REIMBURS	55.12

Inv 08/24-25/2026 Total 55.12

324331 Total: 78.12

MHSM4011 - Smith, Michael Total: 78.12

MNBL8170 - Crestline Software, LLC

0 09/24/2026

Inv #INV21285

Line Item Date	Line Item Description	
09/10/2026	AUG 2026 Lockbox Transaction & Return Fees	658.05

Inv #INV21285 Total 658.05

Inv #INV21360

Line Item Date	Line Item Description	
09/10/2026	AUG 2026 Postage & Printing	2,521.16

Inv #INV21360 Total 2,521.16

0 Total: 3,179.21

MNBL8170 - Crestline Software, LLC Total: 3,179.21

MOORPRKM - Vandermeulen, Kristofer

324338 09/24/2026

Inv XKNTY0R1-0002

Line Item Date	Line Item Description	
08/19/2026	Fire Department Clothing Uniforms: Belt Buckle	2,683.60

Inv XKNTY0R1-0002 Total 2,683.60

324338 Total: 2,683.60

MOORPRKM - Vandermeulen, Kristofer Total: 2,683.60

MPLC8021 - Motion Picture Licensing Corporation

324308 09/24/2026

Inv 504476068

Line Item Date	Line Item Description	
05/01/2026	MPLC Blanket License covering the term:	565.30

Inv 504476068 Total 565.30

324308 Total: 565.30

MPLC8021 - Motion Picture Licensing Corporation Total: 565.30

MRKPRERZ - Perez, Mark

324319 09/24/2026

Inv MP-08/31/2026

Line Item Date	Line Item Description	
08/31/2026	Ride Share Reimbursement August 2026	80.00

Inv MP-08/31/2026 Total 80.00

324319 Total: 80.00

MRKPRERZ - Perez, Mark Total: 80.00

NIMO9203 - Ninyo & Moore

324310 09/24/2026

Inv 324662

Line Item Date	Line Item Description	
08/05/2026	Geotechnical Services for the FY25-26 Street Improvement Project	2,910.63
08/05/2026	Geotechnical Services for the FY25-26 Street Improvement Project	2,910.62

Inv 324662 Total 5,821.25

324310 Total: 5,821.25

NIMO9203 - Ninyo & Moore Total: 5,821.25

NORELLAN - Orellana, Nairobi

324313 09/24/2026

Inv Sept2026

Line Item Date	Line Item Description	
09/02/2026	YMCA Reimbursement for Sept 2026	55.00

Inv Sept2026 Total 55.00

324313 Total: 55.00

NORELLAN - Orellana, Nairobi Total: 55.00

NOSSALLP - Nossaman LLP

0 09/24/2026

Inv 598827

Line Item Date	Line Item Description	
09/09/2026	2026 G.O. Bond Measure Client: 505436 Matter: 0002	212.00

Inv 598827 Total 212.00

0 Total:		212.00
NOSSALLP - Nossaman LLP Total:		212.00
NV5R9266 - NV5, Inc.		
0	09/24/2026	
Inv 534941		
Line Item Date	Line Item Description	
08/11/2026	NS Fair Oaks ITS Fremont Ave & Huntington Dr Corridor	2,477.15
08/11/2026	NS Fair Oaks ITS Fremont Ave & Huntington Dr Corridor	3,339.80
08/11/2026	NS Fair Oaks ITS Fremont Ave & Huntington Dr Corridor	3,339.81
Inv 534941 Total		9,156.76
Inv 539358		
Line Item Date	Line Item Description	
08/31/2026	FY 26/27 Grant Management Services for July 2026	3,792.50
Inv 539358 Total		3,792.50
0 Total:		12,949.26
NV5R9266 - NV5, Inc. Total:		12,949.26
OMEGAIND - Omega Industrial Supply Inc		
324312	09/24/2026	
Inv 171875		
Line Item Date	Line Item Description	
08/31/2026	Cleaning Supplies for Facilty Staff for Stock	2,002.82
Inv 171875 Total		2,002.82
324312 Total:		2,002.82
OMEGAIND - Omega Industrial Supply Inc Total:		2,002.82
OREI6711 - O' Reilly Automotive Inc.		
324311	09/24/2026	
Inv 8.28.26		
Line Item Date	Line Item Description	
08/28/2026	Fan Belts for Motors Sr Ctr & Council Chamber Cust# 319275	14.76
Inv 8.28.26 Total		14.76
324311 Total:		14.76

OREI6711 - O' Reilly Automotive Inc. Total: 14.76

OVDR8011 - OverDrive Inc.

0 09/24/2026

Inv 01148CO26303000

Line Item Date	Line Item Description	
09/02/2026	Open Purchase Order for eBooks/eAudiobooks	3,707.89

Inv 01148CO26303000 Total 3,707.89

0 Total: 3,707.89

OVDR8011 - OverDrive Inc. Total: 3,707.89

PAS4012 - City of Pasadena

324272 09/24/2026

Inv 30029923

Line Item Date	Line Item Description	
08/25/2026	Inmate housing July 2026 Cust# 117963	1,114.00

Inv 30029923 Total 1,114.00

324272 Total: 1,114.00

PAS4012 - City of Pasadena Total: 1,114.00

PHOE4610 - Phoenix Group Information Systems

324321 09/24/2026

Inv 072026184

Line Item Date	Line Item Description	
08/19/2026	Citations Processed July 2026 Agency# 184	5,435.56

Inv 072026184 Total 5,435.56

324321 Total: 5,435.56

PHOE4610 - Phoenix Group Information Systems Total: 5,435.56

PHS4011 - Pasadena Humane Society

324315 09/24/2026

Inv SEP2026SoPas

Line Item Date	Line Item Description	
09/01/2026	PD Animal Control Srv SEP 2026	17,377.00

Inv SEP2026SoPas Total 17,377.00

324315 Total:		17,377.00
PHS4011 - Pasadena Humane Society Total:		17,377.00

PRKWOD - Parkwood Landscape Maintenance, Inc.

0 09/24/2026

Inv 111392

Line Item Date	Line Item Description	
06/22/2026	PW Parkwood Landscape Weed Abatement FY26-27	10,752.00
Inv 111392 Total		10,752.00

Inv 111706

Line Item Date	Line Item Description	
08/31/2026	Citywide Landscaping Maintenance AUG 2026	39,507.56
08/31/2026	Citywide Landscaping Maintenance AUG 2026	12,083.33
08/31/2026	Citywide Landscaping Maintenance AUG 2026	2,083.33
Inv 111706 Total		53,674.22

Inv 111737

Line Item Date	Line Item Description	
08/28/2026	45 cu yds Seed Top Dressing Orange Gr & Arroyo N/S	2,340.00
Inv 111737 Total		2,340.00

0 Total:		66,766.22
PRKWOD - Parkwood Landscape Maintenance, Inc. Total:		66,766.22

PSCY8520 - Pasadena Cyclery

324314 09/24/2026

Inv 090426110122319

Line Item Date	Line Item Description	
09/16/2026	PD Vehicle Maintenance AN PAS00003082	788.32
Inv 090426110122319 Total		788.32

324314 Total:		788.32
PSCY8520 - Pasadena Cyclery Total:		788.32

PSLSV802 - Pasadena Live Scan Service LLC

324316 09/24/2026

Inv 572

Line Item Date	Line Item Description	
07/31/2026	Live Scan Service - July 2026	426.00

Inv 572 Total 426.00

Inv 586

Line Item Date	Line Item Description	
08/31/2026	Live Scan Service - August 2026	269.00

Inv 586 Total 269.00

324316 Total: 695.00

PSLSV802 - Pasadena Live Scan Service LLC Total: 695.00

PTZM4011 - Zamora, Patrick

324343 09/24/2026

Inv 09/04/2026

Line Item Date	Line Item Description	
09/15/2026	OFFICER ZAMORA REIMBURSEMENT FOR DRIVER TRAINI	17.74

Inv 09/04/2026 Total 17.74

324343 Total: 17.74

PTZM4011 - Zamora, Patrick Total: 17.74

PUWA8020 - Pure Water

0 09/24/2026

Inv 221404

Line Item Date	Line Item Description	
09/01/2026	Fire Dept Drinking Water SEP 2026	66.24

Inv 221404 Total 66.24

0 Total: 66.24

PUWA8020 - Pure Water Total: 66.24

PWP4465 - Pasadena Water & Power

324317 09/24/2026

Inv 8.11.26-9.11.26

Line Item Date	Line Item Description	
09/14/2026	Water Purchased SEP2026 AN 1973816780	3,843.75

Inv 8.11.26-9.11.26 Total 3,843.75

324317 Total: 3,843.75

PWP4465 - Pasadena Water & Power Total: 3,843.75

RAPDASST - Granite Mountain Industries

324289 09/24/2026

Inv 7365.1

Line Item Date	Line Item Description	
09/09/2026	PD Equipment	2,368.11

Inv 7365.1 Total 2,368.11

324289 Total: 2,368.11

RAPDASST - Granite Mountain Industries Total: 2,368.11

RENEWELL - ReNewell Fleet Service, LLC

324325 09/24/2026

Inv 12817

Line Item Date	Line Item Description	
09/03/2026	Vehicle Maintenance for E81 Annual Maintenance, Air Compressor,	5,050.69

Inv 12817 Total 5,050.69

Inv 12818

Line Item Date	Line Item Description	
09/03/2026	Vehicle Maintenance for E81 Annual Maintenance, Air Compressor,	25,507.17

Inv 12818 Total 25,507.17

Inv 12943

Line Item Date	Line Item Description	
09/11/2026	Vehicle Maintenance for E81 Annual Maintenance, Air Compressor,	6,069.40

Inv 12943 Total 6,069.40

324325 Total: 36,627.26

RENEWELL - ReNewell Fleet Service, LLC Total: 36,627.26

RIAL6501 - Arriola, Richard

324262 09/24/2026

Inv 2.15.25

Line Item Date	Line Item Description	
02/15/2025	Mileage Reimb 1300 Block Rollin St 2/15/25 8:40am @$0.725	19.29

Inv 2.15.25 Total 19.29

Inv 4.10.26

Line Item Date	Line Item Description

	04/10/2026	Mileage Reimb Richard Arriola 1703 Lyndon St Sewer Overflow 23	19.29
	Inv 4.10.26 Total		19.29
	Inv 4.10.26 10am		
	Line Item Date	Line Item Description	
	04/10/2026	Mileage Reimb Richard Arriola 300 Pasadena Ave 10am Sewer Lid	19.29
	Inv 4.10.26 10am Total		19.29
	Inv 4.11.26		
	Line Item Date	Line Item Description	
	04/11/2026	Mileage Reimb Richard Arriola 715 Prospect Ave Sewer Backup 25	19.29
	Inv 4.11.26 Total		19.29
	Inv 6.1.26		
	Line Item Date	Line Item Description	
	06/01/2026	Richard Arriola Mileage Reimbursement 715 Prospect Ave FuelSpill	19.29
	Inv 6.1.26 Total		19.29
	Inv 6.6.26		
	Line Item Date	Line Item Description	
	06/06/2026	Mileage Reimb Library No Parking Signs 6/6/26 1015a	19.29
	Inv 6.6.26 Total		19.29
	Inv 7.31.26		
	Line Item Date	Line Item Description	
	07/31/2026	Mileage Reimb 7.31.26 10a Collission Clean Up 1501 Fremont	20.22
	Inv 7.31.26 Total		20.22
324262 Total:			135.96
RIAL6501 - Arriola, Richard Total:			135.96
RWGN8160 - Richards, Watson & Gershon			
0	09/24/2026		
	Inv 260097		
	Line Item Date	Line Item Description	
	08/31/2026	July 2026 Legal	43,051.78
	08/31/2026	July 2026 Legal	18,372.38
	08/31/2026	July 2026 Legal	4,929.89
	Inv 260097 Total		66,354.05
	Inv 260098		
	Line Item Date	Line Item Description	

Check Number	Check Date		Amount
	08/31/2026	July 2026 Legal	1,711.10
	Inv 260098 Total		1,711.10
	Inv 260099		
	Line Item Date	Line Item Description	
	08/31/2026	July 2026 Legal	1,320.00
	Inv 260099 Total		1,320.00
0 Total:			69,385.15
RWGN8160 - Richards, Watson & Gershon Total:			69,385.15
SAN8569 - DK Sandler Brothers			
0	09/24/2026		
	Inv 0260928-IN		
	Line Item Date	Line Item Description	
	09/03/2026	bags to make sandbags in preparation for rain	585.48
	Inv 0260928-IN Total		585.48
0 Total:			585.48
SAN8569 - DK Sandler Brothers Total:			585.48
SCOT8300 - MRC Smart Technology Solutions			
324309	09/24/2026		
	Inv IN5442064		
	Line Item Date	Line Item Description	
	06/30/2026	Xerox Machines Lease - City Facilities Serv 3/22 - 6/21/26	9,715.43
	Inv IN5442064 Total		9,715.43
324309 Total:			9,715.43
SCOT8300 - MRC Smart Technology Solutions Total:			9,715.43
SCRBHLDG - Permitium LLC			
0	09/24/2026		
	Inv PER00042827		
	Line Item Date	Line Item Description	
	07/31/2026	Permit Director Subscription	83.27
	Inv PER00042827 Total		83.27
0 Total:			83.27

SCRBHLDG - Permitium LLC Total: 83.27

SDIPRESE - SDI Presence LLC

0 09/24/2026

Inv 23591

Line Item Date	Line Item Description	
08/31/2026	Subpoena Integration System 9/1-8/31/27	3,177.00

Inv 23591 Total 3,177.00

0 Total: 3,177.00

SDIPRESE - SDI Presence LLC Total: 3,177.00

SDSI0107 - SDS Security Design Systems

324330 09/24/2026

Inv 253827

Line Item Date	Line Item Description	
09/01/2026	SPPD Interrogation Lease OCT 2026	65.18

Inv 253827 Total 65.18

Inv 253828

Line Item Date	Line Item Description	
09/01/2026	SPPD Access & Software OCT 2026	217.46

Inv 253828 Total 217.46

Inv 253829

Line Item Date	Line Item Description	
09/01/2026	SPPD Surveillance OCT 2026	113.00

Inv 253829 Total 113.00

Inv 253830

Line Item Date	Line Item Description	
09/01/2026	SPPD Lease & Cellular OCT 2026	55.00

Inv 253830 Total 55.00

324330 Total: 450.64

SDSI0107 - SDS Security Design Systems Total: 450.64

SGMC2013 - Apramian, Glen John

324260 09/24/2026

Inv 158376.0

Line Item Date	Line Item Description	
08/04/2026	Payment for Pre-Employment/Physical Exams 8/4/2026	295.00

Inv 158376.0 Total 295.00

Inv 158878

Line Item Date	Line Item Description	
08/03/2026	Payment for Pre-Employment/Physical Exams 8/3/2026	275.00

Inv 158878 Total 275.00

Inv 158887

Line Item Date	Line Item Description	
08/03/2026	Payment for Pre-Employment/Physical Exams 8/3/2026	175.00

Inv 158887 Total 175.00

Inv 158934

Line Item Date	Line Item Description	
08/06/2026	Payment for Pre-Employment/Physical Exams 8/6/2026	275.00

Inv 158934 Total 275.00

Inv 159039

Line Item Date	Line Item Description	
08/17/2026	Payment for Pre-Employment/Physical Exams 8/17/2026	175.00

Inv 159039 Total 175.00

Inv 159115

Line Item Date	Line Item Description	
08/20/2026	Payment for Pre-Employment/Physical Exams 8/20/2026	175.00

Inv 159115 Total 175.00

324260 Total: 1,370.00

SGMC2013 - Apramian, Glen John Total: 1,370.00

SGVMC111 - AHMC San Gabriel Valley Medical Center LP

324255 09/24/2026

Inv 944034

Line Item Date	Line Item Description	
08/26/2026	PD blood alcohol withdrawals	48.00

Inv 944034 Total 48.00

Inv 955073

Line Item Date	Line Item Description

	08/26/2026	PD blood alcohol withdrawals	48.00
	Inv 955073 Total		48.00
324255 Total:			96.00
SGVMC111 - AHMC San Gabriel Valley Medical Center LP Total:			96.00
SIR8011 - Sirsi Corporation			
0	09/24/2026		
	Inv INV21804		
	Line Item Date	Line Item Description	
	04/28/2026	Library Information Systems Annual Renewal 7/1/26-6/30/27	54,444.68
	Inv INV21804 Total		54,444.68
0 Total:			54,444.68
SIR8011 - Sirsi Corporation Total:			54,444.68
SOU3232 - South PasadenaTournament of Roses Association			
0	09/24/2026		
	Inv CityBudget-SPTOR		
	Line Item Date	Line Item Description	
	09/09/2026	Funds to support SPTOR-City's Float *ACH*	12,000.00
	Inv CityBudget-SPTOR Total		12,000.00
0 Total:			12,000.00
SOU3232 - South PasadenaTournament of Roses Association Total:			12,000.00
SPBK - Springbrook Holding Company, LLC			
0	09/24/2026		
	Inv TM INV-011290		
	Line Item Date	Line Item Description	
	07/15/2026	MAY26 Advanced Budgeting Diana Clark	1,125.00
	Inv TM INV-011290 Total		1,125.00
0 Total:			1,125.00
SPBK - Springbrook Holding Company, LLC Total:			1,125.00
SPEC5011 - Spectrum Gas Products			
324332	09/24/2026		

Inv 0000898734

Line Item Date	Line Item Description	
08/31/2026	Medical Oxygen Supplies Customer 1204	54.00

Inv 0000898734 Total 54.00

324332 Total: 54.00

SPEC5011 - Spectrum Gas Products Total: 54.00

SPET7101 - Peterson, Stephen

0 09/24/2026

Inv SP072026

Line Item Date	Line Item Description	
07/31/2026	Transit Program/Reimbursement July 2026	80.00

Inv SP072026 Total 80.00

Inv SP082026

Line Item Date	Line Item Description	
08/31/2026	Transit Program/Reimbursement August 2026	80.00

Inv SP082026 Total 80.00

0 Total: 160.00

SPET7101 - Peterson, Stephen Total: 160.00

SRDRIGUZ - Rodriguez, Sylvia

324326 09/24/2026

Inv 11102026

Line Item Date	Line Item Description	
09/10/2026	Veterans Day Luncheon entertainment 11/10/26	400.00

Inv 11102026 Total 400.00

324326 Total: 400.00

SRDRIGUZ - Rodriguez, Sylvia Total: 400.00

STA5219 - Staples Business Advantage

0 09/24/2026

Inv 6072699939

Line Item Date	Line Item Description	
09/05/2026	coffee, coffee filters, goo gone pens	118.82

Inv 6072699939 Total 118.82

Inv 6072711393

Line Item Date	Line Item Description	
08/28/2026	card stock, copy paper	61.46

Inv 6072711393 Total 61.46

Inv 6073453450

Line Item Date	Line Item Description	
09/02/2026	Garfield Office Supplies	50.47

Inv 6073453450 Total 50.47

Inv 6073532006

Line Item Date	Line Item Description	
09/03/2026	PD Office Supplies	128.42

Inv 6073532006 Total 128.42

Inv 6073532007

Line Item Date	Line Item Description	
09/03/2026	PD Office Supplies	263.66

Inv 6073532007 Total 263.66

Inv 6073615641

Line Item Date	Line Item Description	
09/04/2026	Parks Office Supplies	134.28

Inv 6073615641 Total 134.28

Inv 6073615642

Line Item Date	Line Item Description	
09/04/2026	PD Office Supplies	578.88

Inv 6073615642 Total 578.88

Inv 6073615643

Line Item Date	Line Item Description	
09/04/2026	PD Office Supplies	44.12

Inv 6073615643 Total 44.12

Inv 6073872640

Line Item Date	Line Item Description	
09/09/2026	PD Office Supplies	724.80

Inv 6073872640 Total 724.80

Inv 6073872641

Line Item Date	Line Item Description

09/09/2026	PD Office Supplies	351.37
Inv 6073872641 Total		351.37

Inv 6073872642

Line Item Date	Line Item Description	
09/09/2026	back cushion	19.44
Inv 6073872642 Total		19.44

Inv 6073872643

Line Item Date	Line Item Description	
09/09/2026	fastener folders	36.90
Inv 6073872643 Total		36.90

Inv 6074029544

Line Item Date	Line Item Description	
09/11/2026	PD Office Supplies	456.39
Inv 6074029544 Total		456.39

Inv 6074110601

Line Item Date	Line Item Description	
09/12/2026	PD Office Supplies	73.79
Inv 6074110601 Total		73.79

Inv 6074110602

Line Item Date	Line Item Description	
09/12/2026	Office Supplies	98.06
Inv 6074110602 Total		98.06

Inv 6074110603

Line Item Date	Line Item Description	
09/12/2026	PD Office Supplies	29.11
Inv 6074110603 Total		29.11

Inv 6074295276

Line Item Date	Line Item Description	
09/15/2026	Office Supplies	302.08
Inv 6074295276 Total		302.08

Inv 6074295277

Line Item Date	Line Item Description	
09/15/2026	Office Supplies	37.99
Inv 6074295277 Total		37.99

Inv 6074295278

Line Item Date	Line Item Description	
09/15/2026	Office Supplies	18.77

Inv 6074295278 Total 18.77

Inv 6074295279

Line Item Date	Line Item Description	
09/15/2026	Office Supplies	24.99

Inv 6074295279 Total 24.99

Inv 6074295280

Line Item Date	Line Item Description	
09/15/2026	Office Supplies	34.50

Inv 6074295280 Total 34.50

Inv 6074368154

Line Item Date	Line Item Description	
09/16/2026	Garfield Office Supplies	42.16

Inv 6074368154 Total 42.16

Inv 6074368155

Line Item Date	Line Item Description	
09/16/2026	Webcam for Anteneh Tesfaye's Office	77.34

Inv 6074368155 Total 77.34

Inv 6074774471

Line Item Date	Line Item Description	
09/22/2026	Finance Dept Supplies SEP 2026	244.06

Inv 6074774471 Total 244.06

0 Total: 3,951.86

STA5219 - Staples Business Advantage Total: 3,951.86

STKLINFO - Sterling Infosystems, Inc.

0 09/24/2026

Inv 40001092608

Line Item Date	Line Item Description	
08/31/2026	Pre-Employment Background Check Services AUG 2026 AN 48850	432.39

Inv 40001092608 Total 432.39

Inv 10755387

Line Item Date	Line Item Description

Check Number	Check Date		Amount
	07/31/2026	Pre-Employment Background Check Services JUL 2026	119.56
	Inv 10755387 Total		119.56
0 Total:			551.95
STKLINFO - Sterling Infosystems, Inc. Total:			551.95
STSM1020 - Studio Spectrum, Inc.			
0	09/24/2026		
	Inv 193632		
	Line Item Date	Line Item Description	
	08/31/2026	Video Production, Web Streaming and Archiving JUL 2026	7,475.00
	Inv 193632 Total		7,475.00
	Inv 193664		
	Line Item Date	Line Item Description	
	09/01/2026	Video Production, Web Streaming and Archiving - August 2026	4,735.00
	Inv 193664 Total		4,735.00
0 Total:			12,210.00
STSM1020 - Studio Spectrum, Inc. Total:			12,210.00
SUSACOLE - Cole, Susan Elaine			
324273	09/24/2026		
	Inv 10-12-2026		
	Line Item Date	Line Item Description	
	07/28/2026	10/12/26 Spanish Classical/Flamenco performance - Carnegie Grant	650.00
	Inv 10-12-2026 Total		650.00
324273 Total:			650.00
SUSACOLE - Cole, Susan Elaine Total:			650.00
TCGS3012 - The Corporate Gift Service, Inc.			
324335	09/24/2026		
	Inv 36440		
	Line Item Date	Line Item Description	
	09/15/2026	South Pasadena Core Values Pins	1,998.34
	Inv 36440 Total		1,998.34
324335 Total:			1,998.34

TCGS3012 - The Corporate Gift Service, Inc. Total: 1,998.34

TIMR6116 - Rodriguez, Tim

324327 09/24/2026

Inv 3.6.26

Line Item Date	Line Item Description	
03/06/2026	Mileage Reimb 825 Mission St Tractor Pick Up 3/6/26 830am	31.03

Inv 3.6.26 Total 31.03

Inv 4.31.26

Line Item Date	Line Item Description	
04/03/2026	Mileage Reimb Pine Huntington Collision Clean Up 4/31/26 730p	31.03

Inv 4.31.26 Total 31.03

324327 Total: 62.06

TIMR6116 - Rodriguez, Tim Total: 62.06

TRIOCOMM - Elior Inc.

324278 09/24/2026

Inv 223ABS100004706

Line Item Date	Line Item Description	
09/09/2026	Senior Center Nutrition Program for AUG 2026	4,127.75

Inv 223ABS100004706 Total 4,127.75

324278 Total: 4,127.75

TRIOCOMM - Elior Inc. Total: 4,127.75

TSCHOLEF - Scholefield, Tim

0 09/24/2026

Inv TS072026

Line Item Date	Line Item Description	
07/31/2026	RIDE SHARE REIMBURSEMENT JULY 2026	80.00

Inv TS072026 Total 80.00

Inv TS082026

Line Item Date	Line Item Description	
08/31/2026	RIDE SHARE REIMBURSEMENT AUGUST 2026	80.00

Inv TS082026 Total 80.00

0 Total: 160.00

TSCHOLEF - Scholefield, Tim Total: 160.00

UGERARDO - Gerardo, Ulysses

0 09/24/2026

Inv UG072026

Line Item Date	Line Item Description	
07/31/2026	Ride Share Reimbursement July 2026	80.00

Inv UG072026 Total 80.00

Inv UG082026

Line Item Date	Line Item Description	
08/31/2026	Ride Share Reimbursement August 2026	80.00

Inv UG082026 Total 80.00

0 Total: 160.00

UGERARDO - Gerardo, Ulysses Total: 160.00

ULIN8021 - Uline, Inc.

0 09/24/2026

Inv 212487336

Line Item Date	Line Item Description	
08/26/2026	economy av cart, wall-mount cabinet CUST# 26543903	828.78

Inv 212487336 Total 828.78

Inv 212839229

Line Item Date	Line Item Description	
09/02/2026	PD single measuring wheel Cust# 22091109	205.04

Inv 212839229 Total 205.04

0 Total: 1,033.82

ULIN8021 - Uline, Inc. Total: 1,033.82

UQMS8010 - Unique Management Services, Inc.

0 09/24/2026

Inv 6163851

Line Item Date	Line Item Description	
09/01/2026	Open Purchase Order for Agency Recovery Services	279.60

Inv 6163851 Total 279.60

0 Total:		279.60
UQMS8010 - Unique Management Services, Inc. Total:		279.60

WES4152 - West Coast Arborists, Inc.

0	09/24/2026	
Inv 246279		
Line Item Date	Line Item Description	
06/30/2026	Urban Forestry Services Arborist Services 6/16-6/30/26	1,225.70
Inv 246279 Total		1,225.70
Inv 248158		
Line Item Date	Line Item Description	
08/15/2026	Urban Forestry Services Arborist Services 8/1-8/15/26	1,081.20
Inv 248158 Total		1,081.20
0 Total:		2,306.90
WES4152 - West Coast Arborists, Inc. Total:		2,306.90

WGJENTER - WGJ Enterprises, Inc.

0	09/24/2026	
Inv 12888C-03		
Line Item Date	Line Item Description	
09/09/2026	crosswalk painting and striping 9/9/26	15,738.40
Inv 12888C-03 Total		15,738.40
0 Total:		15,738.40
WGJENTER - WGJ Enterprises, Inc. Total:		15,738.40

WHAINC - William Hezmalhalch Architects, Inc.

324340	09/24/2026	
Inv 117594		
Line Item Date	Line Item Description	
09/09/2026	Project# 2024214.00 City Architect AUG 2026	3,875.00
Inv 117594 Total		3,875.00
324340 Total:		3,875.00
WHAINC - William Hezmalhalch Architects, Inc. Total:		3,875.00

WIL2010 - Willdan Financial Services

0 09/24/2026

Inv 010-66685

Line Item Date	Line Item Description	
07/20/2026	Development Impact Fee Nexus professional services June 2026	246.25
07/20/2026	Development Impact Fee Nexus professional services June 2026	246.25
07/20/2026	Development Impact Fee Nexus professional services June 2026	246.25
07/20/2026	Development Impact Fee Nexus professional services June 2026	246.25

Inv 010-66685 Total 985.00

Inv 010-67022

Line Item Date	Line Item Description	
08/17/2026	Development Impact Fee Nexus professional services July 2026	717.50
08/17/2026	Development Impact Fee Nexus professional services July 2026	717.50
08/17/2026	Development Impact Fee Nexus professional services June 2026	717.50
08/17/2026	Development Impact Fee Nexus professional services July 2026	717.50

Inv 010-67022 Total 2,870.00

0 Total: 3,855.00

WIL2010 - Willdan Financial Services Total: 3,855.00

WIT6353 - Wittman Enterprises LLC

324341 09/24/2026

Inv WITT-000974

Line Item Date	Line Item Description	
08/31/2026	Paramedic Billing Services JUL 2026 Cust ID C-1854	5,277.81

Inv WITT-000974 Total 5,277.81

324341 Total: 5,277.81

WIT6353 - Wittman Enterprises LLC Total: 5,277.81

WON1111 - Wong, Daren

324342 09/24/2026

Inv 09/04/2026

Line Item Date	Line Item Description	
09/15/2026	DET. WONG REIMBURSEMENT FOR DRIVER TRAINING (PS	23.00

Inv 09/04/2026 Total 23.00

324342 Total: 23.00

WON1111 - Wong, Daren Total: 23.00

YACETINO - Cetino, Yadira

324268 09/24/2026

Inv 114066712

Line Item Date	Line Item Description	
09/01/2026	Refund for deposit for WMB on 08/29/2026	590.00
Inv 114066712 Total		590.00
324268 Total:		590.00
YACETINO - Cetino, Yadira Total:		590.00

ZOLL8021 - Zoll Medical Corporation

324344 09/24/2026

Inv 91008302

Line Item Date	Line Item Description	
09/08/2026	Preventive Maint Medical Zoll Equip 6/1/26-5/31/27 Cust# 130860	710.00
Inv 91008302 Total		710.00
324344 Total:		710.00
ZOLL8021 - Zoll Medical Corporation Total:		710.00
Total:		815,376.11

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
9/24/2026	So Cal Edison	$21,966.15	Online Payment for City Owned Electric Account # 3859.
9/25/2026	Columbia Bank	$18,409.57	Online Payment for August 2026 Citywide Credit Card Expenses.
10/1/2026	So Cal Edison	$140,377.57	Online Payment for City Owned Electric Account # 1581 and 4091.
Total:		***$180,753.29***	

Payroll

Payroll Summary Report

Payroll Date:	**09.11.2026**	**Regular Payroll**		
Checks			-	
Direct Deposits			$	639,053.43
IRS Payments			$	132,062.89
EDD - State of CA			$	45,836.48
PERS Pension			$	170,936.61
Deferred Comp			$	37,779.05
PARS			$	1,068.84
PERS Health			-	
		Subtotal:	**$**	**1,026,737.30**

Payroll Date:	**09.25.2026**	**Regular Payroll**		
Checks			$	832.86
Direct Deposits			$	639,053.43
IRS Payments			$	130,343.68
EDD - State of CA			$	44,442.84
PERS Pension			$	184,253.07
Deferred Comp			$	38,506.90
PARS			$	966.26
PERS Health			$	257,647.60
		Subtotal:	**$**	**1,296,046.64**
		Grand Total:	**$**	**2,322,783.94**

City Council Agenda Report

ITEM NO. 7

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE SPECIAL MEETING MINUTES AND ADJOURNED REGULAR MEETING MINUTES FOR SEPTEMBER 22, 2026**

Recommendation

It is recommended that the City Council approve the minutes of the September 22, 2026, Special and Adjourned Regular City Council Meetings.

Executive Summary

The meeting minutes are attached to this staff report for the City Council's consideration and approval.

Background

The City Clerk's Department is responsible for preparing the official action minutes for City Council meetings.

Analysis

The City Clerk prepares action minutes, which serve as the official written record of actions taken by the City Council during a meeting, including motions, votes, and direction provided to staff, without documenting the full discussion. Action minutes provide a clear and permanent record of Council proceedings for the public, City staff, and legal purposes. The City Council approves the minutes of prior meetings to confirm that they accurately and completely reflect the actions taken. Councilmembers may vote to approve meeting minutes even if they were not in attendance, as the minutes constitute the official record of the legislative body's actions rather than those of any individual Councilmember.

Fiscal Impact

There is no fiscal impact. Preparation of meeting minutes is included in the City Clerk's work plan as part of the FY 2026-2027 Adopted Budget.

Attachment:
Attachment No. 1 - 20260922 Study Session Minutes
Attachment No. 2 - 20260922 Regular Adjourned Meeting Minutes

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
SEPTEMBER 22, 2026

CALL TO ORDER:

A study session meeting of the South Pasadena City Council was called to order by Mayor Rossi at 6:03 p.m., on Wednesday, September 22, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Janet Braun
	Councilmember	Jon Primuth
	Councilmember	Michael Cacciotti
ABSENT	None	
ALSO PRESENT	City Manager Todd Hileman	
	City Attorney Roxanne	
	Chief City Clerk Nikima Newsome	

All Councilmembers were present and a quorum was determined.

ACTION/DISCUSSION

1. DISCUSSION AND DIRECTION ON PROPOSED AMENDMENTS TO CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE

Recommendation
It is recommended that the City Council receive the staff presentation and provide direction on potential amendments to Chapter 19A (Noise Regulation) of the South Pasadena Municipal Code.

No members of the public spoke to the item.

Direction to staff to keep refining the proposed objective noise standards and to return with the revised ordinance for first reading. Council asked staff to analyze places where commercial (Zone Three) properties border residential (Zone One) properties, including parks and other sensitive locations, and to take more noise measurements in those areas. Staff was also asked to review the evening limits and hours and to make sure conditional use permits do not allow noise above the ordinance limits. No formal action was taken.

ADJOURNMENT

On order of the Mayor, the City Council meeting adjourned at 7:17 p.m., without objection.

ATTEST: APPROVED:

Nikima S. Newsome
Chief City Clerk

Sheila Rossi
Mayor

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES

SEPTEMBER 22, 2026

CALL TO ORDER:

A regular adjourned meeting of the South Pasadena City Council was called to order by Mayor Rossi at 7:17 p.m., on Wednesday, September 22, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Janet Braun
	Councilmember	Jon Primuth
	Councilmember	Michael Cacciotti
ALSO PRESENT	City Manager Todd Hileman	
	City Attorney Roxanne	
	Chief City Clerk Nikima Newsome	

All Councilmembers were present and a quorum was determined. Councilmember Braun led the assemblage in the Pledge of Allegiance.

PRESENTATIONS

1. **THROUGH THE DECADES LIBRARY CAMPAIGN PRESENTATION**, was presented.

PUBLIC COMMENT

2. **PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

   Members of the public Colin Campbell, Shlomo Nitzani, Michele Clark, Steve Novotny, Laura Smith, and Robert Barrone addressed Council in person. Member of the public Oliver McIrwin addressed Council remotely.

CHANGES TO THE AGENDA

3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

There was no agenda management.

CONSENT CALENDAR

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a Public Comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an Ordinance, or a Resolution shall also waive the reading of the Ordinance or Resolution and include its introduction or adoption as appropriate.

Item No. 14 was pulled from consent via public comment.

Motion by Councilmember Braun, seconded by Councilmember Cacciotti to approve the consent calendar, except Item 14. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

4. **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $76,233.23; GENERAL CITY WARRANTS IN THE AMOUNT OF $3,055,384.67; ONLINE PAYMENTS IN THE AMOUNT OF $31,323.23; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $1,263,265.98**, was approved.

   Recommendation
   It is recommended that the City Council approve the Warrants as presented.

5. **CONSIDERATION OF APPROVAL OF THE REGULAR MEETING MINUTES FOR JULY 30, 2026 AND SEPTEMBER 2, 2026**, were approved.

   Recommendation
   It is recommended that the City Council approve the minutes of the July 30, 2026, and September 2, 2026, Regular City Council Meetings.

6. **CONSIDERATION TO ADOPT RESOLUTION NO. 8028 AMENDING PART II, SECTION 4(C) OF THE PERSONNEL RULES & REGULATIONS TO DELEGATE LIMITED AUTHORITY TO THE CITY MANAGER TO APPROVE ADMINISTRATIVE AMENDMENTS TO CLASS SPECIFICATIONS**, was adopted.

Recommendation

Staff recommends that the City Council adopt Resolution No. 8028 amending Part II, Section 4(C) of the City of South Pasadena Personnel Rules & Regulations delegating authority to the City Manager to approve, revise, and amend class specifications for existing City positions, subject to the limitations set forth in the amended Section 4(C).

7. **CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8031 ADOPTING AN UPDATED CITY CONFLICT OF INTEREST CODE AND RESCINDING RESOLUTION NO. 7879**, was adopted.

   Recommendation

   It is recommended that the City Council adopt Resolution No. 8031, adopting an updated Conflict of Interest Code for the City of South Pasadena and rescinding Resolution No. 7879.

8. **CONSIDERATION TO ADOPT RESOLUTION NO. 8027 AMENDING THE CITY'S "TABLE OF ORGANIZATION" TO DELETE THREE (3) PART-TIME POLICE CADETS AND ADD ONE FULL-TIME POLICE CLERK II POSITION**, was adopted.

   Recommendation

   Staff recommends that the City Council adopt Resolution No. 8027 amending the City's "Table of Organization" to delete three (3) part-time Police Cadet positions and add one full-time Police Clerk II position for the Police Department.

9. **CONSIDERATION TO APPROVE AN AGREEMENT WITH AZTLAN ATHLETICS FOR AUDIO, STAGING, AND LIGHTING SERVICES FOR CITY SPONSORED EVENTS IN THE AMOUNT NOT TO EXCEED $113,500**, was approved.

   Recommendation

   It is recommended that the City Council authorize the City Manager to execute a three-year agreement with Aztlan Athletics for audio, staging, and lighting services for City sponsored events in the form approved by the City Attorney, with the option to extend the agreement for an additional two years, for a total contract amount not to exceed $113,500.

10. **CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH EMERGENCY SERVICES CONSULTING INTERNATIONAL TO PREPARE A COMMUNITY RISK ASSESSMENT, STANDARDS OF COVER, AND STRATEGIC PLAN FOR THE FIRE DEPARTMENT IN AN AMOUNT NOT TO EXCEED $65,283**, was approved.

    Recommendation

    It is recommended that the City Council:

1. Approve a professional services agreement with Emergency Services Consulting International in an amount not to exceed $65,283 to prepare a Community Risk Assessment, Standards of Cover, and Strategic Plan for the Fire Department.
2. Authorize the City Manager to execute the agreement in the form approved by the City Attorney.

11. CONSIDERATION OF APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN ENGINEERING FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE NORTH SOUTH CORRIDOR INTELLIGENT TRANSPORTATION SYSTEMS DEPLOYMENT ON FAIR OAKS AVENUE PROJECT RABA01-5071 (024) IN AN AMOUNT NOT-TO-EXCEED $758,526, was approved.

Recommendation

It is recommended that the City Council:

a. Approve the selection of Willdan Engineering to provide Construction Management and Inspection services related to the North South Fair Oaks Corridor Intelligent Transportation Systems Deployment Project RABA01-5071 (024); and
b. Authorize the City Manager to execute a Professional Services Agreement (Attachment No. 1), in final form approved by the City Attorney, with Willdan Engineering in an amount not-to-exceed $758,526 ($689,569 base fee, plus contingency in the amount of $68,957).

12. CONSIDERATION OF SECOND READING AND ADOPTION OF ORDINANCE NO. 2421 AMENDING THE SOUTH PASADENA MUNICIPAL CODE RELATING TO CITY LIBRARY RULES AND ESTABLISHING AN ADMINISTRATIVE APPEAL PROCESS FOR SUSPENSION OF LIBRARY VISITATION PRIVILEGES, was adopted.

Recommendation

It is recommended that the City Council adopt Ordinance No. 2421, included in this report as Attachment 1, amending the South Pasadena Municipal Code relating to the establishment and enforcement of library rules and establishing an administrative appeal process for the suspension of library visitation privileges.

13. CONSIDERATION TO APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ROBERT HALF INTERNATIONAL INC., FOR MUNICIPAL STAFFING SERVICES, IN AN AMOUNT NOT TO EXCEED $50,500 FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF $313,500, AND TO EXTEND THE AGREEMENT THROUGH DECEMBER 31, 2026, was approved.

Recommendation

It is recommended that the City Council:

1. Approve an Amendment to the Professional Services Agreement with Robert Half International, Inc., to increase the compensation in the amount of $50,500 annually and

for a new total not-to-exceed amount of $313,500, and extend the agreement through December 31, 2026; and
2. Authorize the City Manager, or designee, to execute the contract.

14. CONSIDERATION OF APPROVAL OF A MEMORANDUM OF AGREEMENT WITH THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS FOR CONTINUED PARTICIPATION IN THE FRESH SGV REGIONAL FOOD RECOVERY PROGRAM, was approved.

Recommendation
It is recommended that the City Council:

a. Approve the Memorandum of Agreement (MOA) with the San Gabriel Valley Council of Governments (SGVCOG) for the City's continued participation in the FRESH SGV Regional Food Recovery Program for the period November 1, 2026 through June 30, 2028; and
b. Authorize the City Manager to execute the MOA, subject to approval as to form by the City Attorney, and to approve minor, non-substantive revisions necessary to complete the agreement; and
c. Authorize expenditures totaling an estimated $22,500 over the term of the MOA from the Environmental Services Special Department, Fund Account Number 101-6010-6015-8020-000 for Fiscal Year 2026-27 and Fiscal Year 2027-28 is subject to the annual budget process and the cost-reconciliation provisions of the MOA.

Member of the public Colin Campbell addressed Council in person regarding Item No. 14.

Motion by Councilmember Cacciotti, seconded by Councilmember Braun to approve the staff recommendation. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

15. CONSIDERATION OF APPROVAL OF A PURCHASE ORDER WITH TRAFFIC AND PARKING CONTROL CO., LLC FOR FLASHING LED TRAFFIC SIGNS IN THE NOT TO EXCEED AMOUNT OF $89,941.48, was approved.

Recommendation
It is recommended that the City Council:

a. Approve a purchase order with Traffic and Parking Control Co., LLC (TAPCO) in an amount not-to-exceed $89,941.48 for the purchase of 80 solar-powered flashing LED traffic sign assemblies, poles, and related mounting hardware through OMNIA Partners Contract No. 2020-200; and

b. Authorize the City Manager to execute the purchase order and all related documents, in a form approved by the City Attorney.

PUBLIC HEARING

16. CONTINUATION OF THE PUBLIC HEARING FOR A TRANSIT-ORIENTED DEVELOPMENT ALTERNATIVE PLAN PURSUANT TO SENATE BILL 79 (GOVERNMENT CODE SECTIONS 65912.155 ET SEQ.), TO A DATE UNCERTAIN

Recommendation

It is recommended that the City Council:

a. Open the public hearing; and
b. Continue the public hearing concerning the proposed Transit-Oriented Development Alternative Plan Pursuant to Senate Bill 79 (Government Code Sections 65912.155 et seq.) and
c. Direct staff to republish the public hearing notice once a new hearing date is established.

No members of the public spoke to the item.

Motion by Councilmember Cacciotti, seconded by Mayor Rossi to approve the staff recommendation. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

ACTION/DISCUSSION

17. CONSIDERATION OF DIRECTION ON THE DEVELOPMENT AND IMPLEMENTATION OF A CITY HOLIDAY LIGHTING CEREMONY, INCLUDING AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE ANY AGREEMENTS RELATED TO THE EVENT

Recommendation

It is recommended that the City Council:

1. Provide direction to staff regarding whether the City should host and produce the 2026 Holiday Lighting Ceremony (Event);
2. Provide direction to staff regarding whether the City should rent or purchase an artificial holiday tree for the 2026 Event;
3. Authorize the City Manager to execute any necessary agreements and related documents associated with the 2026 Event; and
4. Provide additional direction to staff, as applicable.

No members of the public spoke to the item.

Motion by Councilmember Braun, seconded by Councilmember Cacciotti to direct staff to host and produce the City's 2026 holiday lighting ceremony through the Community Services Department. Staff will keep the existing tree and menorah lighting traditions, and the Chamber of Commerce and community groups will continue to have a meaningful role. Council approved renting an artificial tree, 14 or 16 feet tall, with staff to choose the size after a site walkthrough with the vendor. Council also authorized the City Manager to sign any agreements related to the event. No additional appropriation was needed, since up to $25,000 is available in the existing FY 2026-27 budget. Mayor Rossi and Councilmember Braun volunteered to work with staff on planning the event. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

PUBLIC COMMENT CONTINUED

18. CONTINUED PUBLIC COMMENT - GENERAL
(only if we did not complete the initial round of speakers at beginning of the meeting)

There was no continued public comment.

COMMUNICATIONS

19. Mayor Pro Tem Ferguson reported on the Clean Power Alliance board retreat, where the board recognized former Councilmember Diana Mahmud as she steps down from her service there. He noted that the Alliance now serves about 39 cities and remains stable.

Mayor Rossi reported attending a Metro and San Gabriel Valley Council of Governments tour of the Emergency Operations Center about public safety for LA28. There she pushed for more Metro support for smaller cities with Metro stations and for safety efforts that reach beyond station platforms. She asked that forming an LA28 Committee be placed on the next Council agenda. Mayor Rossi also reported attending the opening of CalArts' Cattern House.

Councilmember Cacciotti thanked Public Works for its repair work on Stratford Avenue and for fixing a leak near Garfield Park and reported on the goat grazing operation. He also reported that Cal State LA is converting an emergency responder vehicle to electric power, with input from the Police and Fire Chiefs, and that the vehicle will be donated to the city when it's finished.

20. City Manager Hileman introduced new Deputy Director of Public Works, Joseph Cisneros.

ADJOURNMENT

On order of the Mayor, the City Council meeting adjourned at 8:26 p.m., without objection.

ATTEST:

Nikima S. Newsome
Chief City Clerk

APPROVED:

Sheila Rossi
Mayor

City Council
Agenda Report

ITEM NO. 8

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Bassam AL-Beitawi, Transportation Program Manager

SUBJECT: **CONSIDERATION OF AN APPROVAL OF AMENDMENT NO. 2 TO MEASURE R FUNDING AGREEMENT WITH LA METRO FOR THE HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENTS PROJECT AND ADOPTION OF RESOLUTION NO. 8033 AMENDING THE FISCAL YEAR 2026-2027 CAPITAL IMPROVEMENT PROGRAM BUDGET APPROPRIATING $30,000,000 TO THE PROJECT BUDGET**

Recommendation

It is recommended that the City Council:

a. Approve Amendment No. 2 to the Measure R Funding Agreement with LA Metro for the Huntington Drive and Fremont Avenue Corridor Improvements Project (Attachment No. 1); and
b. Authorize the City Manager to execute Amendment No. 2 to the Measure R Funding Agreement with LA Metro for the Huntington Drive and Fremont Avenue Corridor Improvements Project; and
c. Adopt Resolution No. 8033 (Attachment No. 2) amending the Fiscal Year 2026-2027 Capital Improvement Program budget to appropriate an additional $30,000,000 to the Project budget.

Executive Summary

The City is advancing the Huntington Drive and Fremont Avenue Corridor Improvements Project to enhance safety, mobility, and multimodal connectivity through major roadway improvements. The Project has secured significant funding from Metro's Measure M and Measure R programs, as well as LATIP funds, and has been shaped through extensive technical analysis, community outreach, and public input.

Based on community feedback, City Council approved concepts that include a Class IV protected bicycle facility on Huntington Drive, a two-way cycle track on Fremont Avenue, and roundabouts at Hope Street and Oxley Street. These enhancements have increased the estimated project cost to approximately $46.6 million, prompting the City to pursue an additional $30 million in Measure R funding through the reallocation of funds from the former SR-110 Ramp Project. LA Metro has approved the reallocation, and City Council is now being asked to consider a Funding Agreement amendment for that change.

Background
On August 12, 2021, Metro awarded a $10 million grant from a reallocation of Interstate 710 funds through the Measure R program for local Mobility Improvement Projects (MIP) to fund the Huntington Drive and Fremont Avenue Corridor Improvements Project (Project). Of this, $1,100,000 are designated for Project Approval & Environmental Documentation (PA&ED) and Plans, Specification and Estimates (PS&E) and the remainder designated for construction.

On September 1, 2022, Metro awarded a $6 million grant from the Measure M Active Transportation Program (MAT). Of this, $1,017,161 are designated for PA&ED and PS&E and the remainder designated for construction.

In June, 2025, the California Transportation Commission approved $323,000 in Local Alternative Transportation Improvement Program (LATIP) funds. Of this, $323,000 are designated for PA&ED and PS&E.

The funding for the Project did not include an early planning phase, however, and in order to seek conceptual public input for this project, on July 18, 2023, Public Works staff presented the scope of proposed design charrettes at the Mobility and Transportation Infrastructure Commission (MTIC). On July 19, 2023, City Council, approved a task order with Toole Design Group, LLC for transportation planning services in an amount of $430,473. Toole was assigned to complete four key tasks:

1. Preparation, research, and logistics
2. A multi-step charrette process starting with discovery and a site visit
3. The first and second design charrettes consisting of two 4-day sessions during the Fall of 2023, and,
4. Documentation session and deliverable focusing on recommendations for the three major corridors of Fremont Avenue, Huntington Drive, and Fair Oaks Avenue.

On October 17, 2023, the MTIC held a public meeting presenting the preliminary findings of the Toole Report, a summary and the background of the charrettes and initial public and stakeholder feedback. The MTIC was presented with the Toole Design Report (Report) on October 15, 2024; seven (7) residents spoke on behalf of the findings in the Report.

On July 9, 2025, City staff posted a Request for Proposals (RFP) on Planet Bids requesting proposals from qualified professional civil/traffic engineering firms experienced in the design of roadway and traffic signal design/improvements. Six (6) firms submitted proposals and these were reviewed by a panel of experts. The firms were ranked based on an evaluation of the written proposals and a subsequent oral interview. Based on this comprehensive review, the panel made a recommendation to award a design services contract to Kimley-Horn and Associates (KHA).

On October 1, 2025, City Council approved the selection of KHA for civil design services related to the Project, and authorized execution of a Professional Services Agreement (PSA).

On February 23, March 5, and March 31, 2026, City staff and Kimley-Horn hosted a series of Community Outreach Meetings to inform the public about the project and receive feedback on the proposed design alternatives.

On April 15, 2026, City Council conducted a study session and received a presentation regarding the Project's design alternatives.

On May 6, 2026, City Council approved Option 3 as the design concept for Huntington Drive. This option reduces driving lanes to two in each direction and adds a Class IV protected bicycle lane. City Council also authorized the City Manager to submit a letter to the Metro Board requesting re-appropriation of funds currently allocated towards the SR-110 Ramp Project.

On June 3, 2026, City Council approved Option 2A/2 as the design concept for Fremont Avenue. Option 2A removes parking on the east side of Fremont Avenue and adds a Class IV two-way cycle track; note that in Segment 1 of the Project from Columbia to Grevelia, there is no existing two-way left turn pocket, so the before and after configurations were labeled as Option 2. City Council also approved roundabouts at Fremont Avenue & Hope Street and Fremont Avenue and Oxley Street.

On August 31, 2026 and September 1, 2026, two additional community meetings were held to provide an update on the project's design.

KHA has continued to advance the Project design, which is now approximately 60% complete. The preferred design concepts approved by the City Council have expanded the design scope and require additional design services from KHA.

Analysis

The City and LA Metro entered into a Measure R Funding Agreement on August 12, 2021, providing $10 million in Measure R funding for the Huntington Drive and Fremont Avenue Corridor Improvement Project. Amendment No. 1 was approved on February 18, 2026, to extend the lapse dates for certain programmed funds.

As the Project advanced through design and community outreach, the scope was expanded to incorporate additional safety and mobility improvements supported through the public outreach process. These improvements include a Class IV parking-protected bicycle lane along Huntington Drive, a two-way cycle track along Fremont Avenue, and roundabouts at Fremont Avenue and Hope Street and Fremont Avenue and Oxley Street. The expanded scope increased the estimated total project cost from approximately $16.6 million to $46.6 million.

On May 6, 2026, the City Council authorized staff to pursue the reallocation of $30 million in Measure R funding from the SR-110 Ramp Project to the Huntington Drive and Fremont Avenue Corridor Improvement Project. The City Manager formally submitted the request to LA Metro on June 1, 2026. The additional funding was subsequently approved by Metro's Planning and Programming Committee on July 15, 2026, and by the Metro Board on July 23, 2026.

The proposed amendment to the Funding Agreement will increase the Measure R funding commitment for the Project from $10 million to $40 million, reflecting the additional $30 million approved by Metro.

The Project also has approximately $5 million in Measure M funding that must be expended by June 30, 2028. Timely approval of the amendment and completion of design are therefore necessary to maintain the Project schedule and preserve available construction funding.

Fiscal Impact
This item recommends approval of an amendment of the funding agreement increasing the Measure R Mobility Improvement Projects (MIP) funding allocated to this project from $10M to $30M. If approved, the following grant funding will be available for the Project:

Funding Source	Revenue Account Number	Current Budget	Proposed Budget
Metro Active Transport, Transit and First/Last Mile Program (MAT) Measure M Cycle 1	234-9010-9102-8170-000	$6,056,160*	$6,056,160*
Metro Mobility Improvement Projects (MIP) Measure R	243-9010-9103-8170-000	$10,000,000	$40,000,000
California Transportation Commission State Route 710 Local Alternative Transportation Improvement Program (710 LATIP)	297-9010-9102-8170-000	$323,000	$323,000
City Metro Measure M Local Return	233-9010-9103-8170-000	$112,795	$112,795
City Metro Measure R Local Return	236-9010-9103-8170-000	$146,690	$146,690
Total		**$16,638,645**	**$46,638,645**

Note: *$5M of these funds, planned for construction, will expire on 6/30/28.

Key Performance Indicators and Strategic Plan
This item is related to street improvement goals in the City Council's 2025 compilation of priorities.

Commission Review and Recommendation
The Huntington Drive and Fremont Avenue Corridor Improvements Project has been discussed at multiple meetings of the former Mobility and Transportation Infrastructure Commission (MTIC) and the former Public Works Commission throughout the development of the Project.

In addition, on April 8, 2026, the Public Works and Infrastructure Commission (PWIC) discussed the Project's design alternatives and made unanimous motions in support of staff's recommendation for Option 2A for Fremont Avenue, Option 3 for Huntington Drive and re-allocating Measure R funds from the SR-110 Ramps Project to complete the proposed improvements. The Public Works and Infrastructure Commission was also strongly in favor of construction of a mini roundabout at the intersection of Fremont Avenue and Hope Street.

Public Notification
The public was made aware that this item to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Environmental Analysis
The proposed action is not a project within the meaning the California Environmental Quality Act Guidelines, Section 21065 as it does not cause a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. CEQA

analysis for the Project will be completed with the design of the Project and brought back to City Council for approval.

Attachment:
Attachment No. 2 - Proposed Resolution No. 8033

CITY OF SOUTH PASADENA
RESOLUTION NO. 8033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE FISCAL YEAR 2026-2027 ADOPTED CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2026-2027 Budget on June 17, 2026, establishing the City's financial plan for the fiscal year beginning July 1, 2026 and ending June 30, 2027; and

WHEREAS, subsequent to adoption, the City has identified a need to appropriate additional funds from Fund 243 – Measure R to increase available funding for the construction of the Huntington Fremont Corridor Improvements Project.

WHEREAS, the proposed amendments are necessary to ensure the continuation of the capital improvement plan, maintain fiscal responsibility, and align City resources with City Council priorities; and

WHEREAS, the City Council has reviewed the proposed amendments and finds them to be in the best interest of the City and its residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are hereby declared to be true and correct and are incorporated herein as if set forth in full.

SECTION 2. The Fiscal Year 2026-2027 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	**Description**	**Amount**
	NOT APPLICABLE	
TOTAL:		

Expenditure Account No.	Description	Amount
243-9010-9103-8170-000	**Huntington Fremont Corridor Improvements**	**$30,000,000**
TOTAL:		$30,000,000

SECTION 3. The City Manager, or their designee, is authorized and directed to implement the budget amendments, including transfers, appropriations, and related accounting entries, in accordance with this resolution.

SECTION 4. The City Manager is further authorized to make minor adjustments and technical corrections consistent with the intent of this resolution.

SECTION 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 7th day of October 2026.

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. 8033 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th of October 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Nikima S. Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 9

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Joseph Cisneros, Deputy Director of Public Works

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO AN AGREEMENT WITH AVANT-GARDE, INC. TO EXTEND ON-CALL PROGRAM MANAGEMENT SUPPORT SERVICES, FOR A NEW TOTAL CONTRACT AMOUNT OF $94,000.**

Recommendation

a. Approve First Amendment to the Professional Services Agreement with Avant-Garde, Inc. for on-call administrative support and sustainability assistance, increasing the contract by $65,000 from $29,000 to a new not-to-exceed amount of $94,000 through June 30, 2027; and
b. Authorize the City Manager to execute the amendment and all related documents.

Executive Summary

Staff recommends approval of an amendment to the existing Agreement with Avant-Garde, Inc. (AGI) to increase the budget for on-call administrative support and sustainability assistance. The departures of two (2) Management Analysts created vacancies and immediate service gaps within the Public Works Department's administrative and environmental/sustainability functions. AGI has provided continuity while the City recruited for the vacant positions, supporting essential departmental operations, regulatory obligations, Council items, budget and contract administration, and environmental programs. The original $29,000 contract amount was established for limited as-needed assistance and is insufficient to sustain the expanded level of support now required through June 30, 2027.

Background

On July 1, 2026, the City entered into a Professional Services Agreement with AGI for on-call administrative support and sustainability assistance in an amount not to exceed $29,000 through June 30, 2027 (Attachment 2). The agreement authorizes both on-site and off-site support, funding-agency reporting, preparation of City Council staff reports, technical and project-management assistance, monitoring of project implementation and expenditures, and coordination with the Finance Department and other City teams.

Analysis

Due to the vacancies, the Department requires additional support to maintain administrative operations and environmental and sustainability programs beyond the as-needed level anticipated in the FY 2026–27 agreement. Administrative support includes Council agenda

coordination, budget and contract tracking, purchasing and invoicing, grant reporting, records management, and other priority assignments. Environmental and sustainability support includes solid waste and recycling programs, regulatory compliance and reporting, consultant coordination, public inquiries, and continuity of ongoing sustainability initiatives.

AGI has supported the Public Works Department and has developed familiarity with the Department's active projects, grants, budgets, workflows, and reporting responsibilities. This institutional knowledge allows AGI to provide immediate assistance without the delay that would accompany onboarding a new consultant while the City addresses the current vacancies.

Using AGI during the vacancies will preserve continuity, reduce the risk of missed deadlines or compliance obligations, and allow permanent City staff to focus on core operational and project-delivery responsibilities. Services will continue to be authorized on an as-needed, time-and-materials basis under the existing hourly rate schedule, and the Public Works Director will manage assignments and expenditures.

Staff therefore recommends increasing the compensation by $65,000, for a new total not-to-exceed amount of $94,000 as set forth in the attached Amendment (Attachment 1).

Fiscal Impact
Based on the expanded level of support needed during the administrative and environmental/sustainability vacancies, the remaining balance is not expected to be sufficient through June 30, 2027.

Approval of Amendment No. 1 would increase the agreement by $65,000, from $29,000 to $94,000. Funding from salary savings, due to vacancies, would be used to offset the increase in the professional service agreement.

Account String	**Original Amount**	**Amendment Increase**	**New Not-To-Exceed $94,000.00**
101-6010-6011-8170-000	$7,250.00	$11,550.00	$18,800.00
101-6010-6015-8170-000	$7,250.00	$30,350.00	$37,600.00
210-6010-6501-8170-000	$7,250.00	$11,550.00	$18,800.00
500-6010-6710-8170-000	$7,250.00	$11,550.00	$18,000.00
Total	**$29,000.00**	**$65,000.00**	**$94,000.00**

No additional appropriation is required.

Attachment:
Attachment 1 - First Amendment to Professional Services Agreement with Avant-Garde, Inc.
Attachment 2 - Agreement with Avant-Garde, Inc.

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR AVANT GARDE INC.

This First Amendment ("Amendment") is made on this 7th day of October 2026, by and between the City of South Pasadena ("City") and Avant Garde, Inc. ("Consultant").

RECITALS

WHEREAS, on July 1, 2026, the City and Consultant entered into an Agreement for Professional Services ("Agreement") for Consultant to perform On-Call Administrative Support and Sustainability Assistance; and

WHEREAS, the original Agreement was in the amount of $29,000, for the Scope of Services; and

WHEREAS, the City desires to extend the Term through June 30, 2027 and amend the maximum compensation to a not-to-exceed amount of $94,000.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:

   ""Maximum Amount": The highest total compensation and cost payable to Consultant by City under this agreement. The Maximum Amount under this Agreement is Twenty Thousand Dollars ($94,000)."

2. That Section 3.6 "Termination Date" of the Agreement is hereby amended to read as follows:

   ""Termination Date": June 30, 2027"

3. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City" City of South Pasadena	"Consultant" Avant Garde Inc.
By:_____ Todd Hileman City Manager	By:_____ Lissette Montoya Vice-President

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

City of South Pasadena / Avant-Garde Inc.

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into as of July 1, 2026 by and between the City of South Pasadena, a California municipal corporation ("City"), and **Avant-Garde Inc. ("**Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: **On-call Administrative Support and Sustainability Assistance**.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": attached herein as Exhibit A.

3.2. "Agreement Administrator": The Agreement Administrator for this project is **Julian Lee, Public Works Director**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This

fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twenty-Nine Thousand Dollars ($29,000).

3.5. "Commencement Date": July 1, 2026

3.6. "Termination Date": June 30, 2027

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditure required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict-of-interest provisions of

Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Lissette Montoya**, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **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 City under this Agreement for a minimum 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 documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not

represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: On-call Administrative Support and Sustainability Assistance
- Documentation of Best's rating is acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: $2,000,000 per occurrence, $4,000,000 aggregate

- General Liability:
  - General Aggregate: $4,000,000
  - Products Comp/Op Aggregate $4,000,000
  - Personal & Advertising Injury $2,000,000
  - Each Occurrence $2,000,000
  - Fire Damage (any one fire) $ 100,000
  - Medical Expense (any 1 person) $ 10,000

- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident $1,000,000
  - EL Disease - Policy Limit $1,000,000
  - EL Disease - Each Employee $1,000,000

- Automobile Liability
  - Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and trucks.

12.7. P**rofessional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.

Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project, and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired insurance policies have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverage. The name and address for Additional Insured

Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Office of the City Clerk, South Pasadena, CA 91030.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

Todd Hileman, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Phone: 626 403-7212
Email:
CMOffice@SouthPasadenaCA.Gov

If to Consultant

Lissette Montoya
Vice President and CFO
Avant-Garde Inc.
807 S. Lemon Ave
Diamond Bar, CA 91789
Telephone: (909) 895-7146
lmontoya@agi.com.co

With courtesy copy to:

Roxanne M. Diaz
South Pasadena City Attorney
Richards, Watson & Gershon
350 S. Grand Ave, 37th Floor
Los Angeles, CA 90071
Phone: 213-626-8484
Fax: 213-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment

actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: Signed by: Nick Kimball E7F4CBCB49E8442...
Nick Kimball
Acting-City Manager

"Consultant"

By: Signed by: Lisette Montoya BD7C083FD9484FC...
Lissette Montoya
Vice-President

Attest:

By: Signed by: Nikima S. Newsome A281FB1398EA487...
Nikima S. Newsome
Chief City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F...
Roxanne Diaz, City Attorney

EXHIBIT A

Scope of Work

Avant-Garde Inc

On-call Administrative Support and Sustainability Assistance

Docusign Envelope ID: 6465F0C3-E074-8135-8395-7EE3385B0F99

AVANT GARDE
Grants
Compliance
Funding Management
Community Outreach

June 30, 2026

Julina Lee, P.E.
Director of Public Works
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Subject: On-call Administrative Support and Sustainability Assistance

Dear Mr. Lee,

It is with great pleasure that I provide this proposal to provide On-call Administrative Support and Sustainability Assistance Services for the City of South Pasadena.

Our years of practice have resulted in a solid foundation of experience and technical expertise and a dedication to integrity, excellence, and quality. We are proud of our strong reputation in meeting aggressive schedules and our ability to multi-task to provide our clients specialized attention and service. Services offered by our firm include:

- Grant Writing and Administration
- Program Management
- Funding Administration
- Compliance Management including Labor Compliance
- Construction Coordination (Bid development, analysis, etc.)

Advanced AVANT-GARDE Corporation was incorporated in September 2002 and our corporate office from which services will be provided is located at 807 S. Lemon Ave, Diamond Bar, CA 91789. AVANT-GARDE is a 100% woman-owned California Corporation. Furthermore, AVANT-GARDE is a certified minority business enterprise, women business enterprise, disadvantaged business enterprise and small business enterprise (**MBE, WBE, DBE, SBE**).

The professional staff of AVANT-GARDE well understands the many ways that a single project may affect the entire organization as well as its desired growth and development. We believe in working as a team and bringing our collective strengths to the table to complement each other's efforts, ultimately resulting in options and services that best serve the client's goals and objectives. We have extensive experience in serving municipalities with our success achieved through close attention to detail, emphasis on meeting the particular needs of each client and prompt delivery of products, studies and services.

Docusign Envelope ID: 6465F0C3-E074-8135-8395-7EE3385B0F99

AVANT GARDE
Grants
Compliance
Funding Management
Community Outreach

Our understanding of federal and state requirements, funding administration, and the complex diversity of Southern California make AVANT-GARDE uniquely qualified to perform the services requested from inception to conclusion; and administer Federal, State and regional required submittals and reporting.

We have prepared this proposal, which will address the following: (A) our proposed scope of work (B) our consulting fees.

A. Scope of Work

1. Provide on-site and off-site support services
2. Prepare reporting for funding agencies
3. Prepare staff reports for all Council approvals related to projects
4. Provide technical assistance to staff and other project management support services as needed
5. Monitor project implementation, progress, and expenditures, reviewing financial summaries for alignment with project goals and the City's budget.
6. Coordination with the Finance Department and other teams will ensure effective tracking of program expenditures

B. Compensation

We are establishing a budget of $29,000 for as needed support services. Our time will be billed on a time and material basis in accordance with the following hourly rates.

Program Director.....$170
Program Manager.....$140
Senior Program Coordinator.....$125
Program Coordinator..... $110
Program Assistant.....$100

If you have any questions, or if I can be of further assistance, please feel free to contact Lissette Montoya at 323-371-5530 or by email at lmontoya@agi.com.co.

Sincerely,

Lissette Montoya

Lissette Montoya

Vice-President

Acceptance of Proposal:

_____
City Representative

_____
Date

EXHIBIT B

Project Fees and Hourly Billing Rates

Task Number & Name		Cost
1	On-call Administrative Support and Sustainability Assistance	**$29,000**
Total		**$29,000**

B. Compensation

We are establishing a budget of $29,000 for as needed support services. Our time will be billed on a time and material basis in accordance with the following hourly rates.

Program Director.....$170

Program Manager.....$140

Senior Program Coordinator..... $125

Program Coordinator..... $110

Program Assistant..... $100

Attachment No. 2

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/18/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
AssuredPartners Design Professionals Insurance Services, LLC
1325 4th Ave, Suite 2100
Seattle WA 98101

License#: 6003745

CONTACT NAME: Jennifer Davis
PHONE (A/C, No, Ext): 360-299-8568 **FAX (A/C, No):**
E-MAIL ADDRESS: CertsDesignPro@AssuredPartners.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Underwriters Insurance Company	30104
INSURER B : Admiral Insurance Company	24856
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Advanced Avant-Garde Corporation dba Avant-Garde Inc.
807 S Lemon Ave
Diamond Bar CA 91789

ADVAAVA-01

COVERAGES **CERTIFICATE NUMBER:** 290552417 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR X Contractual Liab Included GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:	Y	Y	57SBABM5VTT	7/1/2026	7/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	**AUTOMOBILE LIABILITY** ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	57SBABM5VTT	7/1/2026	7/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
A	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000	Y	Y	57SBABM5VTT	7/1/2026	7/1/2027	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
B	Professional Liability			EO00003160611	12/17/2025	12/17/2026	Per Claim Aggregate Limit	$1,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Insured owns no company vehicles; therefore, hired/non-owned auto is the maximum coverage that applies. The following policies are included in the underlying schedule of insurance for umbrella/excess liability: General Liability/Auto Liability/Employer's Liability.
RE: All Operations of the Named Insured.
City of South Pasadena, its employees, elected or appointed officials, directors, officers, agents and volunteers are named as an additional insured as respects general liability and auto liability as required per written contract. General Liability and Auto Liability are Primary/Non-Contributory per policy form wording.
Insurance coverage includes waiver of subrogation per the attached endorsement(s).

CERTIFICATE HOLDER

City of South Pasadena
Attn: Risk Management
1414 Mission Street
South Pasadena CA 91030

CANCELLATION 30 Day Notice of Cancellation

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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3. Repayment of **Damages** or **Claim Expenses**, paid by the Company; and
4. Amounts paid by the **Named Insured** toward the Deductible.

Notwithstanding the foregoing, the Company agrees to waive any right of subrogation hereunder against a client of the **Insured**, with respect to any payment made in connection with a **Claim** if prior to the occurrence of any **Professional Incident** or **Media Incident** giving rise to such **Claim**, the **Named Insured** had agreed to waive its rights of subrogation against such client pursuant to a prior written contract or agreement.

C. **Other Insurance**

This Insurance shall apply in excess of any other valid and collectible insurance available to any **Insured**, whether such insurance is stated to be primary, contributory, excess, contingent or other, including any self-insured retention or Deductible portion thereof, unless such **Other Insurance** is written only as a specific excess insurance over the Limit of Liability provided in this Policy.

This condition does not apply to **Other Insurance** that is written to apply in excess of the limits provided by this Policy.

D. Changes Made to this Policy

The terms and conditions of this Policy cannot be waived or changed except by specific written endorsement issued by us and made part of the Policy.

E. Assignment of the **Insured's** Interest

The interest of the **Insured** under this Policy is not assignable to any other person or organization, except with the Company's written consent.

F. Cancellation

This Policy may be canceled by the **Named Insured** by returning the Policy to us or our authorized representatives. The **Named Insured** can also cancel this Policy by written notice to us stating at what future date cancellation is to be effective. If the **Named Insured** cancels, earned premium shall be computed using the customary short rate table or the amount stated elsewhere in this Policy as Minimum Earned Premium, whichever is greater, subject, however, to a retention by the Company of not less than twenty-five percent (25%) of the premium as shown on the Declarations.

We can cancel the policy by written notice to the **Named Insured**, at the address last known to us. We will provide written notice at least thirty (30) days before cancellation is to be effective and the earned premium will be computed pro rata. However, if we cancel because you fail to pay a premium or Deductible when due, only ten (10) days written notice of cancellation will be given and earned premium will be computed using the customary short rate table.

The mailing of any notice of cancellation shall be sufficient proof of notice.

This Policy will terminate on the effective date of the cancellation. Return of unearned premium is not a condition of cancellation. Unearned premium will be returned by us as soon as practicable.

G. Bankruptcy

Bankruptcy or insolvency of the **Insured** or the **Insured's** estate shall not relieve us of any of our obligations under this Policy.

H. Application

The statements contained in the Application, and any and all attachments, constitute the representations of all **Insureds** and are material. This Policy is issued and continued in force by the Company in reliance upon the truth, accuracy and completeness of such representations, which are the basis of this Policy and current as of the date of binding.

No knowledge or information possessed by any **Insured** shall be imputed to any other **Insured**, except for material facts or information that were or should have been known to the person or persons who signed the Application. In the event of any material untruth, misrepresentation or omission in connection with any of the particulars or statements in the Application, this Policy shall be void with respect to any **Insured** who knew of such untruth, misrepresentation or omission or to whom such knowledge is imputed.

I. Audit

We may examine and audit your books and records at any time during the **Policy Period** and within three (3) years after the expiration or termination date of this Policy, as far as they relate to this Policy.

Attachment No. 2

POLICY NUMBER: 57SBABM5VTT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THE HARTFORD

NOTICE OF CANCELLATION TO CERTIFICATE HOLDER(S)

This policy is subject to the following additional Conditions:

A. If this policy is cancelled by the Company, other than for non-payment of premium, notice of such cancellation will be provided at least thirty (30) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.

B. If this policy is cancelled by the company for non-payment of premium, or by the insured, notice of such cancellation will be provided within ten (10) days of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.

If notice is mailed, proof of mailing to the last known mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.

Any notification rights provided by this endorsement apply only to active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.

Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.

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Attachment No. 2

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED BY CONTRACT

This endorsement modifies insurance provided under the following:

BUSINESS LIABILITY COVERAGE FORM

Except as otherwise stated in this endorsement, the terms and conditions of the Policy apply.

A. The following is added to Section **C. WHO IS AN INSURED**:

Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs **a**. through **f**. below are additional insureds when you have agreed, in a written contract or written agreement, or when required by a written permit issued by a state or governmental agency or subdivision or political subdivision that such person or organization be added as an additional insured on your Coverage Part, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by any other endorsement issued by us and made a part of this Coverage Part.

The insurance afforded to such additional insured will not be broader than that which you are required by the contract, agreement, or permit to provide for such additional insured.

The insurance afforded to such additional insured only applies to the extent permitted by law.

The limits of insurance that apply to additional insureds are described in Section **D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE**. How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section **E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS**.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

(a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

(b) Any express warranty unauthorized by you;

(c) Any physical or chemical change in the product made intentionally by the vendor;

(d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

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(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Paragraphs **(d)** or **(f)**; or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

(1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

c. Lessors Of Land Or Premises

(1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:

(a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or

(b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

(1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(a) In connection with your premises;

(b) In the performance of your ongoing operations performed by you or on your behalf; or

(c) In connection with "your work" and included within the "products-completed operations hazard", but only if:

(i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and

(ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services, including:

(i) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or

(ii) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the “bodily injury”, “property

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damage", or "personal and advertising injury" arises out of the rendering of or the failure to render any professional service.

e. State Or Governmental Agency Or Subdivision Or Political Subdivision Issuing Permit

(1) Any state or governmental agency or subdivision or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:

(a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or

(b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

(1) Any other person or organization who is not in one of the categories or classes listed above in Paragraphs **a**. through **e**. above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(a) In the performance of your ongoing operations performed by you or on your behalf;

(b) In connection with your premises owned by or rented to you; or

(c) In connection with "your work" and included within the "products-completed operations hazard", but only if:

(i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and

(ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

(a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or

(b) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury", "property damage", or "personal and advertising injury" arises out of the rendering of or the failure to render any professional service described in Paragraphs **f.(2)(a)** or **f**.**(2)(b)** above.

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a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or

b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE

1. The Most We Will Pay

The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

a. Insureds;

b. Claims made or "suits" brought; or

c. Persons or organizations making claims or bringing "suits".

2. Aggregate Limits

The most we will pay for:

a. Damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard" is the Products-Completed Operations Aggregate Limit shown in the Declarations.

b. Damages because of all other "bodily injury", "property damage" or "personal and advertising injury", including medical expenses, is the General Aggregate Limit shown in the Declarations.

This General Aggregate limit does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire, lightning or explosion.

3. Each Occurrence Limit

Subject to **2.a.** or **2.b** above, whichever applies, the most we will pay for the sum of all damages because of all "bodily injury", "property damage" and medical expenses arising out of any one "occurrence" is the Liability and Medical Expenses Limit shown in the Declarations.

The most we will pay for all medical expenses because of "bodily injury" sustained by any one person is the Medical Expenses Limit shown in the Declarations.

4. Personal And Advertising Injury Limit

Subject to **2.b.** above, the most we will pay for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization is the Personal and Advertising Injury Limit shown in the Declarations.

5. Damage To Premises Rented To You Limit

The Damage To Premises Rented To You Limit is the most we will pay under Business Liability Coverage for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning or explosion, while rented to you or temporarily occupied by you with permission of the owner.

In the case of damage by fire, lightning or explosion, the Damage to Premises Rented To You Limit applies to all damage proximately caused by the same event, whether such damage results from fire, lightning or explosion or any combination of these.

57SBABM5VTT

6. How Limits Apply To Additional Insureds

The most we will pay on behalf of a person or organization who is an additional insured under this Coverage Part is the lesser of:

a. The limits of insurance required in a written contract, written agreement or permit; or

b. The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to the Limits of Insurance shown in the Declarations and described in this Section.

If more than one limit of insurance under this Policy and any endorsements attached thereto applies to any claim or "suit", the most we will pay under this Policy and the endorsements is the single highest limit of liability of all

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coverages applicable to such claim or "suit". However, this paragraph does not apply to the Medical Expenses limit set forth in Paragraph **3.** above.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. Notice Of Occurrence Or Offense

You or any additional insured under this Coverage Part must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

(1) How, when and where the "occurrence" or offense took place;

(2) The names and addresses of any injured persons and witnesses; and

(3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. Notice Of Claim

If a claim is made or "suit" is brought against any insured, you or any additional insured under this Coverage Part must:

(1) Immediately record the specifics of the claim or "suit" and the date received; and

(2) Notify us as soon as practicable.

You or any additional insured under this Coverage Part must see to it that we receive a written notice of the claim or "suit" as soon as practicable.

c. Assistance And Cooperation Of The Insured

You and any other involved insured must:

(1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or “suit”;

(2) Authorize us to obtain records and other information;

(3) Cooperate with us in the investigation, settlement of the claim or defense against the "suit"; and

(4) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

d. Obligations At The Insured's Own Cost

No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

e. Additional Insured's Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured under this Coverage Part, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with such additional insured's own insurance.

f. Knowledge Of An Occurrence, Offense, Claim Or Suit

Paragraphs **a.** and **b.** apply to you or to any additional insured under this Coverage Part only when such "occurrence", offense, claim or "suit" is known to:

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(1) You or any additional insured under this Coverage Part that is an individual;

(2) Any partner, if you or an additional insured under this Coverage Part is a partnership;

(3) Any manager, if you or an additional insured under this Coverage Part is a limited liability company;

(4) Any "executive officer" or insurance manager, if you or an additional insured under this Coverage Part is a corporation;

(5) Any trustee, if you or an additional insured under this Coverage Part is a trust; or

(6) Any elected or appointed official, if you or an additional insured under this Coverage Part is a political subdivision or public entity.

This Paragraph **f.** applies separately to you and any additional insured under this Coverage Part.

3. Legal action Against Us

No person or organization has a right under this Coverage Part:

a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or

b. To sue us on this Coverage Part unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

4. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Policy to the first Named Insured, this insurance applies:

a. As if each Named Insured were the only Named Insured; and

b. Separately to each insured against whom a claim is made or "suit" is brought.

5. Representations

a. When You Accept This Policy

By accepting this Policy, you agree:

(1) The statements in the Declarations are accurate and complete;

(2) Those statements are based upon representations you made to us; and

(3) We have issued this Policy in reliance upon your representations.

b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

6. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when **b.** below applies. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk, Owner Controlled Insurance Program or OCIP, Contractor Controlled Insurance Program or CCIP, Wrap Up Insurance or similar coverage for "your work";

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(2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of Section **B.** Exclusions.

(5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion **k.** of Section **B.** Exclusions.

(6) When You Are Added As An Additional Insured To Other Insurance

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

(7) When You Add Others As An Additional Insured To This Insurance

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

(a) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs **(a)** and **(b)** do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

(1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and

(2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

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If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

7. Transfer Of Rights Of Recovery Against Others To Us

a. Transfer Of Rights Of Recovery

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

F. LIABILITY AND MEDICAL EXPENSES DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purpose of this definition:

a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and

b. Regarding web sites, only that part of a web site that is about your goods, products or services for the purpose of attracting customers or supporters is considered an advertisement.

2. "Advertising idea" means any idea for an "advertisement".

3. "Asbestos hazard" means an exposure or threat of exposure to the actual or alleged properties of asbestos and includes the mere presence of asbestos in any form.

4. "Auto" means:

a. A land motor vehicle, trailer or semi-trailer designed for travel on public roads, including any attached machinery or equipment; or

b. Any other land vehicle that is subject to a compulsory or financial responsibility law or other motor vehicle insurance or motor vehicle registration law where it is licensed or principally garaged.

However, "auto" does not include "mobile equipment".

5. "Bodily injury" means physical:

a. Injury;

b. Sickness; or

c. Disease

sustained by a person and, if arising out of the above, mental anguish or death at any time.

6. "Coverage territory" means:

a. The United States of America (including its territories and possessions), Puerto Rico and Canada;

b. International waters or airspace, but only if the injury or damage occurs in the course of travel or transportation between any places included in **a.** above;

c. All other parts of the world if the injury or damage arises out of:

(1) Goods or products made or sold by you in the territory described in **a.** above;

(2) The activities of a person whose home is in the territory described in **a.** above, but is away for a short time on your business; or

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HIRED AUTO AND NON-OWNED AUTO LIABILITY

This endorsement modifies insurance provided under the following:

BUSINESS LIABILITY COVERAGE FORM

Except as otherwise stated in this endorsement, the terms and conditions of the Policy apply.

A. Amended Coverage:

The following is added to Section **A. COVERAGES**:

Coverage is extended to "bodily injury" and "property damage" arising out of the use of a "hired auto" or "non-owned auto".

B. The following changes are made to Section **B. EXCLUSIONS**:

1. Exclusion **g. Aircraft, Auto Or Watercraft** does not apply to a "hired auto" or a "non-owned auto".

2. Exclusion **e. Employer's Liability** does not apply to "bodily injury" to domestic "employees" not entitled to workers' compensation benefits or to liability assumed by the insured under an "insured contract".

3. Exclusion **f. Pollution** is deleted and replaced by the following:

(1) "Bodily injury" or "property damage" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":

(a) That are, or that are contained in any property that is:

(i) Being transported or towed by, handled, or handled for movement into, onto or from, the covered "auto";

(ii) Otherwise in the course of transit by or on behalf of the "insured"; or

(iii) Being stored, disposed of, treated or processed in or upon the covered "auto".

(b) Before the "pollutants" or any property in which the "pollutants" are contained are moved from the place where they are accepted by the insured for movement into or onto the covered "auto"; or

(c) After the "pollutants" or any property in which the "pollutants" are contained are moved from the covered "auto" to the place where they are finally delivered, disposed of or abandoned by the insured.

Paragraph **(a)** above does not apply to fuels, lubricants, fluids, exhaust gases or other similar "pollutants" that are needed for or result from the normal electrical, hydraulic or mechanical functioning of the covered "auto" or its parts, if:

(i) The "pollutants" escape, seep, migrate, or are discharged or released directly from an "auto" part designed by its manufacturer to hold, store, receive, or dispose of such "pollutants"; and

(ii) The "bodily injury" and "property damage" does not arise out of the operation of any equipment listed in Paragraphs **15.f.(2)** and **15.f.(3)** of the definition of "mobile equipment".

Paragraphs **(b)** and **(c)** above do not apply to accidents that occur away from premises owned by or rented to an "insured" with respect to "pollutants" not in or upon a covered "auto" if:

(i) The "pollutants" or any property in which the "pollutants" are contained are upset, overturned or damaged as a result of the maintenance or use of a covered "auto"; and

(ii) The discharge, dispersal, seepage, migration, release or escape of the "pollutants" is caused directly by such upset, overturn or damage as a result of the maintenance or use of a covered "auto".

4. The following exclusion is added:

Fellow employee

Coverage does not apply to "bodily injury" to any fellow "employee" of the insured arising out of the operation of an "auto" owned by the insured in the course of the fellow "employee's" employment.

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5. The following exclusion is added:

Care, Custody Or Control

Coverage does not apply to "property damage" involving property owned or transported by the insured or in the insured's care, custody or control.

C. With respect to "hired auto" and "non-owned auto" coverage, Section **C. WHO IS AN INSURED** is deleted and replaced by the following:

1. The following are insureds:

a. You.

b. Your "employee" while using with your permission:

(1) An "auto" you hire or borrow; or

(2) An "auto" you don't own, hire or borrow in your business or personal affairs; or

(3) An "auto" hired or rented by your "employee" on your behalf and at your direction.

c. Anyone else while using a "hired auto" or "non-owned auto" with your permission except:

(1) The owner or anyone else from whom you hire or borrow an "auto".

(2) Someone using an auto while he or she is working in a business of selling, servicing, repairing, parking or storing "autos" unless that business is yours.

(3) Anyone other than your "employees", partners (if you are a partnership), members (if you are a limited liability company), or a lessee or borrower or any of their "employees", while moving property to or from an "auto".

(4) A partner (if you are a partnership), or a member (if you are a limited liability company) for an "auto" owned by him or her or a member of his or her household.

d. Anyone liable for the conduct of an insured described above but only to the extent of that liability.

D. With respect to the operation of a "hired auto" or "non-owned auto" covered by this endorsement, the following changes are made to Section **E. LIABILITY AND MEDICAL EXPENSES CONDITIONS**:

1. The following condition is added:

Other Insurance

a. Except for any liability assumed under an "insured contract" the insurance provided by this endorsement is excess over any other collectible insurance.

However, if your business is the selling, servicing, repairing, parking or storage of "autos", the insurance provided by this endorsement is primary when covered "bodily injury" or "property damage" arises out of the operation of a customer's "auto" by you or your "employee".

b. When this endorsement and any other endorsement, coverage part, or policy covers on the same basis, either excess or primary, we will pay only our share. Our share is the proportion that the Limit of Insurance of our endorsement bears to the total of the limits of all the endorsements, coverage parts, and policies covering on the same basis.

2. The following condition is added**:**

Two Or More Coverage Parts, Endorsements, Or Policies Issued By Us

If this endorsement and any other endorsement, coverage part or policy issued to you by us or any company affiliated with us apply to the same accident, the aggregate maximum Limit of Insurance under all the endorsements, coverage parts, or policies shall not exceed the highest applicable Limit of Insurance under any one endorsement, coverage part, or policy. This condition does not apply to any endorsement, coverage part, or policy issued by us or an affiliated company specifically to apply as excess insurance over this endorsement.

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3. The following condition is added:

Financial Responsibility Laws

a. With respect to a “hired auto” or “non-owned auto” to which this insurance applies, when this endorsement is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by this endorsement for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.

b. With respect to a “hired auto" or “non-owned auto” to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

E. The following changes are made to Section **F. LIABILITY AND MEDICAL EXPENSES DEFINITIONS**:

1. The following definition is added:

"Hired auto" means any "auto" you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your "employees", your partners (if you are a partnership), members (if you are a limited liability company),, or your "executive officers" or members of their households.

This does not include a long-term leased "auto" that you insure as an owned "auto" under any other auto liability insurance policy or a temporary substitute for an "auto" you own that is out of service because of its breakdown, repair, servicing or destruction.

2. The following definition is added:

"Non-owned auto" means any "auto" you do not own, lease, hire, rent or borrow which is used in connection with your business. This includes:

a. "Autos" owned by your "employees" your partners (if you are a partnership), members (if you are a limited liability company), or your "executive officers", or members of their households, but only while used in your business or your personal affairs.

b. Customer’s "auto" that is in your care, custody or control for service.

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Attachment No. 2

The Hartford

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

Policy Number: 76 WEG AG0J3A **Endorsement Number:** 003
Effective Date: 04/01/26 Effective hour is the same as stated on the Information Page of the policy.
Named Insured and Address: ADVANCED AVANT GARDE, INC. DBA AVANT GARDE INC
807 S LEMON AVE
DIAMOND BAR CA 91789

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 5 % of the California workers' compensation premium otherwise due on such remuneration.

SCHEDULE

Person or Organization	Job Description
City of South Pasadena Attn: Risk Management 1414 MISSION ST, SOUTH PASADENA, CA 91030	030

Countersigned by _____
Authorized Representative

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/16/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AUTOMATIC DATA PROCESSING INS AGCY 76250717 71 HANOVER ROAD FLORHAM PARK NJ 07932	**CONTACT NAME:** **PHONE (A/C, No, Ext):** (800) 524-7024 **FAX (A/C, No):** (800) 524-4013 **E-MAIL ADDRESS:**
	INSURER(S) AFFORDING COVERAGE — **NAIC#**
	INSURER A : Hartford Fire and Its P&C Affiliates — 00914
INSURED ADVANCED AVANT GARDE, INC. DBA AVANT GARDE INC 807 S LEMON AVE DIAMOND BAR CA 91789-2906	**INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. * LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. ***Not Applicable in WY**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ **UMBRELLA LIAB** ☐ OCCUR						EACH OCCURRENCE	$
	☐ **EXCESS LIAB** ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** Y / N ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	X	76 WEG AG0J3A	04/01/2026	04/01/2027	X PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ $1,000,000
							E.L. DISEASE -EA EMPLOYEE	$ $1,000,000
							E.L. DISEASE - POLICY LIMIT	$ $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Waiver of Subrogation applies in favor of the Certificate Holder per Waiver of our Right to Recover from Others Endorsement WC040306, attached to this policy.

CERTIFICATE HOLDER

City of South Pasadena
Attn: Risk Management
1414 MISSION ST
SOUTH PASADENA CA 91030-3214

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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City Council Agenda Report

ITEM NO. 10

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Bassam AL-Beitawi, Transportation Program Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES FOR ADDITIONAL ENGINEERING DESIGN SERVICES RELATED TO THE HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENTS PROJECT, INCREASING THE AMOUNT BY $3,341,953, FOR A NEW TOTAL CONTRACT NOT-TO-EXCEED AMOUNT OF $5,782,114**

Recommendation

It is recommended that the City Council approve an amendment to the Professional Services Agreement (PSA) (Attachment No. 1) with Kimley-Horn and Associates (KHA), in final form approved by the City Attorney, for additional engineering design services related to the Huntington Drive and Fremont Avenue Corridor Improvements Project for a new not to exceed total of $5,782,114 ($4,802,535 base fee, plus $480,254 contingency and $499,325 optional tasks).

Executive Summary

The Huntington Drive and Fremont Avenue Corridor Improvements Project (Project) is approximately 60% designed. Following community outreach and evaluation of design alternatives, the City Council selected preferred concepts that expanded the Project beyond KHA's original scope. The expanded scope includes protected bicycle facilities and roundabouts and requires additional engineering, technical studies, agency coordination, and public outreach.

Staff is requesting approval of a $3,341,953 contract amendment to complete the additional work and advance the Project through final design and construction. The amendment would increase Kimley-Horn's total contract amount from $2,440,161 to $5,782,114, including contingency and optional services. The amendment is fully funded by existing Project grant funds.

Background

The City received approximately $46.6 million in grant funding from LA Metro and the California Transportation Commission to design and construct improvements along Huntington Drive and Fremont Avenue. Of that total, approximately $5 million in Measure M construction funding must be expended by June 30, 2028.

In 2023, the City retained Toole Design Group to conduct early planning and community engagement for Fremont Avenue, Huntington Drive, and Fair Oaks Avenue. This work provided the foundation for the Project's design alternatives.

On October 1, 2025, the City Council approved a PSA with KHA to provide engineering design services for the Project. In early 2026, KHA developed and evaluated alternatives based on the Toole planning work, field investigations, technical analysis, and community input. The City held three community meetings in February and March 2026, followed by a City Council study session on April 15, 2026.

On May 6, 2026, the City Council selected Option 3 for Huntington Drive, reducing the roadway to two travel lanes in each direction and adding Class IV protected bike lanes. On June 3, 2026, the Council selected Option 2A/2 for Fremont Avenue, including a two-way Class IV cycle track and roundabouts at Hope Street and Oxley Street.

Additional community meetings were held August 31 and September1, 2026, present the advanced design. The Project is now approximately 60% complete.

The Council-approved designs require substantial additional engineering services beyond KHA's original scope. The proposed amendment provides the additional services necessary to complete the Project design.

Analysis

KHA's original contract was based on the scope identified in the City's RFP. As design and community outreach progressed, the Project was expanded to incorporate community feedback and the Council approved improvements. The expanded outreach and coordination significantly increased the number of city meetings from 30 to 85 meetings.

The expanded scope includes a Class IV parking-protected bicycle lane along Huntington Drive, a two-way cycle track along Fremont Avenue and roundabouts at Fremont/Hope Street and Fremont Avenue/Oxley Street. Design revisions along Fremont Avenue also resulted in substantial tree impacts and required additional analysis and coordination. Additional services include subsurface investigations and potholing, tree impact analysis, coordination with Caltrans, LA Metro, and neighboring agencies, design of the Metro crossing on Fremont Avenue, and evaluation of preferred parking districts.

Public Outreach has also increased beyond the original scope. KHA's contract originally anticipated four Commission/Council meetings and four in person community outreach meetings. The revised scope includes a total of 7 Community outreach meetings and 11 commission/city council meetings, in addition to expanded project coordination and outreach materials. Additional meetings and coordination with neighboring agencies are also necessary to address changes to the project design.

The amendment provides additional project management, data collection, environmental documentation, engineering, traffic signal coordination, bidding, and construction-phase services necessary to complete the expanded scope.

Task Description	Original Contract	Proposed Amendment	New Total
Project Management	$129,991	$145,555	$275,546
Existing Conditions and Data Collection	$313,435	$603,478	$916,913
Preliminary Design	$38,090	$82,165	$120,255
Community Outreach and Public Engagement	$85,695	$121,980	$207,675
Project Approval and Environmental Document	$135,793	$198,384	$334,177
Preliminary Engineering (30% PS&E)	$118,375	$284,765	$403,140
Final Engineering (60%, 90%, 100% PS&E)	$1,269,499	$873,060	$2,142,559
Traffic Signal Coordination, Timing Plans and Implementation	$81,330	$80,180	$161,510
Bidding Services	$15,940	$33,365	$49,305
Construction Phase Services	$29,180	$118,275	$147,455
Other Indirect Costs	$1,000	$43,000	$44,000
TOTAL	**$2,218,328**	**$2,584,207**	**$4,802,535**

The amendment increases the base PSA by $2,584,207, from $2,218,328 to $4,802,535. Staff recommends a 10% contingency, resulting in a total contingency of $480,254.

KHA has identified $499,325 in optional services that may be required as the Project advances, including environmental documentation, additional Caltrans permitting, and hydrology and hydraulic analysis. These services would only be used if required by the applicable reviewing agencies.

With the new services, the contingency and the optional tasks, the proposed contract total is $5,782,114:

	Current Contract	Proposed Amendment	Proposed Contract Total
Professional Services Agreement	$2,218,328	$2,584,207	$4,802,535
Contingency	$221,833	$258,421	$480,254

Optional Tasks (If Necessary)	$0	$499,325	$499,325
Total	**$2,440,161**	**$3,341,953**	$5,782,114

Fiscal Impact
Engineering costs typically account for approximately 10% - 15% of a project budget. With a total project budget exceeding $46 million, the recommended contract amount is commensurate with the size, scope, and complexity of the proposed project.

There are sufficient funds currently appropriated in the Project Budget to fund the proposed amendment. Funding for the amendment will is as follows:

Fund	Account Number	Original PSA	PSA Amendment	Amended PSA Amount
Measure M MAT Cycle 1 Grant	234-9010-9102-8170-000	$1,017,161	$0	$1,017,161
Measure R Mobility Improvement (MIP) Fund	243-9010-9103-8170-000	$1,100,000	$3,341,953	$4,441,953
SR-710 Local Alternative Transportation Program Fund	297-9010-9102-8170-000	$323,000	$0	$323,000
	Total	**$2,440,161**	**$3,341,953**	**$5,782,114**

Key Performance Indicators and Strategic Plan
This item is related to street improvement goals in the City Council's 2025 compilation of priorities.

Commission Review and Recommendation
The Project has been reviewed at multiple meetings of the former Mobility and Transportation Infrastructure Commission and former Public Works Commission. On April 8, 2026, the Public Works Infrastructure Commission unanimously supported staff's recommendations for Option 2A for Fremont Avenue, Option 3 for Huntington Drive and reallocation of Measure R funds from the SR-110 Ramps Project. The Commission also strongly supported construction of a min roundabout at Fremont Avenue and Hope Street.

Public Notification
The public was made aware that this item to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Environmental Analysis
The proposed action is not a project within the meaning the California Environmental Quality Act Guidelines, Section 21065 as it does not cause a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. CEQA

analysis for the Project will be completed with the design of the Project and brought back to City Council for approval.

Attachment:
Attachment No. 1 - Proposed First Amendment
Attachment No. 2 - Original Agreement

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING DESIGN SERVICES

This Amendment ("First Amendment") is made and entered into on this 7th day of October, 2026, by and between the City of South Pasadena ("City") and Kimley-Horn and Associates, Inc. ("Consultant").

RECITALS

WHEREAS, on October 1, 2025, the City and Consultant entered into an Agreement for Professional Services ("Agreement") for Consultant to perform Engineering Design Services related to the Huntington Drive and Fremont Avenue Corridor Improvements Project; and

WHEREAS, the original Agreement was in the amount of $2,440,161 for the Scope of Services; and

WHEREAS, the City desires to add to the Scope of Services and revise the maximum compensation to the not-to-exceed amount of $5,782,114.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. That Section 3.1 "Scope of Services" of the Agreement is hereby amended to read as follows:
   ""Scope of Services": Attached herein as Exhibit A and Exhibit A-1 as set forth in the First Amendment to the Agreement dated October 7, 2026."

2. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   ""Maximum Amount": The highest total compensation and cost payable to Consultant by the City under this agreement. The Maximum Amount under this Agreement is Five Million, Seven Hundred Eighty-Two Thousand, One Hundred Fourteen Dollars ($5,782,114), which includes a contingency fee of Nine Hundred Seventy-Nine Thousand, Five Hundred Seventy-Nine Dollars ($979,579). The Agreement Administrator, with the concurrence of the City Manager, is authorized to request additional services and/or change orders in writing in an amount not to exceed Nine

Hundred Seventy-Nine Thousand, Five Hundred Seventy-Nine Dollars ($979,579).

3. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City" City of South Pasadena	"Consultant" Kimley-Horn and Associates, Inc.
By:_____ Todd Hileman City Manager	By:_____ Jean Fares Senior Vice President

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

EXHIBIT A-1

TO THE FIRST AMENDMENT

ADDITIONAL SERVICES AND COMPENSATION



September 4, 2026

Bassam AL-Beitawi
Transportation Program Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 10030

RE: ***Huntington Drive and Fremont Avenue Corridor Improvements Project Amendment #1***

Dear Mr. AL-Beitawi:

This Letter Agreement ("Agreement") between Kimley-Horn and Associates, Inc. ("Kimley-Horn") and City of South Pasadena ("City") serves to amend the scope to provide additional services for the Huntington Drive and Fremont Avenue Corridor Improvements Project in South Pasadena, California ("Project").

PROJECT UNDERSTANDING

The vision of the Huntington Drive and Fremont Avenue Corridor Improvements Project is to develop a more multi-modal and user-friendly environment, which integrates bicycle, pedestrian, and technology enhancements to create forward-thinking and community-focused corridors.

In 2021 and 2022, the City received two LA Metro grants for both Fremont Avenue and Huntington Drive. The first is a $6 million grant from the Measure M Active Transportation Program (MAT) which has $5M construction funds expiring on June 30, 2028. The second is $10 million grant from the Measure R program for local Mobility Improvement Projects (MIP) which came from the reallocation of Interstate 710 funds.

In summer 2023, the City completed design charrette meetings with the community that prepared preliminary concepts and a final report. However, the report did not complete any engineering analysis.

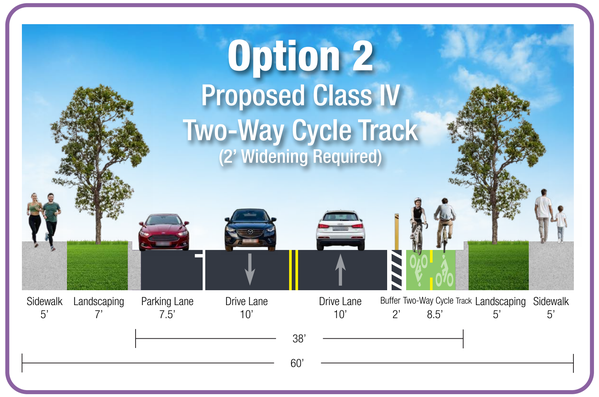
In summer 2025, the City solicited a Request for Proposals (RFP) and selected Kimley-Horn to complete the Project Approval and Environmental Documentation (PA&ED) and Plans, Specifications and Estimates (PS&E) services for the Project. Kimley-Horn's proposal and scope of services was developed based on a project with an anticipated construction cost of $16 million, which represents the total funding available for the project.

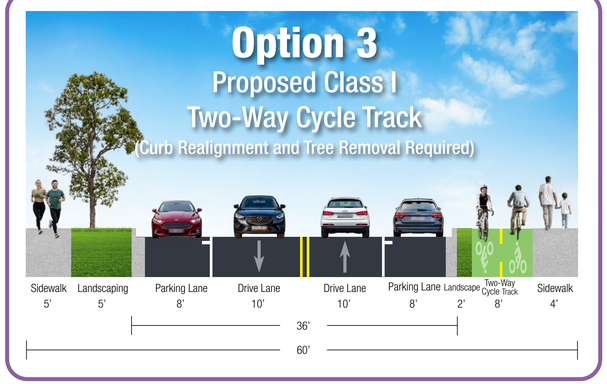
In spring 2026, Kimley-Horn conducted community outreach with residents, Public Works Infrastructure Commission, City Council, Neighboring Cities, and stakeholder agencies. Original cross sections prepared were consistent with the proposal and funding available for the project. However, during the first round of meetings and outreach the community expressed their strong support for protected bicycle lanes along both corridors. The original cross sections were revised and additional concepts were prepared to further evaluate the proposed alternatives as shown on **Pages 2-4**.

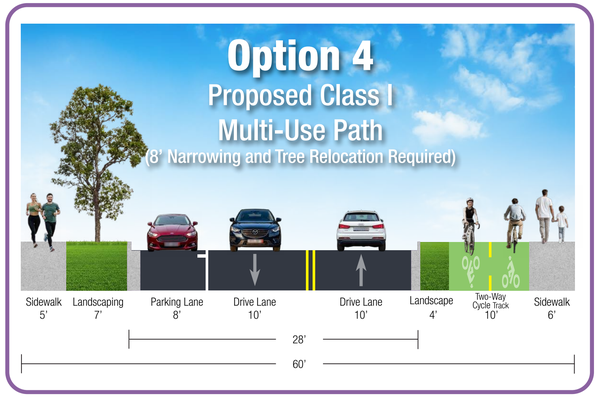
Fremont Avenue Section A – Columbia Street to Magnolia Street











	Existing	Option 1	Option 2	Option 3	Option 4
Safety and Speed	30 MPH Posted	Enhanced	Improved	Improved	Improved
Planning Report	Not Applicable	Not Consistent	Consistent Intent	Consistent	Consistent
Center Turn Lane	None	Maintained	None	Removed	None
Parking	Both Sides	Both Sides	Removed – Oneside	Both Sides	Removed – One side
Bicycle Facilities	None	Shared Lane	Protected Facility	Striped Lane - No Buffer	Separate Facility
Trees	Present	Preserved	Some Removal/ Relocation	Preserved	Major Removal/ Relocation
Cost	Not Applicable	$15 Million	$23 Million	$25 Million	$29 Million

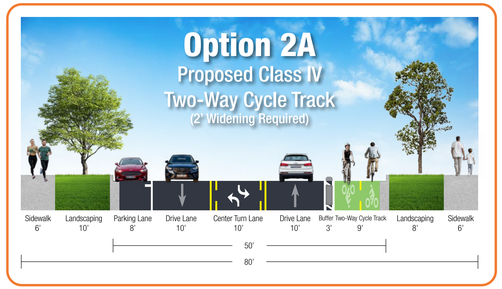


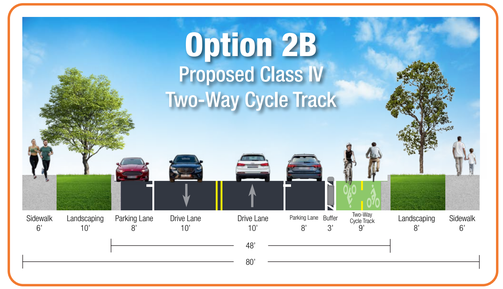


Huntington Drive and Fremont Avenue
Corridor Improvements Project

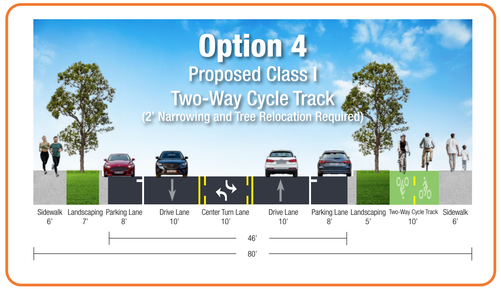
Fremont Avenue Section B – *Magnolia Street to Alhambra Road*

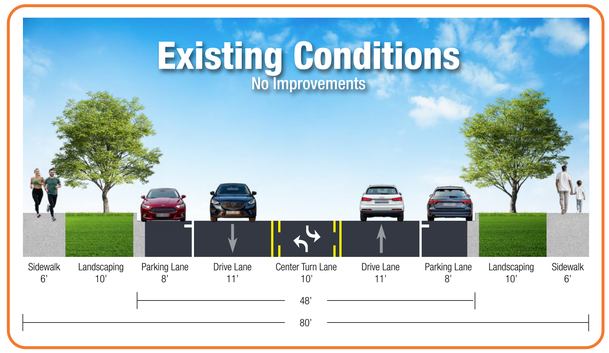




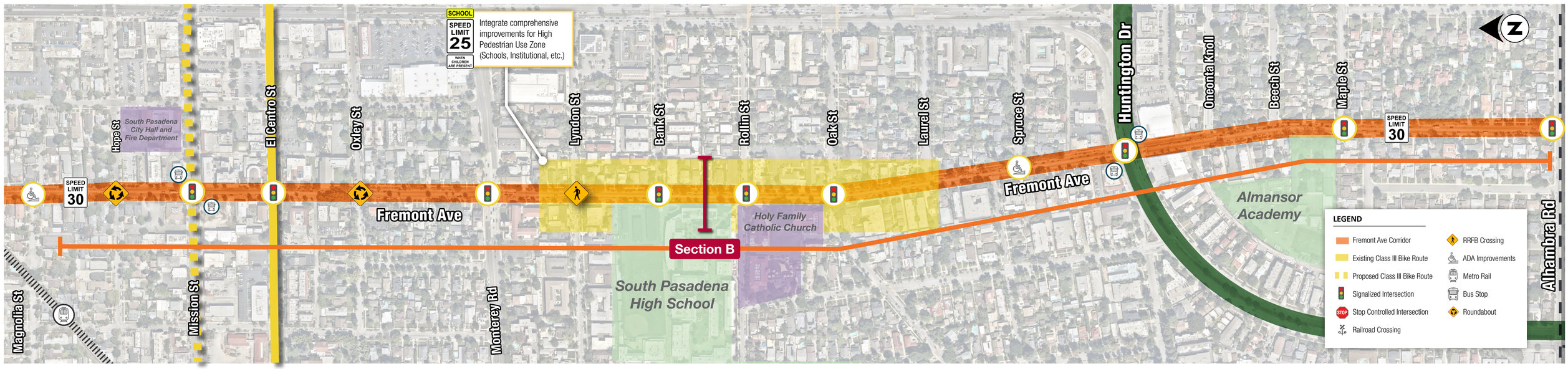








	Existing	Option 1	Option 2A	Option 2B	Option 3	Option 4
Safety and Speed	30 MPH Posted	Enhanced	Improved	Improved	Enhanced	Improved
Planning Report	Not Applicable	Consistent Intent	Consistent Intent	Consistent Intent	Consistent Intent	Consistent
Center Turn Lane	Present	Maintained	Maintained	Removed	Removed	Maintained
Parking	Both Sides	Both Sides	Removed – One side	Maintained	Both Sides	Maintained
Bicycle Facilities	None	Shared Lane	Protected Facility	Protected Facility	Striped Lane – No Buffer	Separate Facility
Trees	Present	Preserved	Some Removal/Relocation	Some Removal/Relocation	Preserved	Major Removal/Relocation
Cost	Not Applicable	$15 Million	$23 Million	$21 Million	$15 Million	$29 Million

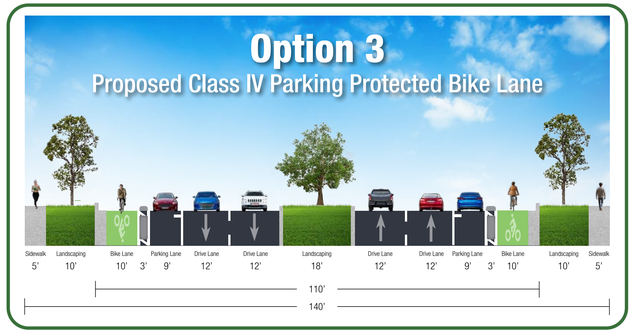


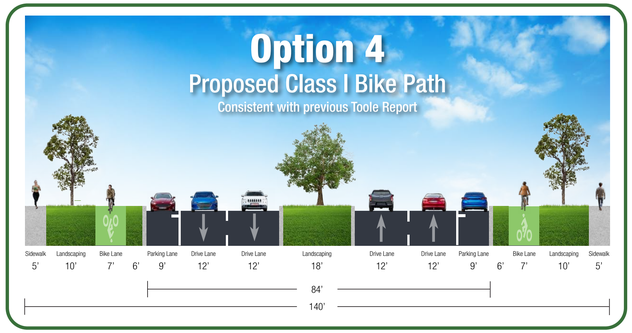
Huntington Drive Section A – Alhambra Road to Garfield Avenue



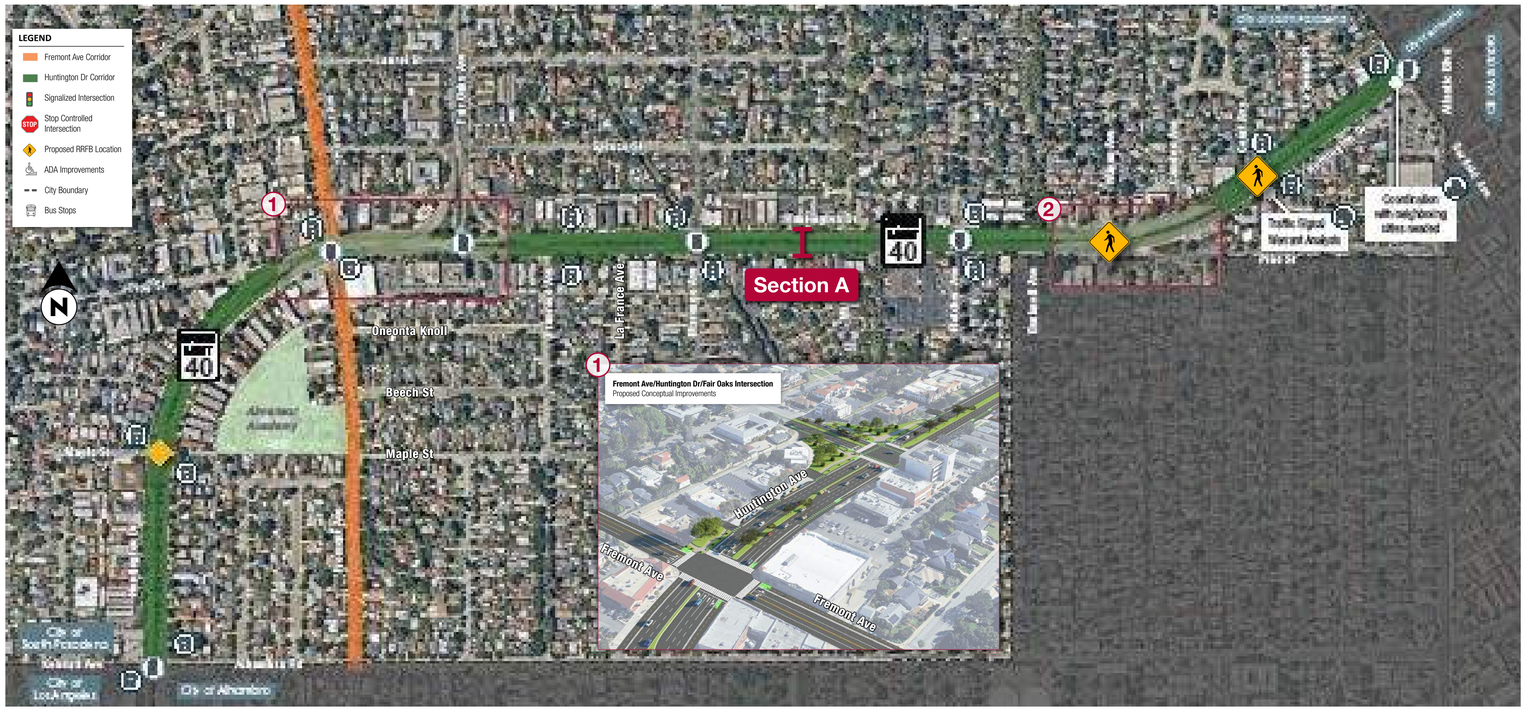


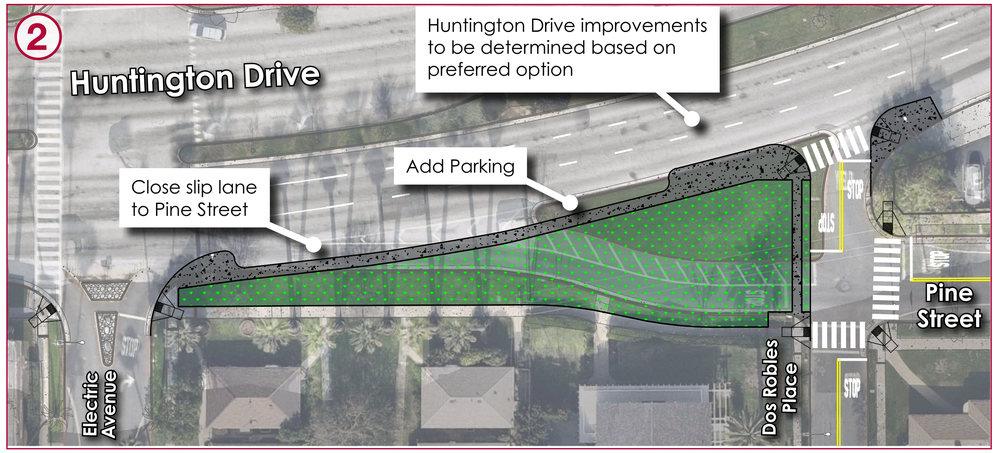






	Existing	Option 1	Option 2	Option 3	Option 4
Safety and Speed	40 MPH Posted	Enhanced	Enhanced	Improved	Improved
Planning Report	Not Applicable	Not Consistent	Not Consistent	Consistent Intent	Consistent
Travel Lanes	6 Lanes	6 Lanes	6 Lanes	4 Lanes	4 Lanes
Parking	Both Sides	Both Sides Present Near Driveways	Both Sides Removed Near Driveways	Both Sides Removed Near Driveways	Both Sides Preserved Near Driveways
Bicycle Facilities	None	Striped Buffer	Parking Protected	Parking Protected	Separate Facility
Trees	Present	Preserved	Preserved	Preserved	Some Removal/ Relocation
Cost	Not Applicable	$10 Million	$17 Million	$23 Million	$37 Million







The Community Outreach Meetings were held to present project information, share data and design concepts, and provide opportunities for community members to ask questions and offer feedback. This input helped identify local concerns related to safety, access, traffic operations, and neighborhood context, and directly informed refinements to the project concepts. In parallel, coordination meetings were conducted with internal departments and external agencies to address operational needs, emergency access, maintenance requirements, school travel patterns, and corridor continuity across jurisdictional boundaries. Regional coordination supported alignment with adjacent city projects, transit operations, and long-term mobility goals.

Simultaneously, Kimley-Horn and the City engaged in conversations with LA Metro regarding the reallocation of additional Measure R Funds to support the proposed project improvements. Metro was amenable to the changes and included them in their Board Report on July 23, 2026. The reallocation increases the funding from $10M to $40M for a total project budget of $46M as shown in **Table 1** below.

Table 1 - Project Funding Sources

Funding Source	Original Funding	Revised Funding
Metro Measure M (MAT)	$6,056,160	$6,056,160
Metro Measure R (MIP)	$10,000,000	$40,000,000
I-710 LATIP	$323,000	$323,000
City Metro Measure M Local Return	$112,795	$112,795
City Metro Measure R Local Return	$146,690	$146,690
Total	**$16,638,645**	**$46,638,645**

Following additional outreach and feedback the City Council approved the Huntington Drive Conceptual Cross Section Option 3 on May 5, 2026 and the Fremont Avenue Conceptual Cross Section Option 2/2A on June 3, 2026. To implement the approved cross sections, the roadway along Fremont Avenue needs to be widened by two feet on the eastern side and proposes two new roundabouts at Fremont/Hope and Fremont/Oxley. These major infrastructure improvements were not considered as potential alternatives during the original proposal and scope of work due to the original funding limitations.

These changes in project scope items require additional time for meetings, civil and traffic design, drainage analysis, utility relocations, and coordination that were not originally anticipated. The overall schedule has not increased due to grant funding which requires the project to be constructed by June 2028.

The following amendment has been prepared to account for the expansion of project scope, budget, and expedited timeline. Additional time and resources are required to facilitate project delivery based on the expanded scope and expedited schedule to meet the grant funding deadline.



ADDITIONAL SERVICES EXECUTIVE SUMMARY

We have provided an Executive Summary to summarize the additional time and resources required to facilitate project delivery based on the expanded scope and expedited schedule as shown in **Table 2**.

Table 2 - Additional Services Executive Summary

Task	Task Description	Total	Original	Additional
Task 1	**Project Management**			
1.2	Progress and City Meetings	85 Meetings	30 Meetings	55 Meetings
1.3	Third-Party Agency Coordination	55 Meetings	40 Meetings	15 Meetings
1.4	Project Schedule and Monitoring	72 Hours	50 Hours	22 Hours
1.5	Project Reporting and Invoicing	120 Hours	70 Hours	50 Hours
Task 2	**Existing Conditions and Data Collection**			
2.2	Fieldwalk	3 Fieldwalks	1 Fieldwalk	2 Fieldwalks
2.3	Right-of-Way Mapping	85 Hours	39 Hours	46 Hours
2.5.1	Permit Utility Applications	364 Hours	72 Hours	292 Hours
2.5.2	Utility Potholing	74 Potholes	0 Potholes	74 Potholes
2.6	Geotechnical Investigation	20 Cores	12 Cores	8 Cores
Task 3	**Preliminary Design**			
3.1.1	Fremont Conceptual Options	6 Cross Sections	2 Cross Sections	4 Cross Sections
3.1.1	Fremont Roundabouts; Revisions	2 Concepts	0 Concepts	2 Concepts
3.1.1	Fremont Metro Crossing; Revisions	6 Concepts	2 Concepts	4 Concepts
3.1.2	Huntington Cross Sections; Roll Plot	5 Cross Sections	2 Cross Sections	3 Cross Sections
Task 4	**Community Outreach and Public Engagement**			
4.2	Community Outreach Materials	18 Presentations	8 Presentations	10 Presentations
4.3	In-Person Community Outreach	7 Meetings	4 Meetings	3 Meetings
4.4	Commission, Council Meetings	11 Meetings	4 Meetings	7 Meetings
Task 5	**Project Approval and Environmental Document (PA&ED)**			
5.2	Traffic Study; Parking and RAB Analysis	406 Hours	267 Hours	139 Hours
5.2.1	Fremont Preferential Parking Districts	440 Hours	0 Hours	440 Hours
5.4.1	Tree Construction Impact Report	259 Hours	0 Hours	259 Hours
Task 6	**Preliminary Engineering (30% PS&E)**			
6.1	Plans	1032 Hours	510 Hours	522 Hours
6.1.1	Fremont Roundabouts GAD	2 Roundabouts	0 Roundabouts	2 Roundabouts
6.2	OPCC	125 Hours	70 Hours	55 Hours
Task 7	**Final Engineering (60%, 90%, 100% PS&E)**			
7.1.1	Plan Sheets	384 Sheets	200 Sheets	184 Sheets
7.2	Specifications	280 Hours	186 Hours	94 Hours
7.3	OPCC	385 Hours	196 Hours	189 Hours
7.5	Final PS&E Package	127 Hours	47 Hours	80 Hours
Task 8	**Traffic Signal Coordination, Timing Plans, and Implementation**			
8.1.1	Metro Crossing Preemption Calculations	52 Hours	0 Hours	52 Hours
8.3.1	Metro Crossing Implementation	37 Hours	0 Hours	37 Hours
Task 9	**Bidding Services**			
9.2	Respond to Bidder's Questions	72 Hours	20 Hours	52 Hours
9.3	Review Bids	112 Hours	34 Hours	78 Hours
Task 10	**Construction Phase Services**			
10.2	Attend Construction Meetings	137 Hours	22 Hours	115 Hours
10.3	Review RFI's, Shop Drawings, etc.	235 Hours	25 Hours	210 Hours
10.4	Record Drawings	207 Hours	57 Hours	150 Hours
	Other Direct Costs	**$44,000**	**$1,000**	**$43,000**



SCOPE OF SERVICES

Based on our current understanding of the project to date, Kimley-Horn will provide the following additional services not included in the original Scope of Work, dated October 1, 2025.

Task 1: Project Management

Task 1.2: Progress, Submittal, and City Meetings

Kimley-Horn will attend up to 55 additional, 1-hour meetings with City Staff and Departments, City Council, Residents, and other stakeholders. Meeting Minutes with action items will be provided to attendees. Up to four (4) team members will attend meetings.

Total	Original	Additional
85 Meetings	30 Meetings	55 Meetings

Deliverables

- Up to 55 Additional Meeting Agendas and Meeting Minutes with Action Items in PDF Format

Task 1.3: Third-Party Agency Coordination Meetings

Kimley-Horn will schedule and attend up to 15 additional, 1-hour virtual meetings for coordination with Caltrans, LA Metro, CPUC, LA County, neighboring cities, and other relevant third-party agencies. Meeting Minutes with action items will be provided to attendees. Up to two (2) team members will attend meetings.

Total	Original	Additional
55 Meetings	40 Meetings	15 Meetings

Deliverables

- Up to 15 Additional Meeting Agendas and Meeting Minutes with Action Items in PDF Format

Task 1.4: Project Schedule and Monitoring

Kimley-Horn will prepare additional Project Schedule revisions and monitoring at progress meetings with tasks, subtasks, project milestones, and agency review periods for project submittals. Additional time and resources are required to facilitate project delivery based on the expanded scope and expedited schedule.

Deliverables

- Project Schedule Updates in PDF Format

Task 1.5: Project Reporting, Invoicing, and Funding Administration

Kimley-Horn will prepare invoices, project reporting, and funding administration for the City to submit to grant funding agencies. Additional time and resources are required to support the expanded project scope, funding time extensions, and coordination due to the increased project funds.

Deliverables

- Invoicing, Progress Reports, Grant Funding Time Extensions in PDF Format



Task 2: Existing Conditions and Data Collection

Task 2.2: Field Walks

Kimley-Horn will conduct up to two (2) additional field walks with the City Staff and City Council to evaluate the existing conditions relative to the current standards and proposed improvements. The notes made and photos taken during the observation will be referenced as part of the design.

Total	Original	Additional
3 Field Walks	1 Field Walks	2 Field Walks

Deliverables

- Field Notes and Photos for up to two (2) additional field walks in PDF and JPG Format

Task 2.3: Right-of-Way Mapping

Kimley-Horn will support the City in reviewing additional Title Reports and Right-of-Way (ROW) information for up to 12 properties along Fremont Avenue. The ROW information will be shown on the final engineering plans and be used to support the City in preparing notices for parcels impacted by the project.

Deliverables

- Revised Boundary Survey for 12 properties along Fremont Avenue in PDF

Task 2.5.1: Permit Utility Applications

Kimley-Horn will provide coordination and permitting support services to assist with utility-related permits required for the Project. We will engage with applicable third-party agencies to identify required permits, submittal requirements, and review timelines. Kimley-Horn will submit permit applications for utilities impacted by the project. This task assumes no new engineering design or detailed construction drawings will be required to prepare the applications.

Kimley-Horn will support the city with the following permit applications. This task assumes up to 292 additional hours of total effort.

- Metro Adjacent Development Review Permitting
- Utility Poles and Water Meter Relocations
- LA County Flood Contract Permit for Catch Basin Relocation & Adjustments (up to 8)
- CPUC General Order 88B Application for modification of existing at-grade crossing with LA Metro



Task 2.5.2: Utility Potholing

Kimley-Horn's utility subconsultant will provide Subsurface Utility Engineering (SUE) services for up to sixty-four (64) pole foundation locations. The SUE will vacuum excavation of test holes at designated locations to confirm utility depth, size, material, and alignment. Potholes may be excavated up to 15 feet deep, provided soil conditions allow. An additional ten (10) potholes have been designated for catch basin and storm draining piping (assuming a depth of 5 ft). Excavation in asphalt or concrete areas will be saw cut and removed as necessary to expose unknown subsurface utilities. Test holes will be backfilled using native soil or slurry, depending on city-specified requirements, and surface repairs for any saw-cut areas will include an asphalt cap using cold patch or hot patch as required by the city. Findings will be compiled into a detailed final report.

Deliverables

- One (1) Final Potholing Report for 74 Potholes in PDF Format

Task 2.6: Geotechnical Investigation and Infiltration Testing

Kimley-Horn's geotechnical subconsultant will collect up to eight (8) additional pavement cores and borings within the project limits to document the thickness of the pavement and aggregate base within the existing pavement section and to classify and sample the pavement subgrade soils. Two (2) borings will be used for shallow stormwater infiltration structures/basins testing. Laboratory testing will evaluate moisture and density, index, and pavement support characteristics.

We will review the data from our field exploration, infiltration testing, laboratory testing, and other nearby subsurface data, and conduct engineering analyses. We will prepare a geotechnical investigation report that will include project and site descriptions, the results of the field, laboratory, and engineering evaluations and provide geotechnical recommendations and conclusions pertaining to the design and construction of the planned improvements. The report will include a site plan, logs of the field explorations, results of the infiltration testing, and tabularized laboratory test results. Our report will provide recommendations for:

- Asphalt concrete and concrete pavement sections for traffic indexes (TI)
- Pavement section and repair methodologies for a 10-year life expectancy
- Earthwork criteria, including temporary excavations, subgrade preparation and stabilization, utility trench backfill, traffic signal pole foundations, and compacted fills.
- Concrete hardscape and associated subgrade support
- Stormwater infiltration at the locations tested
- Foundation type and design parameters for minor structures (including allowable bearing pressure, minimum size, and settlement for shallow foundations)
- Lateral earth pressures (active, passive, and at-rest) and coefficient of friction
- Evaluation of soil corrosivity potential with respect to steel and concrete

Deliverables

- Draft and Final Geotechnical Report in PDF Format



Task 3: Preliminary Design

Task 3.1: Conceptual Design Plans

Kimley-Horn will prepare thirteen (13) additional conceptual design alternatives for the project based on City Council direction and community outreach. Additional time and resources are required to facilitate project delivery based on the expanded scope and expedited schedule.

Total	Original	Additional
6 Fremont Cross Sections	2 Fremont Cross Sections	4 Fremont Cross Sections
2 Roundabout Concepts	0 Roundabout Concepts	2 Roundabout Concepts
6 Fremont/Grevelia Concepts	2 Fremont/Grevelia Concepts	4 Fremont/Grevelia Concepts
5 Huntington Cross Sections	2 Huntington Cross Sections	3 Huntington Cross Sections

Deliverables

- Up to four (4) Additional Fremont Avenue Cross Sections
- Up to two (2) roundabout (RAB) conceptual layouts for the Project.
- Up to four (4) Additional Fremont/Grevelia Alternatives
- Up to three (3) Additional Huntington Drive Cross Sections

Task 4: Community Outreach and Public Engagement

Task 4.2: Community Outreach Tools and Materials

Kimley-Horn will work with the City to develop additional project branding and collateral materials for two additional meeting flyers and PowerPoint presentations Materials will be made available in electronic formats for easy access on the City webpage and other online resources. Kimley-Horn will work with the City to monitor and respond to community comments and questions via the project email address.

Deliverables

- Up to ten (10) additional PowerPoint Presentations Project email comment response and tracking

Total	Original	Additional
18 Presentations and Materials	8 Presentations and Materials	10 Presentations and Materials

Task 4.3: In-Person Community Outreach

Kimley-Horn will work with City staff to host up to three (3) additional in-person community outreach meetings to collect feedback from stakeholders and the public on the project. Each meeting will be attended by up to eight (8) team members.

Deliverables

- Attendance at three (3) additional community outreach meetings with notes, attendance sheets, and photos in PDF and JPEG format

Total	Original	Additional
7 Meetings	4 Meetings	3 Meetings



Task 4.4: Commissions, City Council Study Session, and City Council Meetings

Kimley-Horn will work with City staff to present at up to seven (7) additional Natural Resources and Environmental Commission (NREC), Public Works Infrastructure Commission (PWIC), Council Study Session, or City Council Meetings for feedback and comments on the proposed design. Each meeting will be attended by up to three (3) team members.

Deliverables

- Attendance at up to seven (7) additional Public Meetings

Total	Original	Additional
11 Meetings	4 Meetings	7 Meetings

Task 5: Project Approval and Environmental Document (PA&ED)

Task 5.2: Traffic Corridor Study

Parking Utilization Data and Analysis

Kimley-Horn's data collection subconsultant will collect Parking Utilization Inventory snapshots once during morning, midday, and evening on one typical weekday and one typical weekend along Fremont Avenue. The data will be used for additional parking analysis to be presented at City Council Meetings and incorporated into the Traffic Corridor Study.

Additional Cross Sections and Roundabout Analysis

Kimley-Horn will use Synchro to analyze the additional thirteen (13) conceptual design alternatives identified in Task 3. We will evaluate the feasibility of incorporating roundabouts at Fremont Avenue and Hope Street & Fremont Avenue and Oxley Street. Additional time and resources are required to facilitate project delivery based on the expanded scope and expedited schedule.

Kimley-Horn will prepare one additional revision to the Traffic Corridor Study to incorporate this additional analysis and changes.

Deliverables

- Final Traffic Corridor Study in PDF format
- Parking Utilization Maps in PDF format

Task 5.2.1: Fremont Avenue Preferential Parking Districts

Parking Utilization Data

Kimley-Horn will use the parking utilization data collected in Traffic Study Task to create a database of parking usage in the City, detailing the number of parking spaces, types, and restrictions. This database will provide a baseline for parking demand which can be used for future needs such as parking projections, demand modeling, or measuring impacts of parking management policies of the City.



Initial Assessment and Regulatory Review
Kimley-Horn will review the City's existing parking, transportation, and land-use policies (i.e., Municipal Code, General Plan, existing permit parking programs, vehicle code ordinances, and specific plans) along with the current parking enforcement operations.

Preferential Parking Districts and Permit Analysis
Kimley-Horn will evaluate the impact of establishing preferential parking districts on adjacent neighborhoods along Fremont Avenue and update the parking permit program accordingly. Kimley-Horn will determine the extent of spillover and redesign required to implement the program.

Recommendations and Ordinances
- Kimley-Horn will identify and recommend updates to ordinances necessary for implementing a preferential parking district.
- Kimley-Horn will draft and consolidate the parking-related City ordinances.
- Kimley-Horn will determine if parking permit pricing is required while remaining financially accessible to residents.

Concept Maps Preparation
Kimley-Horn will prepare concept maps which identify parking regulations such as red zones, preferential parking districts, time-limit parking, and EV parking. These maps will be used for community outreach and public meetings.

Signing and Striping Plans
Kimley-Horn will incorporate the approved concept maps changes onto the PS&E Signing and Striping Plans which will show signing, striping, parking meters, and parking signs to implement the improvements.

Deliverables
- Parking Utilization Data in PDF format
- Preferential Parking Districts and Permit Analysis Memo in PDF Format
- Recommendations and Ordinances in Word and PDF Format
- Concept Maps Preparation in PDF Format

Task 5.4.1: Tree Construction Impact Report
Kimley-Horn will utilize the tree location, tree ID#'s, tree species, trunk diameter, and estimated height of each tree previously collected as part of the Tree Inventory dated February 3, 2026, and build upon the information through field work to provide existing tree assessments, an arborist construction impact report, and prepare Tree Protection and Preservation Construction Documents with recommendations.

Existing Tree Assessment
A Kimley-Horn Certified Arborist will perform field work to determine the following:
- Tree condition assessments
- Tree structural observations
- Tree estimated canopy spread



- Tree limb heights over proposed bike lane
- Identification of trees exhibiting significant defects, decline, and/or pest infestation.
- Markings in the field of the proposed limits of disturbance in relation to existing oak and native tree locations.

Arborist Construction Impact Report

A Kimley-Horn Certified Arborist will prepare an Arborist Construction Impact Report documenting:

- Tree ordinance review
- Tree condition assessment matrix
- Tree structural observations
- Evaluation of impacts from proposed streetscape improvements
- Tree preservation & mitigation recommendations
- Tree removal recommendations and supporting information
- Tree replacement requirements
- Construction-related protection measures
- Soil amendment requirements
- Compliance with City of South Pasadena Tree Ordinance & ANSI A300 Standards

Deliverables

- Draft and Final Arborist Construction Impact Report in PDF Format
- Tree protection details and notes in PDF Format
- Tree protection, maintenance, and monitoring specifications in Word and PDF Format

Task 6: Preliminary Engineering

Task 6.1.1: Roundabout Geometric Approval Drawings (GAD)

Kimley-Horn will prepare up to two (2) preliminary engineering drawings and design check calculations to obtain geometric approval for Fremont Avenue/Hope Street and Fremont Avenue/Oxley Street.

Kimley-Horn will prepare the GADs to identify the horizontal design limits of critical geometric elements, including curb geometry, lane widths, channelization, lane transitions, pavement markings, sightlines, and conditions conforming to either the existing street infrastructure or proposed typical street section. Roundabout design will be in conformance with principles described in NCHRP Report 1043.

Kimley-Horn will perform design checks specific to vehicles navigating roundabout intersections will be calculated and documented in a technical memorandum. Roundabout curb geometry and lane markings will be adjusted to achieve target design values for estimated speeds, design vehicles, and sight lines.

Deliverables

- Up to two (2) Roundabout Geometric Approval Drawings (GAD) in PDF Format
- Draft and Final Technical Memorandum in PDF Format



Task 6.1.2: At-Grade Crossing Concepts

Kimley-Horn will advance up to one (1) At-Grade Crossing Concept at Fremont Avenue/Grevelia Street Metro A Line Crossing for review and approval by CPUC and Metro.

Deliverables

- Up to one (1) At-Grade Crossing Concept in PDF Format

Task 6.2: Opinion of Probable Construction Cost

Kimley-Horn will prepare up to three (3) additional revisions to the Preliminary Opinion of Probable Construction Cost (OPCC) based on value engineering feedback and to support grant funding requests for the project. Additional time and resources are required to facilitate project delivery based on the expanded scope and expedited schedule.

Deliverables

- Up to three (3) additional OPCCs in Excel and PDF format

Task 7: Final Engineering (60%, 90%, 100% PS&E)

Kimley-Horn will prepare additional Final Engineering Construction Documents for the proposed project improvements. Kimley-Horn will produce the following deliverables at 60%, 90%, and 100% PS&E submittals for City review and comment. The plans will be prepared in accordance with City Standards, Caltrans Standard Plans, SPPWC, CPUC, Metro, and the CAMUTCD on 24" x 36", full-size sheets, using AutoCAD 2024 or later. Additional time and resources are required to facilitate project delivery based on the expanded scope and expedited schedule.

The following plan sheets will be prepared at the 60%, 90%, and 100% PS&E submittals. It is anticipated that an **additional 184 plan sheets** will be prepared, for a plan sheet count of **384 total sheets** as shown in **Table 1**. Permitting time for the plans with Third Party Agencies will be used from Task 1.3.

Task 7.1.1: Fremont Avenue Roadway Widening Improvements

Demolition and Street Improvement Plans

Kimley-Horn will prepare additional demolition and street improvement plans for the purposes of roadway widening showing plan views, profile views as needed, and include proposed civil improvements topographic elevations, public right-of-way line, signage, street furniture, fire hydrants, trees, sidewalks, driveway and alley approaches, survey monuments and benchmarks, typical sections, construction details, and pavement rehabilitation.

Civil Detail Plans

The civil detail sheets will include construction details for up to 60 additional ADA curb ramps (1" = 5' Scale), up to 25 additional driveways/alleys (1"=10' Scale). The plan view will include station/ offset/elevation callouts, line and curve tables, radii callouts, cross slopes, and dimensions. The plans will provide elevations at TC, FL, EG, EP, BCR, ECR, vertical and horizontal cross falls, elevations, and join elevations and details to private property, and follow to City standards.



Roundabouts Improvement Plans

Kimley-Horn will prepare up to two (2) roundabout improvement plans at Fremont/Hope and Fremont/Oxley. The sheets will include signing and striping, general informational callouts of the improvements, hatches to denote areas of improvement, centerline profiles, and linework for existing utilities. Typical sections will be prepared for each leg, the roundabout circulatory roadway, and the central island.

At-Grade Crossing Plans

Kimley-Horn will prepare at-grade crossing plans for Fremont Avenue and Grevelia Street Metro A Line crossing. At-grade crossing plan, profile, and critical cross sections will be developed for the crossing. Improvements will show removal and restoration of roadway pavement, curb and gutter, curb, sidewalk, pavement markings, and other street features.

Catch Basin Relocation Plans

Kimley-Horn will prepare up to eight (8) Catch Basin Relocation plans and permit applications to support the relocation of catch basins maintained by Los Angeles County Flood Control District (LACFCD). Kimley-Horn will revise the plans and permit application based on up to three (3) rounds of consolidated comments.

Parking Districts Signing and Striping Plans

Kimley-Horn will incorporate the approved Preferential Parking District maps onto the PS&E Signing and Striping Plans which will show signing, striping, parking meters, and parking signs.

Tree Protection and Preservation Plans

Kimley-Horn will prepare Tree Protection and Preservation Plans showing tree locations and ID numbers, tree protection fencing limits, tree root pruning locations, trees to be protected and remain in place, trees and stumps to be removed, tree protection notes, details, and specifications. The plans will show monitoring, maintenance, and inspection requirements for trees during and after construction along with temporary irrigation requirements for preserved trees and a tree disposition matrix table.

Task 7.2: OPCC

As it related to the additional plan sheets, Kimley-Horn will quantify biddable construction items with final engineering submittals and provide a quantity breakdown and supporting calculations will be provided for bid items that cannot be directly correlated to plans (e.g. earthwork, pavement volumes, concrete volumes).

Task 7.3: Final PS&E Package

As it related to the additional plan sheets, Kimley-Horn will perform review, QC, and packaging of additional deliverables prepared for the purposes of final bid document preparation.

Deliverables

- One (1) Final Set of Design Plans in DWG and PDF format
- One (1) Final Set of Technical Specifications in Microsoft Word and PDF format
- One (1) Final Set of OPCC in Excel and PDF format
- One Electronic File Containing Construction Quantities and OPCC; Design Reports; Survey Data; Utility File; and Relative Project Information in digital formats



Table 1				
Drawing Name	**Scale**	**Total**	**Original**	**Additional**
General Sheets				
Title Sheet, General Notes, Key Map	Varies	3	3	0
Survey Plans				
Horizontal Control	1"=40'	8	8	0
Civil and Roadway Plans				
Demolition Plans	1"=20'	21	8	13
Pavement Plans	1"=20'	20	8	12
Street Improvement Plan and Profiles	1"=20'	47	32	15
Typical Sections and Details	1"=10'	10	6	4
ADA Ramps, Driveway, & Alley Details	Varies	50	20	30
Bus Island Details	Varies	14	1	13
At-Grade Crossing Plans	Varies	5	0	5
Roundabout Detail Plans	Varies	20	0	20
Utility Plans				
Utility Plans	1"=40'	16	8	8
Utility Details	1"=10'	4	2	2
Drainage and LID Plans				
Drainage, LID, Erosion Control Plans	Varies	22	22	0
Traffic Plans				
Signing and Striping, Traffic Signal, RRFB, Fiber Optic, Splicing Diagrams	Varies	40	40	0
Parking Districts Signing and Striping Plans	1"=40'	10	0	10
Street Lighting				
Street Lighting, Photometrics, Wiring	Varies	22	22	0
Landscape				
Landscape Plans	1"=20'	16	8	8
Landscape Details	Varies	4	2	2
Irrigation Plans	1"=20'	16	8	8
Irrigation Details	Varies	4	2	2
Tree Protection and Preservation Plans	1"=20'	32	0	32
Total Sheets		**384**	**200**	**184**



Task 8: Traffic Signal Coordination, Timing Plans, and Implementation

Task 8.1.1: Metro Preemption and Pedestrian Walk Time Calculations

Kimley-Horn will prepare the Preemption and Pedestrian Walk Time Calculations as requested by CPUC and LA Metro. The preemption calculations will be analyzed using the Caltrans Guide to determine the time requirements for Traffic Signal Preemption at Highway-Rail grade crossing. Kimley-Horn will summarize the results of the preemption calculations in a draft and final memorandum. This task assumes up to one round of consolidated comments from CPUC and LA Metro.

Deliverables

- Draft and Final Memorandum Preemption Calculations in PDF Format

Task 8.3.1: Metro Field Implementation and Fine Tuning

Kimley-Horn traffic and timing subconsultants will provide support for one (1) additional timing and implement signal system plans for the Metro Grade Crossing. We will prepare revised timing sheets for the crossing based on the proposed design.

Deliverables

- One Final Field implementation of Optimized Traffic Signal Plans

Task 9: Bidding Phase Services

Kimley-Horn will provide additional services to support the City during the bidding phase. This task assumes up to 130 additional hours of total effort.

- Respond to bidder's questions
- Review construction proposal bid costs and advise the City on their costs

Task 10: Construction Phase Services

Construction Support

Kimley-Horn will provide additional services to support the City during the construction phase. This task assumes up to 325 additional hours of total effort.

- Provide support to the City's Construction Manager to answer questions and clarifying items
- Review and respond to contractor RFIs, shop drawings, and material submittals
- Attend construction meetings with the contractor and other stakeholders
- Review, if any, contractors change order requests and provide necessary information to the City's Construction Manager as they relate to Kimley-Horn's scope of work

Record Drawings

Kimley-Horn will prepare a set of record drawings based on one consolidated redlined plan set provided by the Contractor or the City. Redlines are required to be neat and clear. Handwritten mark ups will not be accepted. We have provided an estimated budget of additional 150 hours for this task.

Deliverables

- One (1) Final set of Record Drawings in PDF Format



Optional Task 11: IS/MND and MMRP

If the City determines not to pursue a CE, Kimley-Horn will proceed with authorization from the City to prepare an Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Response Plan (MMRP) for the project.

Optional Task 11.1: Technical Studies

In addition to the technical reports in Task 5, Kimley-Horn will prepare appropriately refined technical studies to assess the potential for impacts for the following environmental topics in support of the MND:

Air Quality, Greenhouse Gas (GHG), and Energy Impact Assessments

Kimley-Horn will calculate peak daily emissions associated with the construction of the various segments to the Project and compare them to regional and localized thresholds established by the South Coast Air Quality Management District. The analysis will evaluate the project's potential contribution to cumulative environmental effects of climate change and whether the project would affect the state's ability to achieve established greenhouse gas (GHG) reduction goals. The analysis will also describe, where relevant, the wasteful, inefficient, and unnecessary consumption of energy caused by a project. The analysis will analyze energy consumption associated with short-term construction activities. No health risk assessment will be needed. The project would not require new operations or maintenance activities upon completion of construction activities; therefore, operational impacts will be evaluated on a qualitative basis.

The City's Noise Ordinance does not establish numerical limits applicable to construction noise, if construction is limited to the specified hours, a quantitative assessment is not required.

Native American and Local Interested Party Outreach

Kimley-Horn will contact the Native American Heritage Commission (NAHC) to request a Sacred Lands File (SLF) searches and a list of Native American Contacts for the project site. The SLF search will indicate whether cultural resources of interest to Native Americans are present within the vicinity of the project site. The NAHC will provide a list of Native American contacts for the project.

Consultation will include inquiries to local governments and local historic groups regarding their knowledge of historic properties within or in the immediate vicinity of the project limits. Individual letters will be sent to contacts. Phone calls will be made to each of the groups to document "good-faith" efforts of follow-up. The Cultural Resources scope will include the following AB52 consultation activities:

- Preparing documents to be transmitted by the Lead Agency to tribes to initiate AB52 consultation.
- Providing as needed support to address tribe inquiries
- Preparing correspondence to the tribes including initiation letters, transmittals, and conclusion of consultation letters

Optional Task 11.2: Draft IS/MND

Following completion the technical studies, the remaining technical environmental topics will be addressed in the Screencheck Draft IS/MND. Kimley-Horn will submit an electronic version of the administrative draft MND to the City for review and comment.



Kimley-Horn assumes that the City will provide one round of review and consolidated sets of comments on the administrative draft MND. Kimley-Horn will then submit to the City a screen check draft IS/MND for City staff review and the City will provide one round of review and a consolidated set of comments on the MND. Kimley-Horn will incorporate the City comments and will prepare a finalized Public Review Draft MND.

Deliverables

- Administrative Draft MND in Word and PDF format
- Screencheck Draft MND in Word and PDF format
- Public Review Draft MND in Word and PDF format

Optional Task 11.3: NOI and NOC Filing

Kimley-Horn will prepare and file the Notice of Intent (NOI) for the MND. Kimley-Horn will prepare the Notice of Completion (NOC) and Summary Form for the State Clearinghouse. Kimley-Horn assumes the City will provide all notices and the IS/MND to the State Clearinghouse via CEQANet. Kimley-Horn will post the NOI with the County Clerk. Kimley-Horn will mail the NOI to interested parties.

Deliverables

- Submittal of NOI to the County Clerk and State Clearinghouse
- Mailing of NOI to interested parties

Optional Task 11.4: Final IS/MND and MMRP

Following the conclusion of the public review period, Kimley-Horn will assist the City in preparing responses to any comments that may be received on the MND. It is assumed that City will compile and transmit to Kimley-Horn comments received on the MND throughout the public review period as one unified set of comments following the close of the public review period.

The Final IS/MND will include the revisions, as necessary to reflect responses to comments, and a Mitigation Monitoring and Response Plan (MMRP). Kimley-Horn will address two rounds of consolidated comments provided by the City on the Screencheck Final IS/MND (including the responses to comments), and one round of review and a consolidated set of comments by the City. Kimley-Horn will make necessary changes and submit a Final IS/MND to the City. This scope of work does not include preparation of findings of facts.

Deliverables

- Screen check Final IS/MND, with comment responses in Word and PDF format
- Final IS/MND in Word and PDF format
- MMRP in Word and PDF format



Optional Task 11.5: Public Hearings and Notice of Determination

Kimley-Horn will attend up to two (2) public hearings during to be available to answer project questions related to the CEQA process.

If the MND is adopted by the City, Kimley-Horn assumes the City will prepare the NOD and file the Notice of Determination (NOD) with the County Clerk. Kimley-Horn will post the NOD with the County Clerk and pay the County Clerk filing fee. Kimley-Horn will upload the NOD, once recorded by the County Clerk, to the State Clearinghouse via CEQANet.

Deliverables

- Participation in up to two (2) Public Hearings
- Submittal of the NOD to the County Clerk
- Submittal of the NOD to CEQANet

Optional Task 12: CALTRANS PERMITTING

Optional Task 12.1: Caltrans DEER Permit

It is assumed that Caltrans project approval will be processed through the **Design Engineering Evaluation Report (DEER)** process. Should Caltrans determine that the project requires full oversight through the standard project development process, including preparation of a Project Study Report (PSR) or other additional documentation, an amendment to this Agreement will be required to address the associated level of effort, engineering support, and documentation requirements.

Kimley-Horn will support the City in coordinating with the Caltrans District 7 Encroachment Permits Office and other applicable Caltrans functional units during preliminary design to confirm the appropriate project approval pathway and identify requirements necessary for the project to qualify under the DEER process.

Kimley-Horn will prepare and submit the required DEER application package and assist the City throughout the Caltrans review and approval process. Services will include responding to review comments, preparing comment response matrices, coordinating review cycles, and facilitating agency coordination meetings.

It is anticipated the Caltrans approval package will require the following items:

- TR-0416 Encroachment Permit Application
- TR-0100 Application Form, as required
- DEER Application Checklist
- Design Engineering Evaluation Report (DEER) prepared in accordance with Appendix I of the Caltrans Project Development Procedures Manual
- Design Standard Decision Document (DSDD)
- Transportation Management Plan (TMP)
- Storm Water Data Report (SWDR) and Drainage Impact Assessment
- Right-of-Way (ROW) Data Sheet
- City-approved environmental documentation and supporting technical studies
- Bridge and Fence Structural Plan and Detail



- Owner Authorization Letter coordinated with and executed by the City
- Opinion of Probable Construction Cost (OPCC) for improvements within Caltrans Right-of-Way
- Comment response matrix and supporting documentation to obtain Caltrans approval

Assumptions

- This scope assumes the project qualifies for processing through the DEER approval pathway.
- Caltrans review is limited to improvements within existing Caltrans right-of-way.
- Preparation of a PSR, PSR-PDS, Project Report, complex structure studies, or other documentation required under full Caltrans oversight are not included.
- Caltrans permit and review fees are excluded.

Deliverables

- TR-0416 and TR-0100 application forms
- DEER Application Checklist
- Owner Authorization Letter
- Bridge and Fence Structural Plan and Detail
- DEER Report
- DSDD
- TMP
- SWDR and Drainage Impact Assessment
- ROW Data Sheet
- OPCC
- Comment Response Matrix documenting Caltrans review comments and resolutions
- Civil and structural plans submitted for Caltrans review and approval within Caltrans right-of-way
- Attendance at up to six (6) Caltrans coordination meetings, including meeting agendas, meeting minutes, and action item logs
- Caltrans approval documentation supporting issuance of the Encroachment Permit and project approval under the DEER process

Optional Task 13: LA County Hydrology and Hydraulic Analysis

Task 13.1: Hydrology and Hydraulic Analysis

It is assumed that hydrology and hydraulic analysis are not required for the Project. Should Los Angeles County request hydrology and hydraulic analysis during project development or review, an amendment to this Agreement will be required to address the associated level of effort, engineering support, and documentation requirements.

Should Los Angeles County determine that a hydrology and hydraulic analysis is required, Kimley-Horn will support the City in coordinating with Los Angeles County and other applicable reviewing agencies to confirm the scope, methodology, and documentation requirements for the analysis. Kimley-Horn will prepare the required hydrologic and hydraulic evaluations and assist the City throughout the agency review and approval process. Kimley-Horn will work with the City in responding to review comments, preparing a comment response matrix, coordinating reviews, and participating in coordination meetings.



It is anticipated that the hydrology and hydraulic analysis package will require the following items:

- Hydrologic analysis to evaluate existing and proposed runoff conditions within the project limits
- Hydraulic analysis of existing and proposed drainage facilities and conveyance systems
- Drainage calculations and supporting technical memorandum
- Evaluation of storm drain capacity and identification of required improvements, if applicable
- Responses to agency review comments and preparation of comment response matrices
- Coordination with Los Angeles County to obtain acceptance of the analysis
- Final hydrology and hydraulic report and supporting documentation

Deliverables

- One (1) Final hydrology and hydraulic report with supporting calculations
- Drainage area mapping and supporting exhibits
- Comment response matrix and responses to agency review comments

ASSUMPTIONS

The above scope and associated fee are based on the following assumptions. Changes to the project's understanding or following assumptions may result in a change of scope and fee.

- Available record plans and documents shall be provided by the City
- Design is based on City Council approved Fremont Ave Option 2/2A and Huntington Dr Option 3.
- Excludes preparation of any temporary construction easements (TCE) for parcels not in public right-of-way.
- Documentation or implementation for an At-Grade Crossing Quiet Zone is not included.
- Kimley-Horn will pay up to the line-item expense allocated for LA Metro and LACFCD permitting, application, and related project fees. Any additional fees required will be paid by the City.

ADDITIONAL SERVICES

Any services not specifically described in the Scope of Services, as well as any changes in the scope the City requests, will be considered Additional Services. Additional Services we can provide, if requested, include the following:

- Preparation of Before-and-After Simulation Video; Construction timelapse Video

SCHEDULE

Based on the additional time required to receive City Council approval of the proposed concept we will work to provide our services as expeditiously as practicable and allocate resources as needed with the goal of meeting a mutually agreed-to schedule to support the procurement and delivery of the project by the grant funding deadline. Additional time and resources are required and have been allocated to facilitate project delivery based on the expanded scope and expedited schedule. The current project schedule can be viewed in **Exhibit A**.



FEE AND BILLING

Kimley-Horn will perform the additional services in **Tasks 1-10** on a labor fee plus expense basis for an additional **$2,584,207** with the total maximum fee not to exceed **$4,802,535** as shown in **Table 3**.

Kimley-Horn will perform the optional services in **Tasks 11-13** on a labor fee plus expense basis for with the total maximum fee not to exceed **$499,325** as shown in **Table 4**.

Labor fee and expenses will be invoiced monthly. Labor fee will be billed on an hourly basis according to our then-current rates.

The detailed Fee Schedule can be viewed in **Exhibit B**.

Table 3 – Cost Breakdown by Task

Task Name	Current Fee	Change In Fee	Total Fee
Task 1: Project Management	$ 129,991	$ 145,555	$ 275,546
Task 2: Existing Conditions and Data Collection	$ 313,435	$ 603,478	$ 916,913
Task 3: Preliminary Design	$ 38,090	$ 82,165	$ 120,255
Task 4: Community Outreach	$ 85,695	$ 95,400	$ 181,095
Task 5: PA&ED	$ 135,793	$ 121,980	$ 207,675
Task 6: Preliminary Engineering (30%)	$ 118,375	$ 284,765	$ 403,140
Task 7: Final PS&E (60%, 90%, 100%)	$ 1,269,499	$ 873,060	$ 2,142,559
Task 8: Traffic Signal Coordination	$ 81,330	$ 80,180	$ 161,510
Task 9: Bidding Services	$ 15,940	$ 33,365	$ 49,305
Task 10: Construction Phase Services	$ 29,180	$ 118,275	$ 147,455
Other Direct Costs	$ 1,000	$ 43,000	$ 44,000
TOTAL	**$ 2,218,328**	**$ 2,584,207**	**$ 4,802,535**

Table 4 – Cost Breakdown by Optional Task

Task Name	Current Fee	Change In Fee	Total Fee
Optional Task 11: IS/MND and MMRP	$ 0	$ 59,090	$ 59,090
Optional Task 12: Caltrans Permitting	$ 0	$ 384,325	$ 384,325
Optional Task 13: Hydrology/Hydraulic Analysis	$ 0	$ 50,710	$ 50,710
Other Direct Costs	$ 0	$ 5,200	$ 5,200
TOTAL	**$ 0**	**$ 499,325**	**$ 499,325**



CLOSURE

In addition to the matters set forth herein, this Agreement shall include and be subject to, and only to, our signed, Executed Contract Number 2025-225.

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute this Agreement in the spaces provided below and return it to us. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide these services to you. Please feel free to contact me at (818) 970-2048 or Jean.Fares@kimley-horn.com if you have any questions or if you need additional information.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Jean Fares, P.E. (#TR 2097)
Project Manager

Agreed to By:
The City of South Pasadena

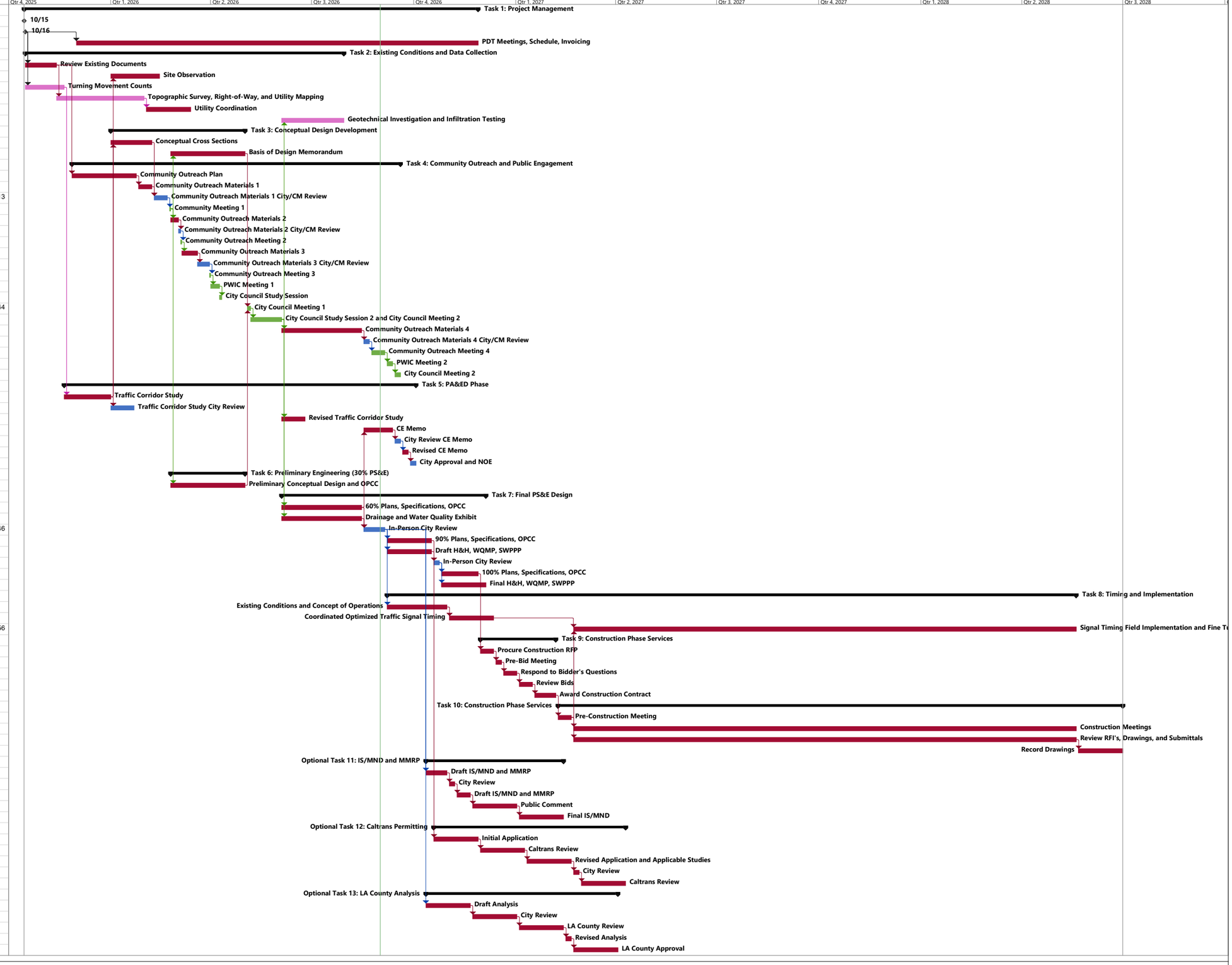
By: _____ _____
Member or Manager, as authorized — Date

_____ _____
Print or Type Name — Title

Exhibit A – Project Schedule

South Pasadena
Huntington Drive and Fremont Avenue Corridor Improvements Project

ID	Task Name	Start	Finish	Duration	Predece
1	**Task 1: Project Management**	**Wed 10/15/25**	**Fri 11/27/26**	**293 days**	
2	Signed Contract	Wed 10/15/25	Wed 10/15/25	0 days	
3	Kick Off Meeting	Thu 10/16/25	Thu 10/16/25	0 days	
4	PDT Meetings, Schedule, Invoicing	Mon 12/1/25	Fri 11/27/26	260 days	3
5	**Task 2: Existing Conditions and Data Collection**	**Thu 10/16/25**	**Wed 7/29/26**	**205 days**	
6	Review Existing Documents	Thu 10/16/25	Wed 11/12/25	20 days	3
7	Site Observation	Thu 1/1/26	Fri 2/13/26	32 days	36
8	Turning Movement Counts	Thu 10/16/25	Wed 11/19/25	25 days	3
9	Topographic Survey, Right-of-Way, and Utility Mapping	Thu 11/13/25	Fri 1/30/26	57 days	6
10	Utility Coordination	Mon 2/2/26	Fri 3/13/26	30 days	9
11	Geotechnical Investigation and Infiltration Testing	Thu 6/4/26	Wed 7/29/26	40 days	29
12	**Task 3: Conceptual Design Development**	**Thu 1/1/26**	**Fri 5/1/26**	**87 days**	
13	Conceptual Cross Sections	Thu 1/1/26	Fri 2/6/26	27 days	36
14	Basis of Design Memorandum	Tue 2/24/26	Fri 5/1/26	49 days	19
15	**Task 4: Community Outreach and Public Engagement**	**Thu 11/27/25**	**Fri 9/18/26**	**212 days**	
16	Community Outreach Plan	Thu 11/27/25	Fri 1/23/26	42 days	6
17	Community Outreach Materials 1	Mon 1/26/26	Fri 2/6/26	10 days	16
18	Community Outreach Materials 1 City/CM Review	Mon 2/9/26	Fri 2/20/26	10 days	17,13
19	Community Meeting 1	Mon 2/23/26	Mon 2/23/26	1 day	18
20	Community Outreach Materials 2	Tue 2/24/26	Mon 3/2/26	5 days	19
21	Community Outreach Materials 2 City/CM Review	Tue 3/3/26	Wed 3/4/26	2 days	20
22	Community Outreach Meeting 2	Thu 3/5/26	Thu 3/5/26	1 day	21
23	Community Outreach Materials 3	Fri 3/6/26	Thu 3/19/26	10 days	22
24	Community Outreach Materials 3 City/CM Review	Fri 3/20/26	Mon 3/30/26	7 days	23
25	Community Outreach Meeting 3	Tue 3/31/26	Tue 3/31/26	1 day	24
26	PWIC Meeting 1	Wed 4/1/26	Wed 4/8/26	6 days	25
27	City Council Study Session	Thu 4/9/26	Fri 4/10/26	2 days	26
28	City Council Meeting 1	Mon 5/4/26	Wed 5/6/26	3 days	14,44
29	City Council Study Session 2 and City Council Meeting 2	Thu 5/7/26	Wed 6/3/26	20 days	28
30	Community Outreach Materials 4	Thu 6/4/26	Fri 8/14/26	52 days	29
31	Community Outreach Materials 4 City/CM Review	Mon 8/17/26	Fri 8/21/26	5 days	30
32	Community Outreach Meeting 4	Mon 8/24/26	Fri 9/4/26	10 days	31
33	PWIC Meeting 2	Mon 9/7/26	Fri 9/11/26	5 days	32
34	City Council Meeting 2	Mon 9/14/26	Fri 9/18/26	5 days	33
35	**Task 5: PA&ED Phase**	**Thu 11/20/25**	**Fri 10/2/26**	**227 days**	
36	Traffic Corridor Study	Thu 11/20/25	Wed 12/31/25	30 days	8
37	Traffic Corridor Study City Review	Thu 1/1/26	Wed 1/21/26	15 days	36
38	Revised Traffic Corridor Study	Thu 6/4/26	Wed 6/24/26	15 days	29
39	CE Memo	Mon 8/17/26	Fri 9/11/26	20 days	46
40	City Review CE Memo	Mon 9/14/26	Fri 9/18/26	5 days	39
41	Revised CE Memo	Mon 9/21/26	Fri 9/25/26	5 days	40
42	City Approval and NOE	Mon 9/28/26	Fri 10/2/26	5 days	41
43	**Task 6: Preliminary Engineering (30% PS&E)**	**Tue 2/24/26**	**Fri 5/1/26**	**49 days**	
44	Preliminary Conceptual Design and OPCC	Tue 2/24/26	Fri 5/1/26	49 days	19
45	**Task 7: Final PS&E Design**	**Thu 6/4/26**	**Fri 12/4/26**	**132 days**	
46	60% Plans, Specifications, OPCC	Thu 6/4/26	Fri 8/14/26	52 days	29
47	Drainage and Water Quality Exhibit	Thu 6/4/26	Fri 8/14/26	52 days	29
48	In-Person City Review	Mon 8/17/26	Fri 9/4/26	15 days	47,46
49	90% Plans, Specifications, OPCC	Mon 9/7/26	Fri 10/16/26	30 days	48
50	Draft H&H, WQMP, SWPPP	Mon 9/7/26	Fri 10/16/26	30 days	48
51	In-Person City Review	Mon 10/19/26	Fri 10/23/26	5 days	49
52	100% Plans, Specifications, OPCC	Mon 10/26/26	Fri 11/27/26	25 days	51
53	Final H&H, WQMP, SWPPP	Mon 10/26/26	Fri 12/4/26	30 days	51
54	**Task 8: Timing and Implementation**	**Mon 9/7/26**	**Fri 5/19/28**	**445 days**	
55	Existing Conditions and Concept of Operations	Mon 9/7/26	Fri 10/30/26	40 days	48
56	Coordinated Optimized Traffic Signal Timing	Mon 11/2/26	Fri 12/11/26	30 days	55
57	Signal Timing Field Implementation and Fine Tuning	Mon 2/22/27	Fri 5/19/28	325 days	65,56
58	**Task 9: Construction Phase Services**	**Mon 11/30/26**	**Fri 2/5/27**	**50 days**	
59	Procure Construction RFP	Mon 11/30/26	Fri 12/11/26	10 days	52
60	Pre-Bid Meeting	Mon 12/14/26	Fri 12/18/26	5 days	59
61	Respond to Bidder's Questions	Mon 12/21/26	Fri 1/1/27	10 days	60
62	Review Bids	Mon 1/4/27	Fri 1/15/27	10 days	61
63	Award Construction Contract	Mon 1/18/27	Fri 2/5/27	15 days	62
64	**Task 10: Construction Phase Services**	**Mon 2/8/27**	**Fri 6/30/28**	**365 days**	
65	Pre-Construction Meeting	Mon 2/8/27	Fri 2/19/27	10 days	63
66	Construction Meetings	Mon 2/22/27	Fri 5/19/28	325 days	65
67	Review RFI's, Drawings, and Submittals	Mon 2/22/27	Fri 5/19/28	325 days	65
68	Record Drawings	Mon 5/22/28	Fri 6/30/28	30 days	67
69	**Optional Task 11: IS/MND and MMRP**	**Mon 10/12/26**	**Fri 2/12/27**	**90 days**	
70	Draft IS/MND and MMRP	Mon 10/12/26	Fri 10/30/26	15 days	48
71	City Review	Mon 11/2/26	Fri 11/6/26	5 days	70
72	Draft IS/MND and MMRP	Mon 11/9/26	Fri 11/20/26	10 days	71
73	Public Comment	Mon 11/23/26	Fri 1/1/27	30 days	72
74	Final IS/MND	Mon 1/4/27	Fri 2/12/27	30 days	73
75	**Optional Task 12: Caltrans Permitting**	**Mon 10/19/26**	**Fri 4/9/27**	**125 days**	
76	Initial Application	Mon 10/19/26	Fri 11/27/26	30 days	50
77	Caltrans Review	Mon 11/30/26	Fri 1/8/27	30 days	76
78	Revised Application and Applicable Studies	Mon 1/11/27	Fri 2/19/27	30 days	77
79	City Review	Mon 2/22/27	Fri 2/26/27	5 days	78
80	Caltrans Review	Mon 3/1/27	Fri 4/9/27	30 days	79
81	**Optional Task 13: LA County Analysis**	**Mon 10/12/26**	**Fri 4/2/27**	**125 days**	
82	Draft Analysis	Mon 10/12/26	Fri 11/20/26	30 days	48
83	City Review	Mon 11/23/26	Fri 1/1/27	30 days	82
84	LA County Review	Mon 1/4/27	Fri 2/12/27	30 days	83
85	Revised Analysis	Mon 2/15/27	Fri 2/19/27	5 days	84
86	LA County Approval	Mon 2/22/27	Fri 4/2/27	30 days	85



Tue 9/1/26

Exhibit B – Fee Schedule

City of South Pasadena

Huntington Drive and Fremont Avenue Corridor Improvements Project - Amendment 1

| | | Kimley-Horn and Associates, Inc. | | |

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PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena /Kimley-Horn and Associates, Inc.)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into as of October 1, 2025, by and between the City of South Pasadena, a California municipal corporation ("City"), and Kimley-Horn and Associates, Inc. ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: **Engineering design services related to the Huntington Drive and Fremont Avenue Corridor Improvements Project.**

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": **see Exhibit A**

3.2. "Agreement Administrator": The Agreement Administrator for this project is **Michael Vartanians, PE, City Engineer**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.

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3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The total compensation and costs payable to Consultant by City under this Agreement for the Scope of Services shall be Two Million, Two Hundred Eighteen Thousand and Three Hundred and Twenty-Eight Dollars ($2,218,328) ("Consideration"). The Agreement Administrator, with the concurrence of the City Manager, is authorized to request additional services and/or change orders in writing in an amount not to exceed Two Hundred Twenty-One Thousand and Eight Hundred and Thirty-Three Dollars ($221,833) ("Contingency"). The Maximum Amount payable under this Agreement shall not exceed the total amount of the Consideration and the Contingency listed herein for a total Maximum Amount of Two Million, Four Hundred Forty Thousand One Hundred Sixty-One Dollars ($2,440,161.00).

3.5. "Commencement Date": October 1, 2025

3.6. "Termination Date": **Until determined to be complete by the City of South Pasadena Public Works Director.**

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Consideration. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures

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required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Consideration.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Jean Fares, PE shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall, at its sole cost and expense, keep in effect at all times during the Term of this Agreement all professional licenses, permits and approvals of whatever nature that are legally required to practice its profession Consultant will assist the Client in applying for or obtaining any permits or regulatory approvals stated in Consultants Scope of Services, including but not limited to encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

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5.11. **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 City under this Agreement for a minimum 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 documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed in the Scope of Work, Exhibit A, and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at the amount set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services and in an amount not to exceed the Consideration. Compensation, including any change orders, shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

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7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property

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of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

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11.2 **Consultant to Indemnify City.**

11.2.1 Indemnity for Design Professional Services. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses (including reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation) for any personal injury or property damage to the extent arising out of, pertaining to or relating to Consultant's negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement in the performance of its design professional services under this Agreement by a "design professional," as that term is defined under California Civil Code § 2782.8(c). Notwithstanding the foregoing and as required by California Civil Code § 2782.8(a), in no event shall the cost to defend that is charged to Consultant exceed Consultant's proportionate percentage of fault.

11.2.2 Other Indemnities. Other than in the performance of design processional services as described in Section 11.2.1 and to the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses (including reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation) for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Intentionally Omitted..**

11.5 **Intentionally Omitted.**

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies

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are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Engineering design services related to the Huntington Drive and Fremont Avenue Corridor Improvements Project.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $2,000,000 aggregate
• General Liability:	
• General Aggregate:	$2,000,000
• Products Comp/Op Aggregate	$2,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000

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- EL Disease - Each Employee $1,000,000

- Automobile Liability
  - Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. P**rofessional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured

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for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission St., South Pasadena, CA 91030. Telephone: (626) 403-7230.**

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, other than Worker's Compensation, professional liability and employer's liability, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

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12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

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14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

Michael Vartanians, PE
City Engineer
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

Jean Fares, PE
Project Manager
Kimley-Horn and Associates
660 South Figueroa Street, Suite 2050
Los Angeles, CA 90017
Telephone: (213) 354-9402

With courtesy copy to:

Roxanne Diaz
South Pasadena City Attorney
Richards, Watson & Gershon
350 South Grand Avenue, 37th Floor

Los Angeles, CA 90071
Telephone: (213) 626-8484
Facsimile: (213) 626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data,

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documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or

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unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law,

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disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

"Consultant"
Kimley-Horn and Associates, Inc.

By: Signed by: Jean Fares 49B0D5F6CBFE49F... _____
Signature

Printed: Jean Fares

Title: Sr Vice President, PE

Attest:

By DocuSigned by: Mark Perez 8C28A8A8EFB14A7... _____
Mark Perez,
Acting Chief City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne Diaz, City Attorney

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EXHIBIT A

Scope of Work

Consultant shall provide engineering design services related to the Huntington Drive and Fremont Avenue Corridor Improvements Project as set forth in Consultant's proposal attached herein to this Exhibit A.

Tasks include, but are not limited to, civil and traffic engineering design of roadway geometrics, signing, striping, pavement marking design, complete street and road diet design, traffic signal and equipment design, signal coordination and corridor synchronization design, Intelligent Transportation Systems design, ADA design compliance, landscaping and street drainage design related to the Fremont. Additionally, the consultant's tasks include developing and conducting public outreach programs, and community meetings with local residents, businesses and special interest stakeholders. The consultant will also prepare Project Approval and Environmental Documents (PA&ED) and prepare Plans, Specifications and Estimates (PS&E) documents for the Hunting Drive and Fremont Avenue Corridor Improvements Project.

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PROPOSAL FOR

ENGINEERING DESIGN SERVICES FOR THE

Huntington Drive and Fremont Avenue Corridor Improvements Project

PREPARED FOR: CITY OF SOUTH PASADENA

Kimley»Horn
Expect More. Experience Better.

201

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Huntington Drive and Fremont Avenue Corridor Improvements Project



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Huntington Drive and Fremont Avenue Corridor Improvements Project



660 South Figueroa Street, Suite 2050
Los Angeles, CA 90017
TEL 213.261.4040

COVER LETTER

August 27, 2025

Bassam AL-Beitawi
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030

RE: Proposal for Engineering Design Services for the Huntington Drive and Fremont Avenue Corridor Improvements Project

Dear Mr. AL-Beitawi and Members of the Selection Committee:

In an effort to increase the safety of all road users by reducing traffic volumes and increasing active transportation options for the local community, the **City of South Pasadena** (City) is developing a series of corridor improvements along Huntington Drive and Fremont Avenue. To successfully deliver this transformative multimodal project, the City needs a qualified consultant partner with a proven track record in multidisciplinary planning, community outreach, design, and implementation. As a trusted consultant throughout the San Gabriel Valley and a dedicated partner to the City, **Kimley-Horn** is excited to lead this project and help bring the Huntington Drive and Fremont Avenue Corridor Improvements Project to life.

The Kimley-Horn team offers you a range of unique benefits that set us apart, including:

Unmatched Blend of ATP, ITS, and Outreach Expertise. Over the last two decades, the Kimley-Horn team has been dedicated to implementing active transportation program (ATP) and Intelligent Transportation Systems (ITS) projects throughout Southern California. ***Our projects focus on benefiting local communities by establishing a sense of place through street beautification, optimizing corridors through effective technology deployments, and enhancing safety through informed and data-driven design decisions.*** Notably, we have been working with the nearby City of Monterey Park to develop the Monterey Pass Road Complete Streets Project, an effort involving a robust community outreach process in which we helped gain community consensus and City Council approval in just under three months. The project design involves complex grading, ADA enhancements, technology deployments through fiber-optic design, protected bike lanes, pedestrian enhancements, and commercial vehicle operation improvements on a highly dynamic corridor—one very similar to Huntington Drive and Fremont Avenue. Our diverse experience on multimodal projects, paired with a strong foundation in ITS design and integration, has prepared us to take on a project of this importance.

Within the last 5 years, the proposed Kimley-Horn team has worked on

25+

active transportation projects across Los Angeles region.

Integrated, Quality-Driven, and Responsive Team. This project will be led by **Jean Fares, PE**, who brings 36 years of experience in the traffic engineering industry and has led complex projects that engage planning, design, and community outreach. Jean's project management approach is rooted in responsiveness, quality, and collaboration. He will be supported by a core team of project leaders—including QC/QA manager **Sarmad Farjo, PE** and principal-in-charge **Darren Adrian, PE**—and a deep bench of well-rounded local engineers, planners, and technology and integration specialists based out of our Downtown Los Angeles office, located less than 10 miles from South Pasadena City Hall. Jean and the Kimley-Horn team's active transportation and ITS experts have extensive planning, design, and construction experience, offering the City a core team who can see everything through the lens of implementation. Our proactive and integrated team will work collaboratively with the City to proactively address questions and think several steps ahead of the project.

> **"[Kimley-Horn's] work has always been completed and provided in the utmost professional manner within budget and schedule. The City of Downey has been very satisfied with Kimley-Horn's responsiveness and would not hesitate to hire this firm again."**
>
> *- Ed Norris, Deputy Director of Public Works at the City of Downey*

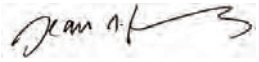
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Thoughtful Planning and Constructible Designs. There are very few teams who can develop imaginative planning documents and turn them into constructible high-quality designs. We have thoughtfully selected an integrated team of well-rounded and seasoned professionals who understand that constructability begins at the planning and outreach stage. We make tactful and careful decisions which lead to implementable designs. This begins with mastery of design standards and understanding how they can be creatively applied to minimize delays and inefficiency, while addressing your community's core needs. Our understanding of real-world applications positions us to develop planning documents and lead community outreach meetings with an ability to manage expectations and address potential concerns well in advance of final design. We are prepared to take on this project alongside the City, thinking several steps ahead to implement an impactful project which will benefit generations to come.

Thank you for considering our proposal. Kimley-Horn is excited about this opportunity to continue our partnership and build on our relationship with the City. Should you have any questions, project manager **Jean Fares, PE** will serve as our point of contact for this proposal and can be reached directly at 213.354.9402, by email at jean.fares@kimely-horn.com, or at the address listed on the previous page.

Sincerely,

Kimley-Horn and Associates, Inc.



Jean Fares, PE
Project Manager/Senior Vice President*

**As Senior Vice President, Jean Fares, P.E. is authorized to act on behalf of and bind the firm.*

Kimley-Horn acknowledges receipt of the following addenda and Q&A responses:

- Addendum No. 1, dated July 28, 2025
- Addendum No. 2, dated July 31, 2025
- Addendum No. 3, dated August 4, 2025 (released on August 7, 2025)
- Q&A Set No. 1, dated August 5, 2025

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Huntington Drive and Fremont Avenue Corridor Improvements Project

A. BACKGROUND

FIRM PROFILE

Since our founding in 1967, Kimley-Horn has grown from a small group of engineers and planners to a firm of over 10,000 employees in 145 offices nationwide, including 15 in California, and over 350 staff in our Los Angeles and Orange County offices (out of more than 550 Southern California staff), focused on meeting the planning and design needs of over 75 Los Angeles County public agencies. ***We provide our clients with the local knowledge and responsiveness of a small organization, backed by the depth of resources only a national firm could offer.*** Today, we are one of the highest ranked planning and engineering consulting firms in California. According to *Engineering News-Record* (ENR), our firm ranks fourth among the Top 100 Pure Design Firms, representing the combined efforts and quality of our staff, who are committed to providing client-focused service and technical excellence in everything we do.

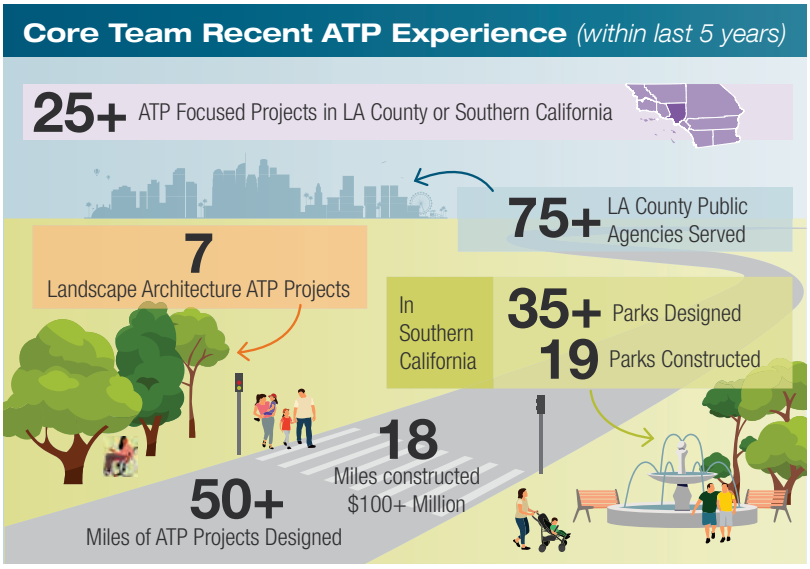


SERVICES OFFERED

Kimley-Horn has decades of experience improving California's transportation systems, working with various agencies and organizations. Our services include corridor planning, traffic analysis, congestion management, funding support, multimodal solutions, feasibility studies, environmental assessments, computer modeling, and public engagement. Kimley-Horn is well-versed in CEQA compliance. We approach projects with a comprehensive, multimodal perspective, making sure that transportation plans meet diverse user needs and are practical to implement. A few of our most relevant service offerings are elaborated on below and on the next page.

ACTIVE TRANSPORTATION PLANNING AND DESIGN

Kimley-Horn is dedicated to improving safety for people who travel using different modes. We recognize the importance of planning and designing for people who travel sustainably by walking, biking, or taking transit. We employ cutting-edge techniques to accommodate and encourage more sustainable forms of travel and reduce conflicts with vehicles. Safety concerns are one of the most common factors that discourage people from walking or biking. Our safety planning and design experience helps us understand how to decrease the level of traffic stress (LTS), enhance safety in high-risk areas, and encourage mode-shift.



Our team members have led numerous pedestrian and bicycle planning and design projects throughout the country, from single-intersection bike lane improvements to safe routes to school programs and active transportation master plans with miles of protected bikeways. ***In all, our team members have designed more than 200 miles of multi-use and bicycle trails.*** Our team also understands the integrated nature of transportation, mobility, and land use, and our collective expertise enables us to view projects from a "360-degree" view. We employ this philosophy in all of our planning efforts. Our team has developed comprehensive land use and transportation policy plans for numerous jurisdictions throughout California and are well-versed in new legislative requirements.

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Huntington Drive and Fremont Avenue Corridor Improvements Project

COMPLETE STREETS

Kimley-Horn is a leader and proponent of complete streets planning and policies for communities of all sizes, working alongside numerous state Departments of Transportation (DOTs) to develop and evolve their statewide complete streets policies. We have contributed to the movement through research and the establishment of best practices ***as a member of the Complete Streets Coalition and one of the primary authors of Institute of Transportation Engineers' recommended practices Designing Walkable Urban Thoroughfares.*** Our team of planners and engineers continuously work in tandem to develop complete streets plans and designs that apply best practices, such as the NACTO Urban Streets Design Guidelines and Federal Complete Streets Act.



City of Santa Ana, Santa Ana Boulevard and 5th Street Protected Bike Lanes

Kimley-Horn's multidisciplinary approach goes beyond simply providing PS&E; it includes an appreciation for how the project fits within the functionality of the mobility network. It is this unique understanding that allows us to provide our clients with both reasonable and practical design solutions that do not detract from the functionality of the roadway network.

ROADWAY DESIGN

Our in-house staff understands all aspects of roadway design, including intersection geometrics, utility relocations, traffic control, signalizations, signing and marking, and erosion control, so that we can be an efficient and coordinated partner with the City. In addition, ***our engineers have developed plans, specifications, and estimates (PS&E) for more than 4,000 miles of roadway, including neighborhood streets, rural roads, interstate highways, state highways, highway interchange structures, and urban arterials.*** These projects—performed for state departments of transportation (DOTs), cities, and counties—have included route/corridor studies, schematic design, environmental assessment, maintenance of traffic plans, construction sequencing, and final PS&E.

Our engineers are on the forefront of the Americans with Disabilities Act (ADA), helping municipalities upgrade aging infrastructure to meet applicable ADA standards and ordinances. Our experience ranges from curb ramp and sidewalk design to pedestrian-dedicated paths and walkways. Kimley-Horn understands how to implement improvements that benefit our clients as well as the general public.

HYDROLOGY AND HYDRAULICS

Our water resources knowledge includes hydrologic and hydraulic analyses, permitting, sedimentation and scour analysis, stormwater quantity and quality issues, and the design of hydraulic structures ranging from pipes, culverts, canals, detention basins, and outlet structures to major water control and pump structures. We have designed culvert crossings, levees, small dams, outlet structures, and bridges. Representative projects range in size from one to more than 130,000 acres, and 6" to 120" DBL storm drains. Our engineers have been called upon by numerous public agencies and major agricultural, industrial, and residential developers as well. ***Our staff has the knowledge to conduct preliminary studies, prepare stormwater management plans, and coordinate permit applications on behalf of the City.***

As a founding member of ITS America, our engineers excel in the planning, design, and implementation of modern transportation systems.

We have remained at the forefront of systems design and transportation technology

for 30+ years!

INTELLIGENT TRANSPORTATION SYSTEMS (ITS) TECHNOLOGY

ITS technology is based on the understanding that transportation systems are more than infrastructure. At Kimley-Horn, we understand this and specialize in integrating the components of the total system—the road, the vehicle, and the traveler—to make getting around safer and more efficient. Vision is a necessary characteristic of those who work with ITS, because systems are continually shaped by advancing technology. With Kimley-Horn, you'll be on the leading edge. ***We know the technology: what's out there, what works, what doesn't, and why.***

Successful ITS interagency program management, feasibility studies, and strategic plans are among Kimley-Horn's key strengths in technology and traffic signal-related transportation work. Our highly talented systems, software, and electrical engineers bring a broad-scale vision and depth of experience when assisting agencies in identifying and prioritizing transportation deficiencies and delivering solutions from a system analysis perspective. Our resident electrical engineers also provide a unique view into the software component of signal designs and enable us to provide connectivity and incorporate varying levels of ITS components.

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Huntington Drive and Fremont Avenue Corridor Improvements Project



FIBER-OPTIC SYSTEMS PLANNING AND DESIGN

Fiber-optic design is among Kimley-Horn's core strengths in technology and transportation systems. Utilizing a pool of highly talented systems, software, and electrical engineers, these kinds of projects require a broad-scale vision and a depth of experience in assisting local, regional, and state agencies in identifying deficiencies and prioritizing solutions to those transportation problems from a systems analysis perspective. Our engineers have designed ***thousands of miles of fiber-optic networks, prepared design plans for thousands of new traffic signal installations, and performed hundreds of technology assessments*** for clients to ensure that specific user needsare met with sound and available technologies. Our proposed staff for this project has led and been part of the team for many of these projects, both locally and throughout the nation.

TRAFFIC ENGINEERING

Kimley-Horn was built around providing traffic engineering and design services. Our in-house teams offer complete traffic engineering services and have completed thousands of traffic engineering and operations projects for local and nationwide clients, ***ranging from major area-wide signal systems involving hundreds of intersections to single intersection safety audits, designs, and analyses.*** Traffic operations, traffic safety, and levels of service are key components in evaluating roadway networks and identifying areas for improvement, as well as those warranting further study. We utilize the latest analytical tools including the Highway Capacity Manual, Synchro, SimTraffic, CORSIM©, and VISSIM, to perform technical operations analyses. We have found these tools to be useful for public involvement and achieving consensus. In addition, our staff has the ability can translate these analyses into easy-to-understand language for public officials as well as stakeholders.

TRAFFIC SIGNAL DESIGN

Over the past five decades, we have developed signal systems for ***thousands of signalized intersections for state DOTs and municipalities nationwide.*** Our systems are based on open architecture concepts, and each one is designed to meet the singular needs of each client. In addition to comprehensive master planning for traffic signalization, our engineers have designed numerous plans to standardize traffic control systems and provided comprehensive systems communications. Advanced traffic management projects include citywide signal system designs, transportation control centers, electronic toll facilities and revenue control systems, as well as innovative transit and public transportation systems. Each of our systems is designed not only to address current needs, but also to accommodate future growth and advances in technology. Kimley-Horn has participated in an extensive number of signal system projects throughout the nation. Members of our staff have also assisted several clients during the selection and the administration of various procurement methods, including design-build.

With Kimley-Horn's local Southern California staff, you get a team that has been responsible for virtually every aspect of a traffic system:

- **PS&E packages**
- **Conceptual designs**
- **Operational feasibility**
- **Communication architecture**
- **Software development**
- **Deployment and implementation**

Kimley-Horn has done it all!

TRAFFIC SIGNAL COORDINATION AND TIMING

Traffic signal timing and operations are cornerstones of Kimley-Horn's professional practice. Over the past four decades, ***we have completed signal system and timing studies for hundreds of projects, ranging from small projects with just a few traffic signals to extremely large projects with over 500 signals.*** Our staff members use up-to-date operational models such as Synchro, Sim-Traffic, Tru-Traffic, and VISSIM to help our clients optimize the timing and phasing of signals and improve operations at intersections, along roadways, or throughout busy corridors. Kimley-Horn's excellent reputation in planning, analysis, design, and implementation of traffic signal control and management systems is well known throughout California. Our local staff are proficient in the application of a broad range of traffic controllers and communications technologies, including the Intelight signal system, controllers, and local firmware. Our services include data collection, timing/phasing analysis, and field implementation.

SIGNING AND STRIPING DESIGN

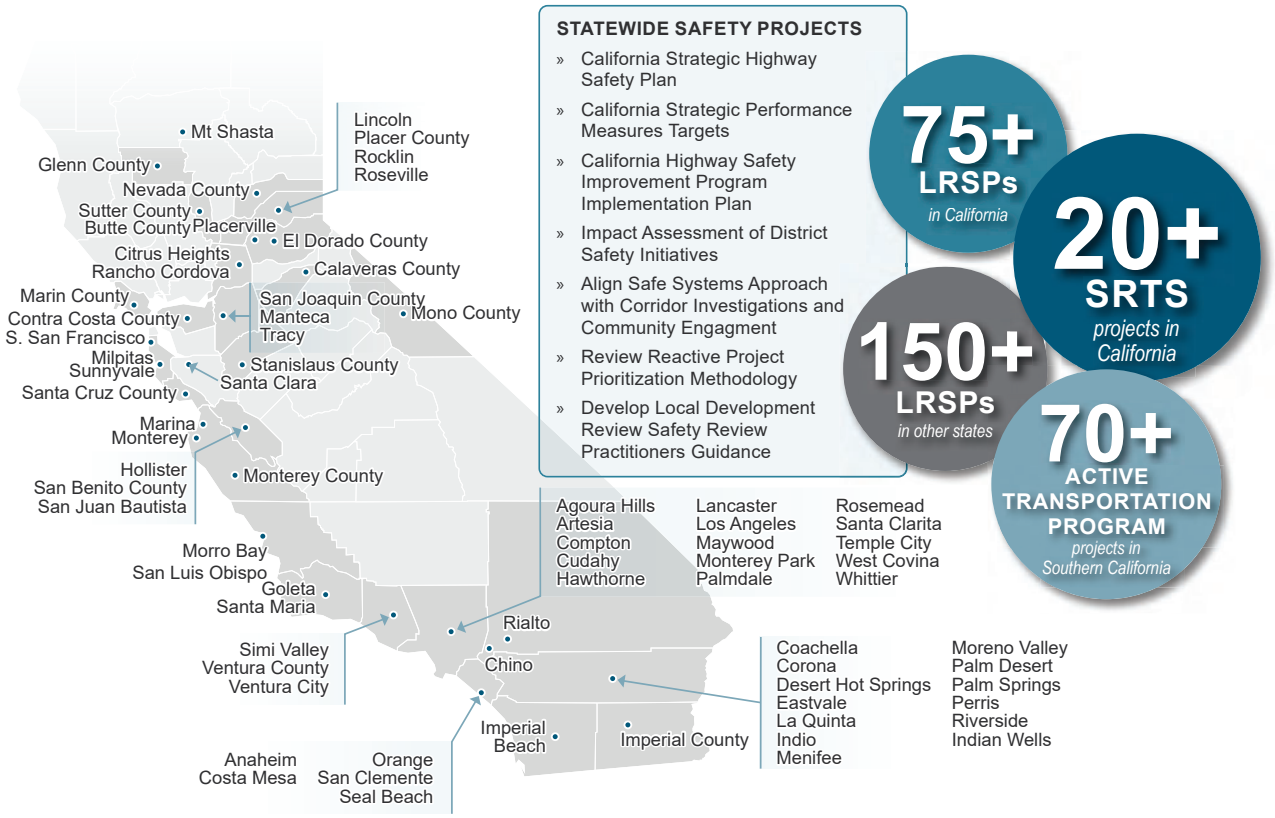
Our traffic engineers have developed and produced ***thousands of signing and striping plans across California.*** We strive to develop striping plans that work within the context of the existing roadway and help drivers safely navigate to their destinations. Our team understands and is extremely familiar with documents that assist with the preparation of striping plans, including the California Manual on Uniform Traffic Control Devices (CA MUTCD) and the Federal Highway Administration and NACTO guidelines for pedestrian and bicycle devices.

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Huntington Drive and Fremont Avenue Corridor Improvements Project

TRANSPORTATION SAFETY PLANNING AND IMPLEMENTATION

Kimley-Horn provides comprehensive traffic safety services, including LRSPs, systemic safety evaluations, road safety audits, safe routes to school, project and grant development, vision zero strategies, and other focused studies to help reduce traffic injuries and fatalities in California. ***Kimley-Horn has more registered Road Safety Professionals than any other firm in the country***, and we currently serve as the lead consultant for Caltrans' Strategic Highway Safety Plan, helping to direct statewide safety improvement priorities. Kimley-Horn takes a proactive approach to safety analysis. We use historical collision data to identify roadway characteristics and driver behaviors that are associated with injury and fatal crashes in a given city, county, or region. We then develop customized countermeasure toolboxes to address those specific characteristics to aid in widespread funding and implementation. Our safety team works closely with traffic operations, roadway design, and mobility planning teams to facilitate safety improvements combined with efforts to improve the transportation system for all users.



LANDSCAPE ARCHITECTURE

Kimley-Horn has a well-earned reputation for combining creative ideas, technical excellence, and client collaboration, resulting in dynamic projects that blend into their environments and become a part of the area they inhabit. ***Our landscape architects have a diverse range of experience, from corridor plans and downtown streetscape programs to parks and recreation planning.*** As metropolitan urban areas continue to grow, urban design, streetscape design, and landscape architecture have become integral components of roadway and transportation system designs and infrastructure improvements in general. Revitalizing commercial districts, controlling traffic flows, and providing recreational areas and pedestrian and bicycle facilities in increasingly congested areas are some of the solutions designed by our landscape architects and planners. Our full-service consulting includes feasibility studies, master planning, design, permitting, public participation and consensus building, and construction administration.



City of National City, Paradise Creek Restoration

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Huntington Drive and Fremont Avenue Corridor Improvements Project

ENVIRONMENTAL

Kimley-Horn has been preparing CEQA and NEPA documents for various project types across California for over 20 years. Not only do our environmental professionals have years of experience developing CEQA and NEPA documents for public works projects, but they also receive regular training on changes in CEQA and NEPA and applicable case law affecting the interpretation of current statutes. ***As leaders in the environmental field, our staff offer an extensive range of services associated with environmental compliance and documentation.***

VISUALIZATION/GRAPHIC SERVICES

To begin transforming ideas into realities and to generate enthusiasm for possibilities, our team uses cutting-edge visualization and photo simulation techniques. ***Our visualizations compellingly communicate project information to clients and stakeholders and help solve potential design conflicts throughout the life of a project.*** Our staff has extensive experience implementing visualization techniques with a range of software programs, including SketchUp, Lumion, Autodesk 3ds Max, ArcGIS, Synchro/SimTraffic, VISSIM, Civil 3D, and MicroStation. Clear and effective communication with the public is critical in building consensus for the project, and using enhanced 3-D visualization tools will allow concepts to "come alive" and showcase the vision of the community and project in a tangible, relatable way. Some of our visualization and graphics capabilities are illustrated below, to showcase the Kimley-Horn team's service offerings.



City of Imperial Beach, Palm Avenue



SANDAG, North Park Mid-City Bikeways



SANDAG, Uptown Bikeways/5th Avenue

For this project, our exceptional Kimley-Horn visualization and graphics staff have already created 3D renderings of various project intersections as a preliminary example of how we will help the City reimagine this corridor. These renderings, along with further information on our approach to this project, can be seen starting on page 34.

PUBLIC OUTREACH AND COMMUNITY ENGAGEMENT

Our team is sensitive to the pivotal role of meaningful public engagement and outreach programs that enable area residents to communicate and assist with the realization of their collective priorities. Public engagement determines the overall design program, funding strategies, and implementation priorities. Our experience providing a broad range of services helps create a successful implementation of your goals while addressing the specific challenges that each project entails.



City of Palm Springs, Community Engagement Meeting

Kimley-Horn is known for developing innovative approaches to projects that involve meaningful and productive public engagement. We understand that a project's success, as gauged by the residents, is often rooted in the perception of the thoughtfulness of formal public outreach activities. Accordingly, we have developed effective methods of bringing the community into the process. We have dedicated in-house professional graphic designers with decades of experience who are experts in both print and website design. Their knowledge includes developing materials for public involvement and educational workshops, and creating the highest quality graphics, enhanced renderings and site plans, presentations, brochures, newsletters, interactive websites, stakeholder meetings, press releases, educational seminars, PowerPoint presentations, and reports.

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Huntington Drive and Fremont Avenue Corridor Improvements Project



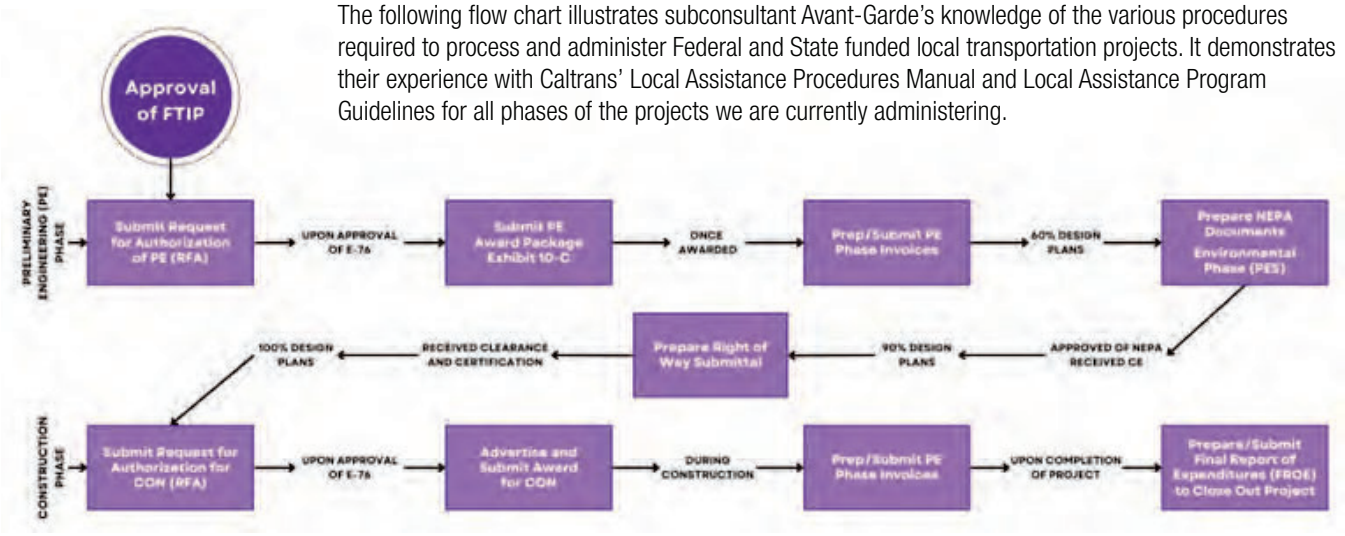
FUNDING ADMINISTRATION AND GRANT MANAGEMENT

Kimley-Horn and our subconsultant, **Avant-Garde**, will provide funding administration services to make sure the City is in full compliance with any regulations and requirements. Our team will track all eligible and non-eligible expenditures through the life of the project, provide advisement on programmatic changes and updates, and build relationships with each agency granting or administering the funding. Our funding administation and grant management services include, but are not limited to:

- Grant administration
- Conceptual design
- Data analysis
- Research
- Benefit-cost analysis
- Technical writing and editing
- Program strategy and project prioritization
- Cost estimating
- Graphic design and publishing

Our team is familiar with working with all City departments impacted by grant-funded projects, including coordinating with Administration, Engineering and Finance to ensure everyone is aware of their role and how the project affects all aspects of City government. ***We have the expertise to assess a new project's agreements, coordinate efforts with affiliated agencies, and provide detailed analysis or strategy to move the project forward expeditiously.*** Throughout the funding process, our team will maintain communication and provide ongoing support, ensuring a seamless experience for the City.

The following flow chart illustrates subconsultant Avant-Garde's knowledge of the various procedures required to process and administer Federal and State funded local transportation projects. It demonstrates their experience with Caltrans' Local Assistance Procedures Manual and Local Assistance Program Guidelines for all phases of the projects we are currently administering.



BID/CONSTRUCTION SUPPORT

Kimley-Horn routinely serves clients during construction phases of their project, providing bidding and construction support services to help so that projects are successful from beginning to end. We can assist in preparing and distributing bid documents for the City, review contractor bids, and prepare bid tabulation and contractor recommendations. Although our aim is to prepare a plan set that can stand by itself, we will respond to contractor requests for information and clarification in a timely manner. ***Our years of experience with construction contract administration has made our designs more cost-effective and practical and gives us a unique ability to solve problems in the field during construction.***

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B. FIRM'S EXPERIENCE AND REFERENCES

The Kimley-Horn team collectively knows how to build a more fluid and operational transportation network. We bring the right mix of management, strategic planning, and design experience for the plans, specifications, and estimates (PS&E) process, providing you with a realistic path to implementation. As demonstrated by the project matrix below, our team has the necessary experience to make this project a success. We offer you the high level of attention to detail and client service that has become a trademark of Kimley-Horn as well as creative approaches to meeting your project's needs.

PROJECT NAME	CLIENT AGENCY	ACTIVE TRANSPORTATION PROGRAM (ATP)	COMPLETE STREETS	CIVIL ENGINEERING	ENVIRONMENTAL	ITS DESIGN & OPERATIONS	TRAFFIC ENGINEERING	TRAFFIC SIGNAL DESIGN	TRAFFIC SIGNAL TIMING & INTEGRATION	TRANSPORTATION SAFETY PLANNING & IMPLEMENTATION	FUNDING ADMINISTRATION & GRANT MANAGEMENT	PUBLIC OUTREACH & COMMUNITY ENGAGEMENT
Monterey Pass Road Complete Streets*	City of Monterey Park	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mission Mile Sepulveda ATP Project*	City of Los Angeles	✓	✓	✓	✓		✓	✓		✓	✓	✓
Broadway-Manchester ATP Project*	City of Los Angeles	✓	✓	✓	✓		✓	✓		✓	✓	✓
Overland Avenue Bike Lane, Pedestrian, and HSFT Improvement Project*	City of Culver City	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
MOVE Culver City 2023*	City of Culver City	✓	✓				✓	✓	✓	✓		✓
PS&E for San Fernando Class I Bikeway*	City of Burbank	✓	✓	✓			✓	✓		✓	✓	
Buena Vista Street and Winona Avenue Improvements	City of Burbank	✓	✓	✓			✓	✓	✓			
Flower Street Improvements	City of Burbank	✓	✓	✓			✓	✓		✓		
ITS Gap Closure Part II*	City of Inglewood	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Westchester/Veterans Station Multimodal Connection*	City of Inglewood	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wilson Avenue Multimodal Improvements*	City of Glendale	✓	✓	✓		✓	✓	✓		✓		✓
Colorado Street Multimodal Improvements*	City of Glendale	✓	✓	✓		✓	✓	✓		✓		✓
La Crescenta Avenue Road Rehab Study	City of Glendale	✓	✓				✓		✓	✓		
Proposition 84 Green Streets Demonstration	City of Glendale	✓	✓	✓						✓	✓	✓
San Fernando Road Smart Corridor	City of Glendale	✓	✓			✓	✓	✓	✓	✓		

** Project description provided*

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project



PROJECT NAME	CLIENT AGENCY	ACTIVE TRANSPORTATION PROGRAM (ATP)	COMPLETE STREETS	CIVIL ENGINEERING	ENVIRONMENTAL	ITS DESIGN & OPERATIONS	TRAFFIC ENGINEERING	TRAFFIC SIGNAL DESIGN	TRAFFIC SIGNAL TIMING & INTEGRATION	TRANSPORTATION SAFETY PLANNING & IMPLEMENTATION	FUNDING ADMINISTRATION & GRANT MANAGEMENT	PUBLIC OUTREACH & COMMUNITY ENGAGEMENT
Racquet Club Road and South Palm Canyon Road Reconfiguration*	City of Palm Springs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
North Hollywood to Pasadena BRT Planning and Environmental Study*	LA Metro	✓	✓		✓	✓	✓			✓	✓	✓
Cogswell Road Crossing Safety Improvement Project*	Southern California Regional Rail Association		✓	✓		✓		✓	✓	✓	✓	
San Gabriel Valley Transit Study, Planning and Outreach*	San Gabriel Valley Council of Governments	✓	✓			✓	✓			✓	✓	✓
Agoura Road Bike Lane Project	City of Agoura Hills	✓	✓	✓	✓		✓	✓		✓	✓	
CV Link Enhancements	City of Palm Desert	✓	✓	✓		✓	✓					
Newhall Area Bike Facilities	City of Santa Clarita	✓	✓	✓			✓					
Whites Canyon Road Signing and Striping	City of Santa Clarita	✓	✓				✓			✓		
Valley Street Signing and Striping	City of Santa Clarita	✓	✓				✓			✓		
Broadway Protected Bikeway Project	City of Santa Monica	✓	✓	✓		✓	✓	✓		✓		
Ocean Park Complete Street and Bikeway Project	City of Santa Monica	✓	✓	✓	✓	✓	✓	✓		✓		
Rancho Road Bicycle and Pedestrian Improvement Project	City of Thousand Oaks	✓	✓	✓	✓		✓	✓		✓		
Moorpark Road Sidewalk and Bike Lane Improvements	City of Thousand Oaks	✓	✓	✓	✓	✓	✓	✓		✓		
Read Road Bike Path Connector	City of Thousand Oaks	✓	✓	✓		✓	✓	✓		✓	✓	
Whittier Greenway Trail	City of Whittier	✓	✓	✓	✓		✓	✓		✓	✓	
Pio Pico State Park Trail	City of Whittier	✓	✓	✓	✓		✓	✓		✓	✓	

** Project description provided*

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

RELEVANT PROJECT EXPERIENCE

A selection of Kimley-Horn's most relevant project experience from within the past five years—including major complete streets/road diets, traffic signal design, signal timing plans, ITS design and operations, and state and local funding services—has been provided starting below. Experience for each of our subconsultant partners begins on page 58.

CITY OF MONTEREY PARK, MONTEREY PASS ROAD COMPLETE STREETS, MONTEREY PARK, CA



Kimley-Horn has provided planning, public outreach, and design services for this project. Spanning 1.6 miles from Floral Drive to Garvey Avenue/South Fremont Avenue, this transformative project will enhance connectivity between residential neighborhoods, schools, job centers, and commercial corridors. Kimley-Horn's services include:

- Conducted robust community outreach through in-person and virtual workshops to guide corridor design development while considering businesses, community organizations, and multi-lingual audiences to shape the corridor design
- Developed and evaluated three multimodal corridor alternatives, incorporating parking-protected Class IV bike lanes and comprehensive curb management strategies
- Performed a detailed parking utilization analysis to balance business access, loading zones, and mobility needs across the corridor
- Designed pedestrian and ADA improvements, traffic signal upgrades, enhanced pedestrian crossings, and integration of emerging transportation technologies.

Outreach considered different stakeholder groups such as businesses, community organizations, and multi-lingual language needs. This inclusive engagement culminated in a concept that reflected the community's priorities and was formally approved by City Council. Kimley-Horn is currently advancing 60% PS&E and construction is anticipated to begin February 2026.

Client Reference: Ziad Mazboudi, City Project Manager | 626.532.2018 | zmazboudi@montereypark.ca.gov

Project Start/Completion: January 2025 – Ongoing

PROJECT HIGHLIGHTS:

- Active Transportation
- Complete Streets
- Environmental
- Traffic Signal Design
- Signal Timing Plans
- ITS Design & Operations
- Community Engagement
- Funding Admin & Grant Management

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project

CITY OF LOS ANGELES (STREETSLA), ACTIVE TRANSPORTATION PROJECTS, LOS ANGELES, CA

MISSION MILE SEPULVEDA ATP PROJECT PA&ED AND PS&E



Kimley-Horn successfully completed the PA&ED phase of the Mission Mile Sepulveda Project, which seeks to improve safety and reduce collisions, provide more equitable transportation options, and create a more active and connected community through implementation of pedestrian paths, bike lanes, and pedestrian crossing improvements. Kimley-Horn's services included:

- Adherence to federal grant funding requirements and milestones
- Completion of CEQA/NEPA environmental documents with supporting studies
- Implementation of a comprehensive stakeholder and community engagement plan
- Coordination with various stakeholders, including Los Angeles Department of Transportation (LADOT), Bureau of Street Lighting, LA Department of Water and Power, LA Fire Department, Caltrans, LA Metro and Council District 7

The PA&ED phase of this Project was delivered under budget on an expedited schedule to meet a grant funding deadline! Kimley-Horn is currently working with the City to deliver the PS&E phase of this project.

BROADWAY-MANCHESTER ACTIVE TRANSPORTATION EQUITY PROJECT PA&ED AND PS&E



To improve safety and quality of life for corridor users, Kimley-Horn partnered with StreetsLA to increase connectivity and use of active modes of transportation, enhance community spaces, reduce the heat island effect, and improve air quality and stormwater capture/reuse along Manchester Avenue and South Broadway. Kimley-Horn is accomplishing this by:

- Adhering to federal grant funding requirements and milestones including ROW certification, RFA, and E-76
- Class IV cycles tracks, curb extensions, high-intensity activated crosswalk (HAWK) signals, bus islands, street amenities, tree planting, cisterns, and stormwater treatment
- Gaining approvals from multiple stakeholders and meeting federal, state and local funding requirements and milestones

Client Reference: Gina Liang, Project Manager/Landscape Architect at StreetsLA | 213.442.4267 | gina.liang@lacity.org

Project Start/Completion: April 2023 – Ongoing (Mission Mile); April 2021 – Ongoing (Broadway-Manchester)

> **"Kimley-Horn's experience on Broadway-Manchester will greatly benefit the City on future ATP projects."**
> *-Gina Liang, StreetsLA*

PROJECT HIGHLIGHTS:

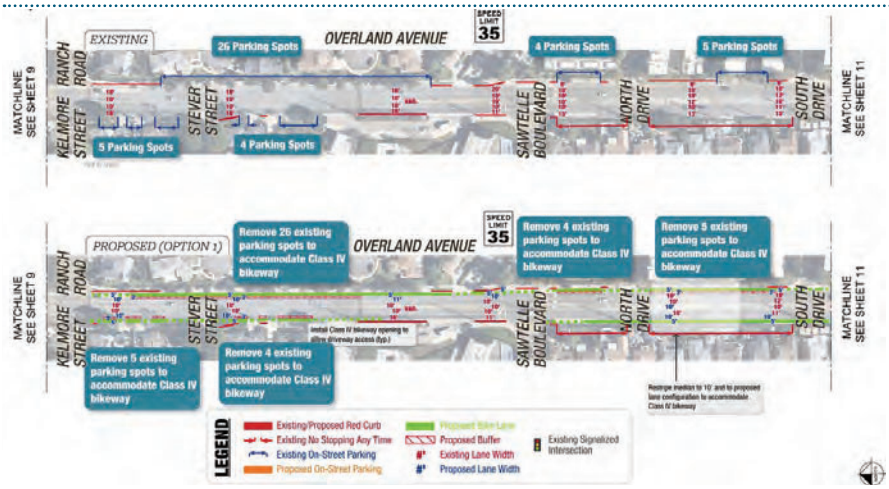
- **Active Transportation**
- **Complete Streets**
- **Environmental**
- **Traffic Signal Design**
- **Community Engagement**
- **Transportation Safety Planning & Implementation**
- **Funding Admin & Grant Management**

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project



CITY OF CULVER CITY, OVERLAND AVENUE BIKE LANE, PEDESTRIAN, AND HIGH FRICTION SURFACE TREATMENT (HFST) IMPROVEMENT PROJECT, CULVER CITY, CA



PROJECT HIGHLIGHTS:

- Active Transportation
- Complete Streets
- Traffic Signal Design
- Signal Timing Plans
- ITS Design & Operations
- Community Engagement
- Funding Admin & Grant Management

Kimley-Horn is preparing engineering PS&E for proposed bike lane, pedestrian, and HFST improvements on Overland Avenue, including the installation of Class II and Class IV bike lanes, traffic signal modifications at six locations, new traffic signal installation at one location, installation of fiber-optic cable and conduit at three locations, ADA ramp upgrades, sidewalk widening, driveway upgrades, additional shade trees and benches, and HFST improvements. Following a field review of existing conditions, our team prepared conceptual design graphics for the proposed bike lane improvements along the entire project corridor. After confirmation of the conceptual design, Kimley-Horn will prepare signing and striping plans, traffic signal modification plans, traffic signal installation plans, communication design plans, and HFST PS&E.

Client Reference: Andrew Maximous, Mobility and Traffic Engineering Manager | 310.253.5628 | andrew.maximous@culvercity.org

Project Start/Completion: February 2023 – Ongoing

CITY OF CULVER CITY, MOVE CULVER CITY 2023, CULVER CITY, CA

City of Culver City selected Kimley-Horn as their consultant partner to develop a Quick Build solution to change the original MOVE Culver City Design. This project had a fast-paced design schedule to address traffic operations within Downtown Culver City. The project extended from the eastern terminus of the original corridor from Washington Boulevard/La Cienega Avenue to Washington Boulevard/Fairfax Avenue. In addition, our team prepared designs to include Class II or Class IV bike lanes on Adams Boulevard between Washington Boulevard/Fairfax Avenue. Kimley-Horn staff conducted an initial field visit and prepared a conceptual cross sections technical memorandum based on the observations made during the visit. After confirming the preferred cross sections for each project segment, our team prepared conceptual striping plans for each segment. Striping plans were prepared according to City and Caltrans standards and MOVE Culver City Design Guidelines. Following approval of the conceptual plans, Kimley-Horn prepared final plans and an opinion of probable construction cost (OPCC) for signing and striping and traffic signal modifications. The design phase was completed in three months.

PROJECT HIGHLIGHTS:

- Active Transportation
- Complete Streets
- Traffic Signal Design
- Signal Timing Plans
- Community Engagement
- Transportation Safety Planning & Implementation

Client Reference: Andrew Maximous, Mobility and Traffic Engineering Manager | 310.253.5628 | andrew.maximous@culvercity.org

Project Start/Completion: September 2022 – Ongoing

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project

CITY OF BURBANK, PS&E FOR SAN FERNANDO CLASS I BIKEWAY, BURBANK, CA



The San Fernando Bikeway is a three-mile Class I bicycle path in Burbank that runs parallel to the Union Pacific/Metrolink Valley rail line owned by LA Metro. Most of the path will be constructed in Metro-owned rail right-of-way adjacent to the current UPRR/Metrolink railroad right-of-way along with a half-mile stretch along the Los Angeles County Flood Control Channel. Kimley-Horn's services include:

- PS&E for a three-mile multimodal corridor, including a Class I shared-use path and accessible path design, transitions, and clearances
- Integration and coordination with nearby major capital projects, including the I-5 HOV/Empire Avenue Interchange and Buena Vista/San Fernando Boulevard grade separation
- Close coordination with LA Metro, Caltrans, UPRR, and LA County Flood Control for safe crossings, visibility, and barrier treatments along constrained right-of-way
- Preparation of documentation under Caltrans Local Assistance Procedures Manual, including E-76 approvals for right-of-way and construction phases
- Preparation of associated documents and exhibits in Caltrans' Local Assistance Procedures Manual (LAPM) to result in E-76 approval for right-of-way and construction

PROJECT HIGHLIGHTS:

- **Active Transportation**
- **Complete Streets**
- **Traffic Signal Design**
- **Traffic Engineering**
- **Transportation Safety Planning & Implementation**
- **Funding Admin & Grant Management**

Kimley-Horn completed 100% PS&E, and construction is anticipated to begin in early 2026.

Client Reference: David Kriske, Assistant Community Development Director | 818.238.5180 | dkriske@burbankca.gov

Project Start/Completion: November 2013 – Ongoing (Project was put on hold by the City for a few years)

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project



CITY OF INGLEWOOD, WESTCHESTER/VETERANS STATION MULTIMODAL ATP CONNECTION, INGLEWOOD, CA





Kimley-Horn is providing project management, utility coordination, environmental clearance, engineering design, grant administration, and construction support services for the Active Transportation Program Cycle 7 Westchester/Veterans Station Multimodal Connection Project. Kimley-Horn is developing PS&E for the approximately 1,850 linear feet on Florence Boulevard from Hindry Avenue to West Hyde Park Boulevard.

Client Reference: Peter Puglese, City Traffic Engineer | 310.412.5607 | ppuglese@cityofinglewood.org

Project Start/Completion: October 2024 – Ongoing

PROJECT HIGHLIGHTS:

- Active Transportation
- Complete Streets
- Environmental
- Traffic Signal Design
- Signal Timing Plans
- ITS Design & Operations
- Community Engagement
- Funding Admin & Grant Management

CITY OF INGLEWOOD, ITS GAP CLOSURE PART II, INGLEWOOD, CA

In preparation for special events at the new Inglewood Basketball Entertainment Center (IBEC)—now named the Intuit Dome—the City is developing the ITS Gap Closure Improvement Project Part II to mitigate the impacts on the existing transportation network. These improvements include closing gaps in the communication infrastructure, upgrading detection, adding CCTV cameras, replacing legacy traffic signal equipment, upgrading access ramps, and providing clear directions to the public through CMS. The City has partnered with Kimley-Horn for engineering design services to implement traffic and ITS improvements at the IBEC-impacted intersections where mitigation measures could not be identified in the Environmental Impact Report (EIR). The improvements will span 28 intersections and will be complemented by fiber-optic gap closure and changeable message signs for wayfinding.

Client Reference: Peter Puglese, City Traffic Engineer | 310.412.5607 | ppuglese@cityofinglewood.org

Project Start/Completion: February 2019 – Ongoing

PROJECT HIGHLIGHTS:

- Active Transportation
- Complete Streets
- Environmental
- Traffic Signal Design
- Signal Timing Plans
- ITS Design & Operations
- Transportation Safety Planning & Implementation

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project



CITY OF GLENDALE, MULTIMODAL IMPROVEMENT PROJECTS, GLENDALE, CA

Kimley-Horn is providing planning and engineering services to the City of Glendale for various multimodal improvement projects. For the following projects, Kimley-Horn's services include:

- Robust community outreach strategy which includes focusing on key stakeholders and community organizations
- Corridor-wide conceptual design and evaluation of multimodal alternatives
- Parking analysis and curb management strategies
- Implementation of complete streets improvements including pedestrian enhancements and ADA upgrades
- Implementation of traffic signal upgrades and transportation technologies

PROJECT HIGHLIGHTS:

- **Active Transportation**
- **Complete Streets**
- **Traffic Signal Design**
- **ITS Design & Operations**
- **Community Engagement**
- **Transportation Safety Planning & Implementation**

WILSON AVENUE MULTIMODAL IMPROVEMENTS

Kimley-Horn is providing public outreach, transportation planning, civil, traffic, and hydraulic design services to the City of Glendale to develop complete streets design on Wilson Avenue. The project will help the City develop a design that balances pedestrian access, vehicular traffic, bicycle mobility, bus operations, and parking facilities within the constrained roadway. Kimley-Horn prepared at comprehensive corridor report to determine the most feasible pedestrian and bicycle infrastructure. We are developing a design that balances transportation modes, is consistent with the community's vision, and includes urban design and landscape features that create a sustainable showcase project. Kimley-Horn is advancing 30% PS&E and construction is anticipated to be completed in the summer of 2026.



COLORADO STREET MULTIMODAL IMPROVEMENTS

Kimley-Horn is providing community outreach, planning, civil, and traffic engineering design services to the City of Glendale to develop a multimodal project on Colorado Street. Our project team is working with the City to create a design that effectively manages vehicles, bicycle facilities, transit operations, pedestrian mobility, and parking facilities within a heavily traveled roadway. Kimley-Horn is currently working to review feedback to incorporate stakeholder input in both the early planning and design phases. Kimley-Horn will develop a design that balances the multiple transportation modes while incorporating community input and urban design features to create an award-winning sustainable project for the City of Glendale.

Kimley-Horn is advancing 30% PS&E and construction is anticipated to be completed in summer of 2026.



Client Reference: Pastor Casanova, Principal Traffic Engineer | 818.548.3945 | pcasanova@glendaleca.gov

Project Start/Completion: March 2024 – Ongoing (Wilson Avenue); May 2024 – Ongoing (Colorado Street)

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project

CITY OF PALM SPRINGS, RACQUET CLUB ROAD AND SOUTH PALM CANYON ROAD RECONFIGURATION, PALM SPRINGS, CA



Kimley-Horn is delivering planning, outreach, and design services to reconfigure approximately 2.3 miles of corridor along Racquet Club Road and South Palm Canyon Drive. The project will close pedestrian infrastructure gaps, introduce new Class II and Class IV bike lanes, upgrade sidewalks and ADA curb ramps, enhance crosswalk visibility, and improve traffic operations and circulation. These improvements will strengthen connections to surrounding neighborhoods, schools, and commercial areas while promoting safer and more accessible walking, bicycling, and transit use. Kimley-Horn's services include:

- Stakeholder engagement through seven public workshops and analysis of more than 300 community comments using our proprietary interactive map tool
- Corridor planning report evaluating traffic operations, safety, parking, adjacent land uses, and conceptual cross-sections
- Development of preferred multimodal concepts and coordination with City leadership to advance into PS&E



Kimley-Horn is currently advancing 60% PS&E and construction is anticipated to be completed in Summer 2026.

Client Reference: Francisco Jaime, Principal Civil Engineer | 760.323.8299 | francisco.jaime@palmspringsca.gov

Project Start/Completion: March 2024 – Ongoing

PROJECT HIGHLIGHTS:

- Active Transportation
- Complete Streets
- Environmental
- Traffic Signal Design
- Signal Timing Plans
- ITS Design & Operations
- Community Engagement
- Funding Admin & Grant Management

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project

LOS ANGELES METROPOLITAN TRANSPORTATION AUTHORITY (LA METRO), NORTH HOLLYWOOD TO PASADENA BRT PLANNING AND ENVIRONMENTAL STUDY, LOS ANGELES COUNTY, CA



Kimley-Horn was the prime consultant for an 18-mile bus rapid transit (BRT) project connecting the San Fernando Valley with the San Gabriel Valley that encompasses the North Hollywood and Eagle Rock districts of Los Angeles along with the Cities of Burbank, Glendale, and Pasadena. Our team lead the project through alternatives analysis, CEQA environmental approval, and preliminary engineering with the route including a combination of street-running and freeway-based alignments.

The project, which was a key element of Metro's Twenty-Eight by '28 Vision in preparation for the 2028 Summer Olympics, connects the Metro North Hollywood B (Red) Line (heavy rail) and G (Orange) Line (BRT) Station with the L (Gold) Line in Pasadena. The project emphasizes LA Metro's emerging Transit Oriented Communities (TOC), First-Last Mile, and sustainability initiatives with more than 20 station options being selected based on a wide range of metrics including value capture potential. The project provides a "showcase" of BRT prototypes applicable to all types of urban roadways ranging from narrow constrained minor arterials to major boulevards and provides complete street solutions integrating on-street bus lanes and BRT stations with vehicular traffic movements, bicycle facilities, sidewalks and the pedestrian realm, and active transportation projects.

PROJECT HIGHLIGHTS:

- Active Transportation
- Complete Streets
- Environmental
- ITS Design & Operations
- Community Engagement
- Transportation Safety Planning & Implementation
- Funding Admin & Grant Management

Client Reference: Scott Hartwell, Manager Transportation Planning | 213.922.2836 | hartwells@metro.net

Project Start/Completion: May 2018 – April 2025



CITY OF MONTEBELLO, BUS STOP IMPROVEMENTS, MONTEBELLO, CA

Kimley-Horn provided technical assistance by surveying the existing conditions of the bus stop infrastructure inside and outside the City. This survey work contributed to the development of design and amenities recommendations, a final assessment report, and the creation of an RFP for future construction.

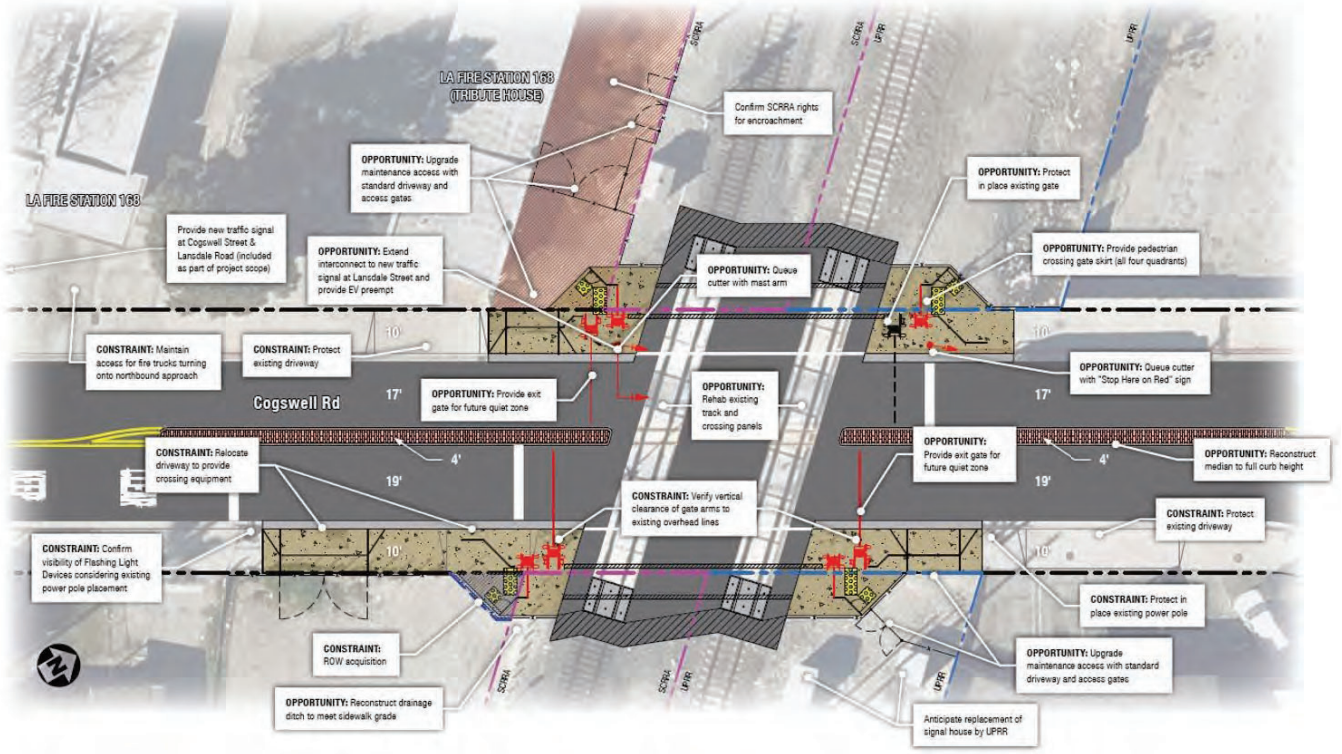
Project Start/Completion: February 2024 – Ongoing

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project



SOUTHERN CALIFORNIA REGIONAL RAIL ASSOCIATION (SCRRA), COGSWELL ROAD CROSSING SAFETY IMPROVEMENT PROJECT, EL MONTE, CA



Kimley-Horn is currently designing improvements to the Cogswell Road grade crossing in the City of El Monte, CA. The crossing includes a UPRR track (Alhambra subdivision) to the north as well as the SCRRA San Gabriel subdivision track. The scope of improvements will include automatic pedestrian gates with emergency swing gates, channelization and right-of-way fencing plus sidewalk improvements including widening, ADA compliant concrete track crossing panels, crosswalk striping and ADA detectable warning strips. Roadway improvements include an extension of the southern median, relocation of an existing curb cut, resurfacing and refreshing existing signing and striping, and installation of a new interconnected traffic signal at the Cogswell Road/Lansdale Street intersection to the south.

These improvements have been funded to address a number of recent collisions including a pedestrian fatality. The ADT is 10,000 vehicles per day and the roadway is along a "route to school" for an elementary school located north of the crossing. There is also a Foothill Transit route (Line 178) as well as a school bus route. The crossing is highly constrained and there is a Los Angeles County Fire Station located in the southwest quadrant while the southeast quadrant provides emergency egress from the "Hawaiian Gardens" dance club on an adjacent street. Design features to mitigate the safety hazards include:

- Roadway Resurfacing
- Updated Signing and Striping
- Curb extensions to accommodate pedestrian automatic gates
- Combination pre-signal/queue cutter traffic signal to manage queuing

Client Reference: Robert Mason, Senior Construction Engineer | 909.929.2372 | masonr@scrra.net

Project Start/Completion: September 2023 – Ongoing

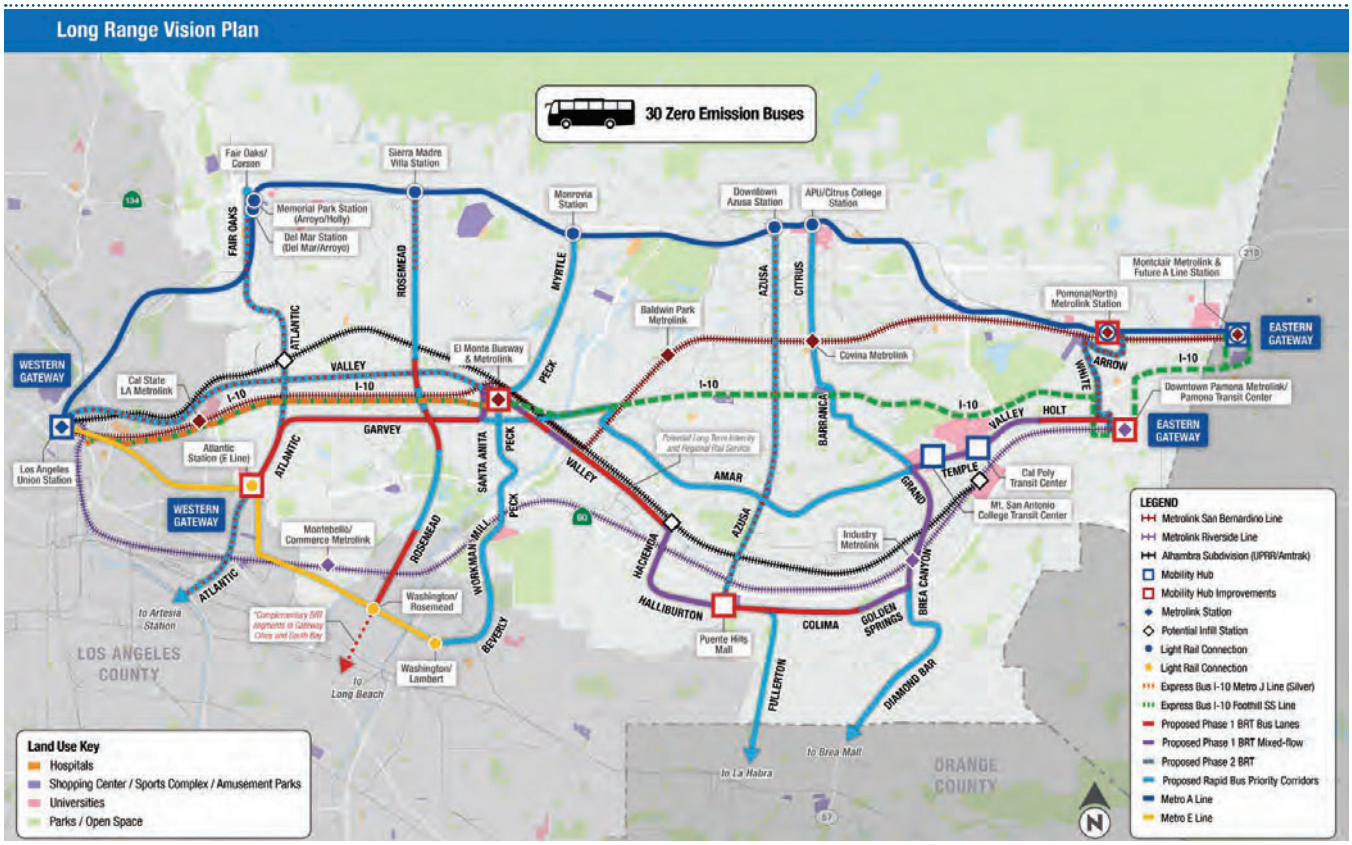
PROJECT HIGHLIGHTS:

- **Complete Streets**
- **Traffic Signal Design**
- **Signal Timing Plans**
- **ITS Design & Operations**
- **Transportation Safety Planning & Implementation**
- **Funding Admin & Grant Management**

Docusign Envelope ID: 7AF9FD00-C243-4F36-8190-9A6D4B2982EF

Huntington Drive and Fremont Avenue Corridor Improvements Project

SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG), SAN GABRIEL VALLEY TRANSIT STUDY, PLANNING AND OUTREACH, IRWINDALE, CA



Kimley-Horn worked with SGVCOG to develop a Transit Feasibility Study. The project was initiated through a two-phase project approach. The first phase began with establishing the study area, defining mobility problems, and creating initial concepts which will be screened and refined for further study. Phase I also included ridership forecasting, high-level cost information, and extensive community and stakeholder outreach. It concluded with a Vision Plan, which identified several east/west and north/south concepts for BRT implementation. The second phase examined the Vision Plan further, refining these concepts and selecting a single east/west and north/south concept. Kimley-Horn's services included:

- Community and stakeholder outreach (40+ meetings)
- Corridor-wide conceptual design and evaluation of BRT design
- Integration of BRT design with ATP improvements
- Development of mobility hub and placemaking opportunities

Kimley-horn completed the Transit Study in 2024 and 30% Design in 2025. Planning and outreach are anticipated to be completed in April 2026.

PROJECT HIGHLIGHTS:

- **Active Transportation**
- **Complete Streets**
- **ITS Design & Operations**
- **Community Engagement**
- **Funding Admin & Grant Management**

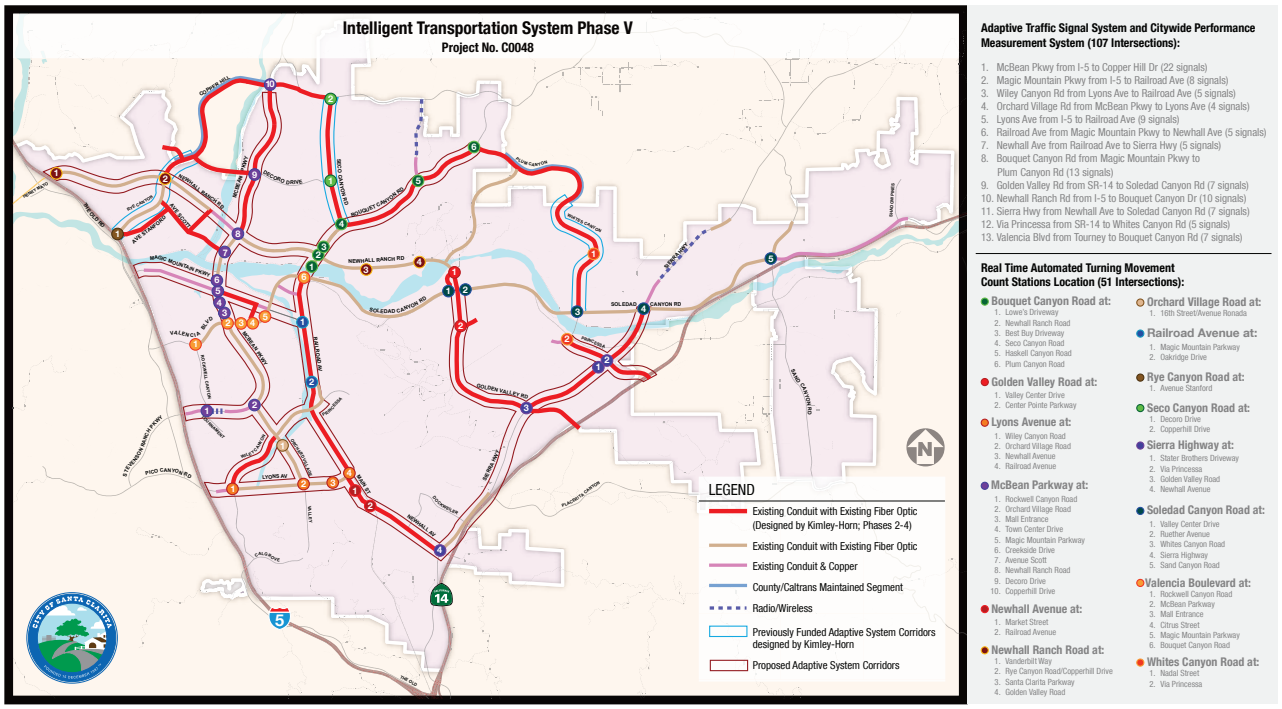
Client Reference: Roy Choi, Transportation Manager | 626.457.1800 | roychoi@sgvcog.org
Project Start/Completion: June 2021 – Ongoing

> **"Kimley-Horn is one of the most responsive firms that I've worked with—their commitment to go above and beyond in delivering work products, providing technical guidance, and presenting to stakeholders, led to a successful project outcome."**
>
> *-Roy Choi, SGVCOG*

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Huntington Drive and Fremont Avenue Corridor Improvements Project

CITY OF SANTA CLARITA, ITS PHASES II – VII, SANTA CLARITA, CA



Kimley-Horn has been updating the ITS system throughout the City of Santa Clarita over the past 20 years.

- **Phase II** included design of a web-based traveler information system, cameras, changeable message signs, and system detection.
- **Phase III** resynchronized major corridors in the area and built a redundant fiber-optic communication system by interconnect gap closure along specific routes so the Information Technology Management System would continue to function without disruption—even in the event of a break in one segment of the fiber-optic cable link.
- **Phase IV** improved mobility and operations along major corridors through signal synchronization and additional fiber gap closure. The Transparity adaptive system was selected and deployed along select corridors and integrated into the City's existing signal system to better respond to traffic and provide more efficient service to the public.
- **Phase V** deployed the Transparity adaptive system to enhance operations and respond to real-time traveler demands. This project also deployed automated turning movement count stations by installing state-of-the-art technology to allow for future expansion via monitoring and controlling individual intersections. The project provided a more robust and reliable transportation system with reduced delays, fewer incidents, and increased driver satisfaction.
- **Phase VI** consists of the design of about 14,000 feet of fiber-optic traffic signal interconnects along key arterials as well as the design of 12 permanent detection systems at strategic locations throughout the city. The project additionally consists of the synchronization of 148 signalized intersections at key locations. To determine the effectiveness of the synchronized signal timing, before and after travel time data was collected and compared.
- **Phase VII** will install a bicycle detection system to better meet the needs of bicycles and encourage the use of nonmotorized transportation. The fiber-optic gap closure will bring full communication redundancy to the City. This project includes an integrated corridor management (ICM) effort that will allow the City to respond in a more integrated and proactive manner to major events on local freeways, improving the experience for all travelers and minimizing impacts on the transportation network. The ICM project also includes technology to adapt the corridors for Connected Vehicles, which will be instrumental in enabling vehicle-to-field communication that improves platooning, decreases greenhouse gas emissions, and improves safety.

Client Reference: Cesar Romo, Traffic Signal Administrator | 661.286.4002 | cromo@santa-clarita.com

Project Start/Completion: August 2006 – Ongoing

PROJECT HIGHLIGHTS:

- ITS Design & Operations
- Traffic Signal Design
- Signal Timing Plans

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Huntington Drive and Fremont Avenue Corridor Improvements Project

EXPERIENCE IN THE CITY OF SOUTH PASADENA

Kimley-Horn has been a renowned and trusted consultant partner in the San Gabriel Valley and broader Los Angeles County for over 30 years—in fact, we've provided services for 79 of the 88 incorporated cities within the County, including for the City of South Pasadena. Within the last five years, Kimley-Horn has provided support to the City on the following projects:

ARROYO SECO GOLF COURSE MASTER PLAN



Kimley-Horn helped the City of South Pasadena to prepare the overall master plan for the new Arroyo Seco Golf Course development, which includes a new wetlands, maintenance facility, club house, and driving range. The plan incorporates two water conservation projects as part of the wetlands component. In addition to providing site and facility reviews of existing plans and records, Kimley-Horn helped to prepare two planning workshops for the project design team to collaborate and brainstorm concepts and ideas for the master plan. Kimley-Horn also partnered with the City to prepare a brief outreach plan for the City to execute, which included holding a public outreach session and using tools such as public postings and social media.



Client Reference: Lucy Hakobian, Community Services Director | 626.403.7392 | lhakobian@southpasadenaca.gov

Project Start/Completion: April 2024 – Ongoing

1020 EL CENTRO STREET MIXED-USE SITE DEVELOPMENT

Kimley-Horn provided CEQA services for the development of 22,032 square feet of ground floor commercial retail uses and 108 residential units in the Mission Street Specific Plan zoning district. The project also also include two levels of subterranean parking for 251 parking spaces.

845 EL CENTRO STREET MIXED-USE SITE DEVELOPMENT

Kimley-Horn provided CEQA services for the development of 6,100 square feet of commercial uses and 60 residential units northwest of the Metro Gold Line light rail, including an air quality assessment, greenhouse gas emissions assessment, and noise and vibration assessment.

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C. PROJECT UNDERSTANDING

PROJECT UNDERSTANDING

The **City of South Pasadena** (City) is pursuing a transformative project along two key corridors: Fremont Avenue and Huntington Drive. Currently, these corridors do not have advanced technology equipment or bicycle facilities. Fremont Avenue and Huntington Drive play an important role in providing access to residential buildings and local commercial businesses. Therefore, improving the facilities is essential to increase non-motorist use and promote walkability for its residents and businesses.

The goal of the Huntington Drive and Fremont Avenue Corridor Improvements Project is to develop a more multi-modal and user-friendly environment, which integrates bicycle, pedestrian, and technology enhancements to create forward-thinking and community-focused corridors.

However, the existing conditions of these corridors present notable challenges for the community. The corridors lack adequate facilities for bicyclists and many pedestrian facilities are not ADA-compliant alongside numerous intersecting driveways. In addition, many residents have voiced concerns about their adjacent local streets being used as cut-through routes. To alleviate these concerns, especially during peak hours, the City is looking to upgrade signal communication equipment and signal timing. The City has put in tremendous effort to determine the feasibility of improvements along the corridors and secured funding to make these improvements a reality.

The project corridors will connect to bike networks in other agencies and within the City of South Pasadena. There are existing Class III bike routes along El Centro Street and Class II bike lanes along Marengo Avenue. The City is proposing Class II bike lanes north of Columbia Street and also has plans for future bike facilities that intersect with the Project, such as Class III bike routes at Bank Street and Oak Street as well as a Class I bike path along the Edison easement. The location of these existing and proposed bike facilities along with the Project corridors are shown in the **Bicycle Interconnectivity Map** on the following page.

In 2024, the City completed a Design Report summarizing findings from public outreach with recommendations of speed management measures for Fair Oaks Avenue, Fremont Avenue, and Huntington Drive. In addition, the City has acquired funding through Metro's Measure M (MAT) and Measure R programs. Measure M focuses on pedestrian and bicyclist infrastructure, while Measure R provides funding for vehicular travel by focusing on geometric changes.

FREMONT AVENUE AND HUNTINGTON DRIVE INTERSECTION SUMMARIES

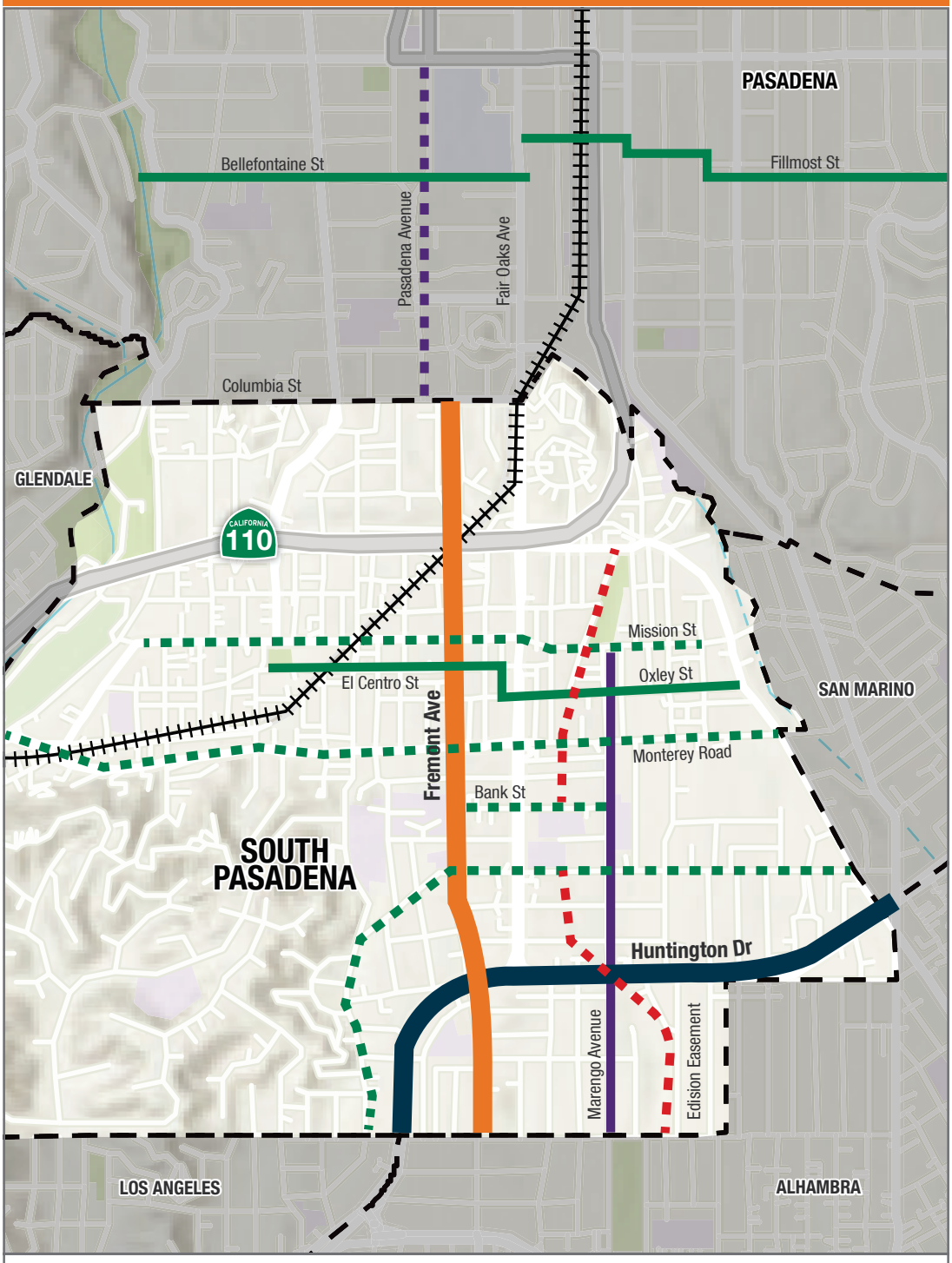
Table 1 and **Table 2** summarize the improvements that have been previously explored by the City through the 2024 Design Report, Measure M funding agreements, Measure R funding agreements, and neighboring agencies for Fremont Avenue and Huntington Drive, respectively.

Fremont Avenue is a vital North-South arterial street, extending approximately 9,500 feet in length. Its width ranges from 36 feet at Columbia Street on the northern edge of the City to 48 feet at Alhambra Road to the south. The segment features one lane in each direction with a two-way-left-turn-lane and parking along both sides. **Table 1** (see pages 26-28) lists the signalized intersections and unsignalized pedestrian crossings throughout the corridor.

Huntington Drive is another high-volume arterial street that runs East-West, stretching approximately 8,000 feet from Alhambra Road to Garfield Avenue. The street accommodates three lanes in each direction, separated by an 18-foot-wide raised concrete median, with parking permitted on both sides. Similarly, **Table 2** (see pages 29-30) lists the signalized intersections and unsignalized pedestrian crossings throughout the corridor.

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Exhibit 1. Bike Interconnectivity Map



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Huntington Drive and Fremont Avenue Corridor Improvements Project



Measure M Elements Legend:

1. Bike facilities, bike routes, bike boxes, bike detection systems
2. Curb ramp improvements, curb extensions
3. High visibility crosswalks
4. Advanced warning signage for smooth transition, median island installations
5. Enhanced pedestrian crossing features including flashing beacons
6. Street fixtures (e.g., bus benches, trash receptacles, and bus shelters)
7. Median modification to install bike facilities and provide refuge island areas for safer crossings

Measure R Elements Legend:

8. Intersection geometric design improvements
9. ITS improvements
10. Median improvements
11. Signing and striping improvements
12. Investigate traffic signal improvements (e.g., adaptive traffic control systems, poles, mast arms ADA upgrades, firmware/ controller upgrades, video/infrared detections for all approaches, incident management cameras)
13. Conduct traffic analysis for the different peak periods to develop optimized signal timing charts and system timing
14. Install conduits and fiber-optic cables connecting City Hall and the Public Works Yard to the future traffic signal communication hub at City Hall

Table 1: Fremont Avenue Intersection Summary

Cross Street	Type	Shared Jurisdiction	Transit Routes	Field Observations 8/3	2024 Design Report	Measure M (Focuses on Pedestrian and Bicyclist Infrastructure)	Measure R (Focuses on Vehicle Travel and Geometric Changes)
Columbia Street	Signalized	Pasadena	-	 ▪ 30 MPH Speed Limit Sign ▪ Non-ADA Curb ramps ▪ Police speed cameras along corridor	▪ Narrow street by widening East sidewalk for a shared-use path ▪ Bulb-outs at SW and SE corners	1 2 3 4 5	8 9 10 11 12 13 14
Buena Vista Street	Stop-controlled on minor street	-	-	 ▪ Flashing beacon	▪ Narrow street by widening East sidewalk with vegetated swale ▪ Install raised pedestrian refuge islands and crosswalks at North and South legs ▪ Bulb-outs at NW and SW corners	1 2 3 4 5	-
Foothill Street	Stop-controlled on minor street	-	-	-	-	1 2 3 4 5	8 10 11 14
Grevelia Street	Signalized	Metro	Metro A Line	 ▪ Pedestrian access restricted on Northeast corner		1 2 3 4 5	8 9 10 11 12 13
Magnolia Street	Unsignalized pedestrian crossing	-	-	-	-	1 2 3 4 5	-
Monterey Road	Signalized	-	-	▪ Existing outdated signal equipment	-	1 2 3 4 5	8 9 10 11 12 13 14

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Huntington Drive and Fremont Avenue Corridor Improvements Project



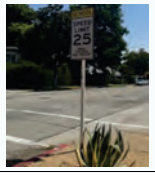
Measure M Elements Legend:

1. Bike facilities, bike routes, bike boxes, bike detection systems
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7. Median modification to install bike facilities and provide refuge island areas for safer crossings

Measure R Elements Legend:

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13. Conduct traffic analysis for the different peak periods to develop optimized signal timing charts and system timing
14. Install conduits and fiber-optic cables connecting City Hall and the Public Works Yard to the future traffic signal communication hub at City Hall

Table 1: Fremont Avenue Intersection Summary (cont.)

Cross Street	Type	Shared Jurisdiction	Transit Routes	Field Observations 8/3	2024 Design Report	Measure M (Focuses on Pedestrian and Bicyclist Infrastructure)	Measure R (Focuses on Vehicle Travel and Geometric Changes)
Mission Street	Signalized	-	Metro Line 258	 ▪ Existing bulb outs at NE and NW corners ▪ Class III Bike facilities along El Centro ▪ Tree roots warped sidewalk on Northwest leg	▪ Remove right-turn only lanes ▪ Raised Intersection ▪ Artistic paving ▪ Relocate bus stops to be in line with LA Metro Nextgen Bus Plan ▪ Incorporate a two-way cycle track along the East sidewalk	1 2 3 4 5 6	8 9 10 11 12 13 14
El Centro Street	Signalized	-	-	 ▪ East side of street adjacent to Fremont Center theatre has limited pedestrians from jay-walking and installed six (6) of these signs to use signalized crosswalk	-	1 2 3 4 5	8 9 10 11 12 13 14
Oxley Street	Unsignalized pedestrian crossing	-	-	 ▪ In Road Warning Lights at Crosswalk with non ADA compliant curb ramps	-	1 2 3 4 5	-
Lyndon Street	Unsignalized pedestrian crossing	-	-	 ▪ School signage with white basic crosswalk, will need to change crosswalk color due to MUTCD requirements. ▪ Mid block crossing has zero signage warning vehicles that pedestrians can cross	-	1 2 3 4 5	-

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Huntington Drive and Fremont Avenue Corridor Improvements Project



Measure M Elements Legend:

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2. Curb ramp improvements, curb extensions
3. High visibility crosswalks
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5. Enhanced pedestrian crossing features including flashing beacons
6. Street fixtures (e.g., bus benches, trash receptacles, and bus shelters)
7. Median modification to install bike facilities and provide refuge island areas for safer crossings

Measure R Elements Legend:

8. Intersection geometric design improvements
9. ITS improvements
10. Median improvements
11. Signing and striping improvements
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13. Conduct traffic analysis for the different peak periods to develop optimized signal timing charts and system timing
14. Install conduits and fiber-optic cables connecting City Hall and the Public Works Yard to the future traffic signal communication hub at City Hall

Table 1: Fremont Avenue Intersection Summary (cont.)

Cross Street	Type	Shared Jurisdiction	Transit Routes	Field Observations 8/3	2024 Design Report	Measure M (Focuses on Pedestrian and Bicyclist Infrastructure)	Measure R (Focuses on Vehicle Travel and Geometric Changes)
Bank Street	Signalized	School Zone	-	 ▪ 5-minute loading zone next to school that will need to be maintained for safety	▪ Reduce crossing distance ▪ Raised crossings ▪ Incorporate a two-way cycle track along the East sidewalk	1 2 3 4 5	8 9 10 11 12 13 14
Rollin Street	Signalized	School Zone	-	 ▪ Existing basic crosswalk ▪ Existing outdated signal equipment	▪ Reduce crossing distance ▪ Raised crossings ▪ Incorporate a two-way cycle track along the East sidewalk	1 2 3 4 5	8 9 10 11 12 13 14
Oak Street	Signalized	School Zone	-	-	▪ Reduce crossing distance ▪ Raised crossings ▪ Incorporate a two-way cycle track along the East sidewalk	1 2 3 4 5	8 9 10 11 12 13 14
Maple Street	Unsignalized pedestrian crossing	-	Metro Line 258	-	▪ Narrow the street to two lanes ▪ Incorporate a two-way cycle track along the East sidewalk ▪ Eliminate center turn lanes ▪ Integrate left-turn pockets ▪ High visibility crosswalks ▪ Bus-only lanes ▪ Bike parking at bus stops	1 2 3 4 5	-
Alhambra Road	Signalized	Alhambra	Metro Line 258	▪ Yellow truncated domes	▪ Narrow the street to two lanes ▪ Incorporate a two-way cycle track along the East sidewalk ▪ Raised pedestrian crossing ▪ Deter large vehicles from utilizing Fremont as a cut-through truck route	1 2 3 4 5 6	12 13 14

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Huntington Drive and Fremont Avenue Corridor Improvements Project



Measure M Elements Legend:

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11. Signing and striping improvements
12. Investigate traffic signal improvements (e.g., adaptive traffic control systems, poles, mast arms ADA upgrades, firmware/controller upgrades, video/infrared detections for all approaches, incident management cameras)
13. Conduct traffic analysis for the different peak periods to develop optimized signal timing charts and system timing
14. Install conduits and fiber-optic cables connecting City Hall and the Public Works Yard to the future traffic signal communication hub at City Hall

Table 2: Huntington Boulevard Intersection Summary

Cross Street	Type	Shared Jurisdiction	Transit Routes	Field Observations 8/3	2024 Design Report	Measure M (Focuses on Pedestrian and Bicyclist Infrastructure)	Measure R (Focuses on Vehicle Travel and Geometric Changes)
Alhambra Road	Signalized	Alhambra	-	▪ 40 MPH speed limit	-	1 2 3 6 7	12 13 14
Maple Street	Unsignalized pedestrian crossing	-	Metro Line 179	 ▪ Pedestrian crossing has median refuge	▪ Change the parallel parking to 60-degree, back-in-angled parking ▪ Raised pedestrian and bicycle crossings along west approach ▪ Install Class IV bike lanes on north and south side	1 2 3 4 5 6	-
Fremont Avenue	Signalized	-	Metro Line 179	 ▪ Most store fronts face parking lots, not street ▪ ADA curb ramps are in poor condition	▪ Implement a frontage road between Fremont Ave and Fair Oaks Ave along the south side of the intersection ▪ Install Class IV bike lanes on north and south side	1 2 3 6 7	8 9 10 11 12 13 14
Fair Oaks Avenue	Signalized	-	Metro Line 179	-	▪ Protected bike lanes ▪ Narrow travel lanes ▪ Install trees ▪ Bulb-outs at all four corners ▪ Raised crossings ▪ Install Class IV bike lanes on north and south side	1 2 3 6 7	12 13 14
Marengo Avenue	Signalized	-	Metro Line 179	-	-	1 2 3 6 7	12 13 14

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Huntington Drive and Fremont Avenue Corridor Improvements Project



Measure M Elements Legend:

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2. Curb ramp improvements, curb extensions
3. High visibility crosswalks
4. Advanced warning signage for smooth transition, median island installations
5. Enhanced pedestrian crossing features including flashing beacons
6. Street fixtures (e.g., bus benches, trash receptacles, and bus shelters)
7. Median modification to install bike facilities and provide refuge island areas for safer crossings

Measure R Elements Legend:

8. Intersection geometric design improvements
9. ITS improvements
10. Median improvements
11. Signing and striping improvements
12. Investigate traffic signal improvements (e.g., adaptive traffic control systems, poles, mast arms ADA upgrades, firmware/ controller upgrades, video/infrared detections for all approaches, incident management cameras)
13. Conduct traffic analysis for the different peak periods to develop optimized signal timing charts and system timing
14. Install conduits and fiber-optic cables connecting City Hall and the Public Works Yard to the future traffic signal communication hub at City Hall

Table 2: Huntington Boulevard Intersection Summary (cont.)

Cross Street	Type	Shared Jurisdiction	Transit Routes	Field Observations 8/3	2024 Design Report	Measure M (Focuses on Pedestrian and Bicyclist Infrastructure)	Measure R (Focuses on Vehicle Travel and Geometric Changes)
Fletcher Avenue	Signalized	-	Metro Line 179	-	▪ Convert west end of Pine Street into a public green space/pocket park ▪ Install Class IV bike lanes on north and south side	1 2 3 6 7	12 13 14
Wayne Avenue/ Electric Avenue/ Pine Street	Unsignalized pedestrian crossing	-	Metro Line 179	-	▪ Reduce crossing distance with raised median pedestrian refuge and/or installing bulb-outs ▪ Look into widening existing median from 18 feet to 26 feet ▪ Install Class IV bike lanes on north and south side	1 2 3 6 7	-
Court Avenue	Unsignalized pedestrian crossing	-	Metro Line 179	▪ Yellow truncated domes	▪ Install eastbound to southbound right turn lanes ▪ Narrow street with cycle track on South side ▪ Install Class IV bike lanes on north and south side	1 2 3 6 7	-
Garfield Avenue	Signalized	San Marino, Alhambra	Metro Line 179	-	-	1 2 3 6 7	12 13 14

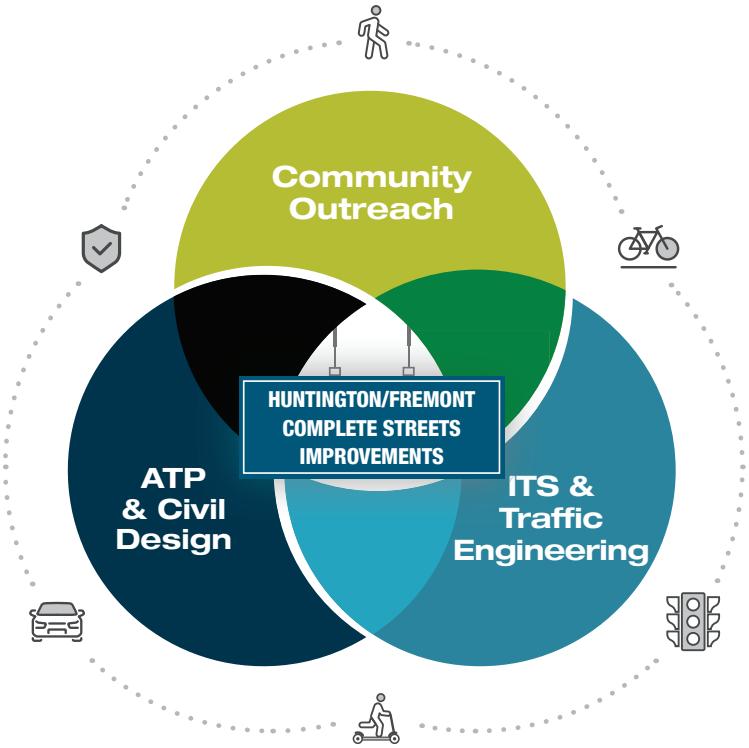
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Huntington Drive and Fremont Avenue Corridor Improvements Project

PROJECT APPROACH

TEAM INTEGRATION

Our design approach begins with an integration of key project disciplines. This project begins with planning and conducting community outreach. Our approach is rooted in conducting community outreach in-house so that the information shared with the public comes directly from the practitioners responsible for developing and implementing the designs. In turn, this allows those designing the project to hear first-hand from the community, understand their priorities, and deliver project designs with a meaningful impact.



The project calls for the integration of civil, roadway, traffic, and landscape architecture disciplines to create a cohesive project design. Our selected team members are local and committed to doing work which promotes the advancement of South Pasadena. Given our team's long history of working together, we know how to coordinate design decisions among disciplines to create not only functional but beautiful designs. Our firm's culture of working in-person promotes a collaborative environment where ideas can be workshopped, plans can be refined, and context-sensitive solutions can be established. The City is a important partner in this workshopping process; we see opportunity to conduct over the shoulder reviews as we develop concepts and refine the design.

MEANINGFUL COMMUNITY OUTREACH

Community outreach is a process rooted in listening, developing context-sensitive solutions, and collaborating with the public to identify a preferred alternative. The purpose of having practitioners lead outreach events, rather than consultants specialized solely in outreach, is to integrate the community into the design process. We understand the importance of being flexible and diversified in our approach to outreach. This means that creating opportunities to participate both in-person and virtually will be vital to receiving a wide cross-section from community members. Additionally, integration of accessible methods for participation such as multi-lingual translation and interpretation services may be considered where appropriate. We have had great success with informing the public of the scope of the project and taking them through a series of interactive activities to identify their priorities and understand their location specific concerns along project corridors. We have been able to identify activities which translate between in-person and virtual platforms seamlessly so that one participation method is not favored over another. Kimley-Horn has an interactive map tool called **PublicCoordinate**, which has been valuable to collecting feedback throughout the duration of projects and offers those unavailable to attend meetings an outlet to provide feedback. In some of our projects we've received 200+ comments in PublicCoordinate, which helped to complement the feedback received during meetings. We are also prepared to work alongside the City to identify key stakeholder groups, such as businesses, which may be benefit from briefings in smaller settings, helping to build relationships and get more specific input.



ADDRESSING BARRIERS TO IMPLEMENTATION

Design requires a thoughtful strategy, thinking several steps ahead and prioritizing critical path items first. We understand that following gaining consensus around a preferred alternative, certain areas of the design process, such as utilities can often be barriers to implementing projects. After many visits to each of the project corridors, we understand where utilities are prevalent and how they can be proactively addressed. We've completed several projects in the San Gabriel Valley have had experience successfully coordinating with utility providers in the area. Our designs consider the real-world field conditions of these corridors, thinking beyond what is placed on the paper and what could come up as potential contractor questions. Our ability to translate between engineering design and construction implementation will be critical to successfully implementing this project. One of the key tenets of our approach is

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creatively applying design standards to simplify the construction process. Additionally, we value field work, and with an office less than 9 miles away from the project corridors, it is easy to mobilize and meet in the field to address questions and avoid any unnecessary delays. In the following section on **Critical Project Elements**, we have identified specific barriers to implementation based on our field visit, knowledge of the project scope, and experience working on similar projects. We have proactively identified solutions that can help eliminate barriers as early as possible.

IN-HOUSE SYNCHRONIZATION TECHNOLOGY

We will monitor corridor performance using mobile source data (cell phones and other connected devices) to evaluate current conditions and conditions after project implementation. These will be reported using travel time data, as this typically varies by time of day, day of week, whether there are travel time disruptions, how severe those disruptions are, and what times congestion typically peaks. This will help us determine the effectiveness of our synchronization efforts.

We collected travel time data along the corridor using our in-house program **TractionTravel**, starting from August 12, 2025, at 2:00 PM and concluding on August 19, 2025, at 7:00 PM for the eastbound direction (Figure 1) and westbound direction (Figure 2) for Huntington Drive and the northbound direction (Figure 3) and southbound direction (Figure 4) of Fremont Avenue. All corridors experience increased travel times between 7-9AM and 3-6PM.

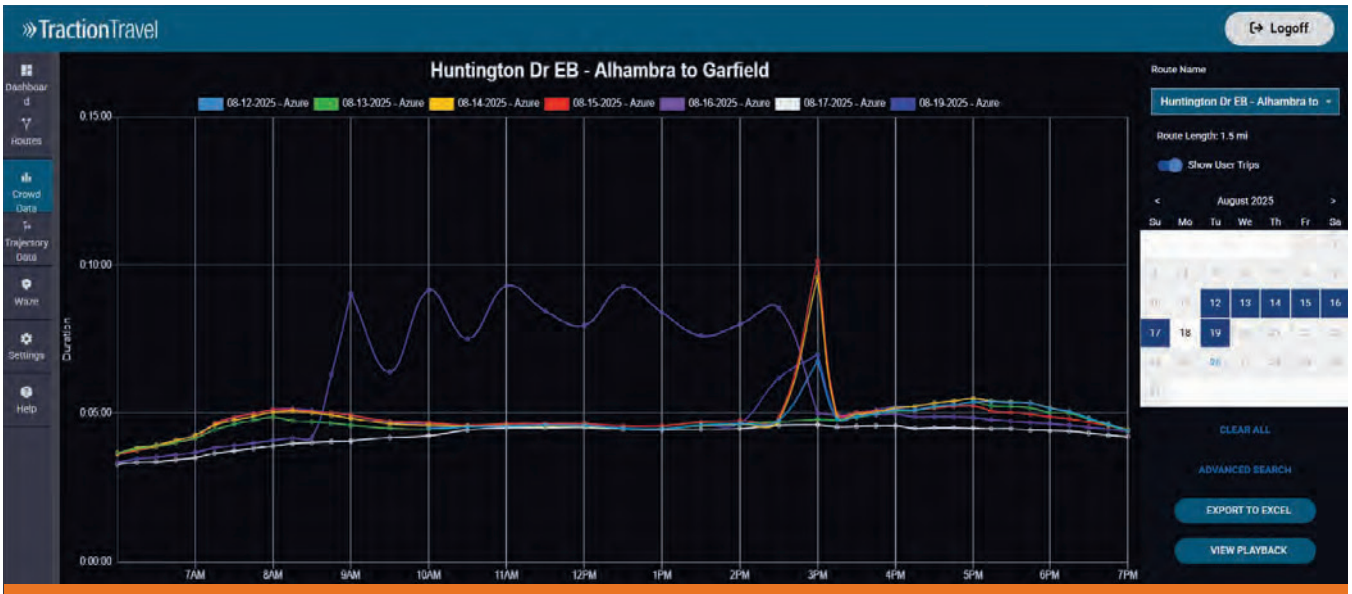


Figure 1. Huntington Drive Eastbound

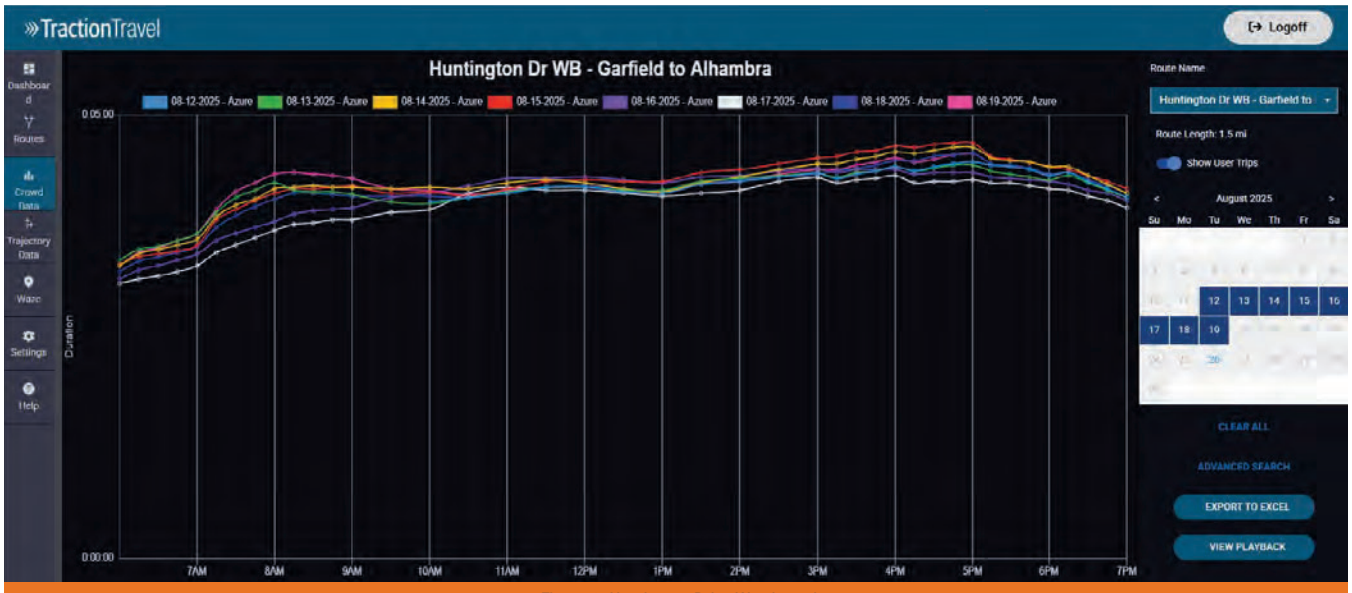


Figure 2. Huntington Drive Westbound

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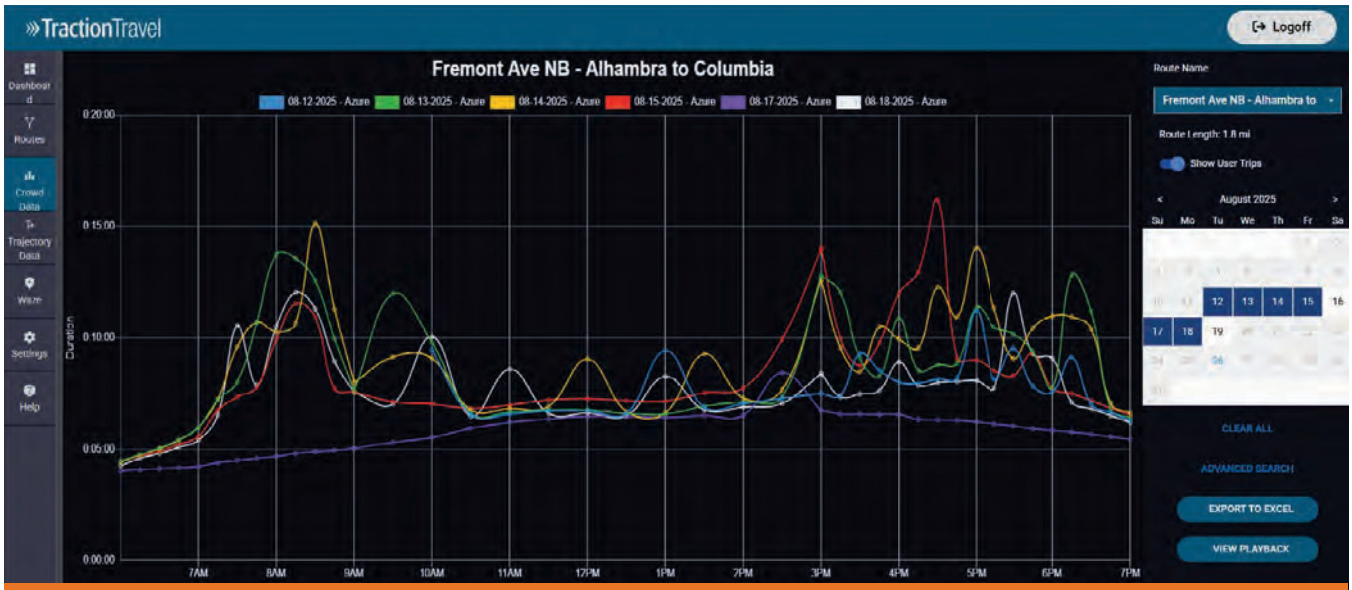


Figure 3. Fremont Avenue Northbound

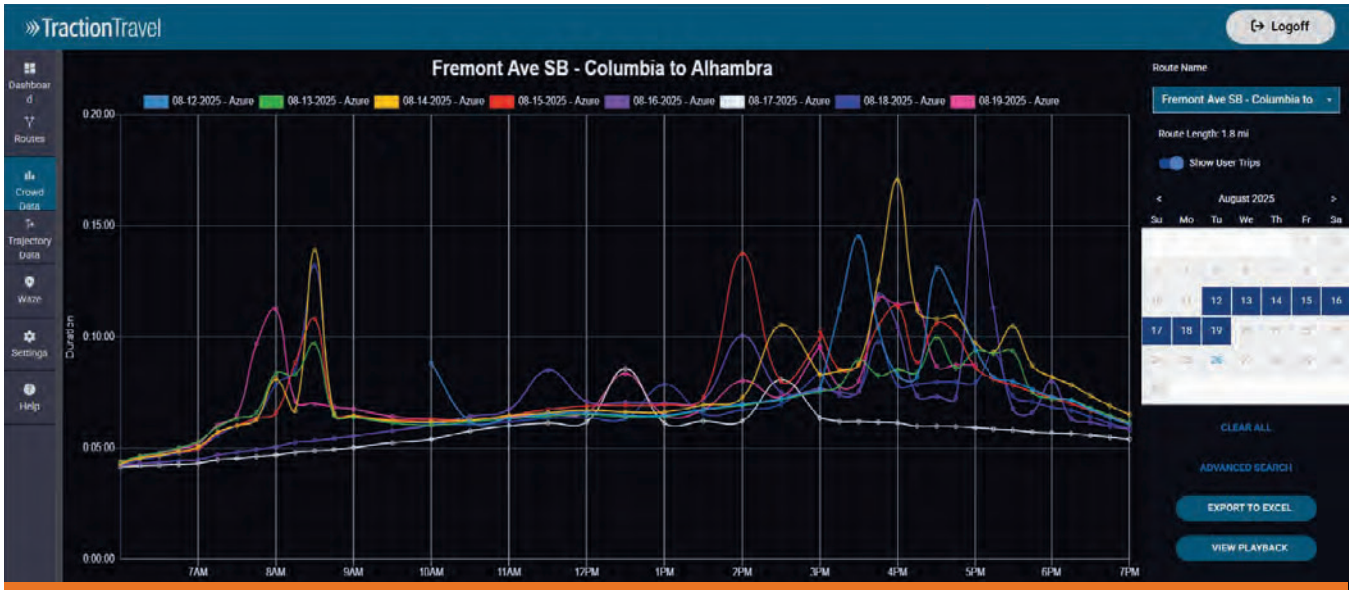


Figure 4. Fremont Avenue Southbound

The eastbound average travel time along Huntington Drive is just under 5 minutes. An interesting observation is the peak in travel time at 3PM. This can be due to school pick-up times. In addition, on Saturday August 16th, there were more varied travel times. This can be due to unexpected events, such as collisions or police activity. The westbound average travel time shows no major irregularities.

The northbound and southbound average travel time along Fremont Avenue shows peaks in the data that show some reliability issues with the travel time. The signals can be better synchronized in order to increase reliability. This data will be used to compare against data obtained after synchronization upgrades have been made.

CONCEPTUAL DESIGN AND CROSS-SECTIONS

We have developed **Exhibit 2: Conceptual Design and Cross Sections** to show the existing conditions of Fremont Avenue and Huntington Drive to understand potential constraints and opportunities which have been considered in our approach to planning, outreach, and design. Multiple 3D renderings have been developed at Colombia Street, Grevelia Street, and Fremont Avenue/Huntington Drive/Fair Oaks Avenue to display how the improvements may look once implemented. Cross sections show the lane configurations of these different alternatives and their approximate curb-to-curb width. This visual corridor planning tool allows us to analyze technical details while establishing continuity throughout both corridors.

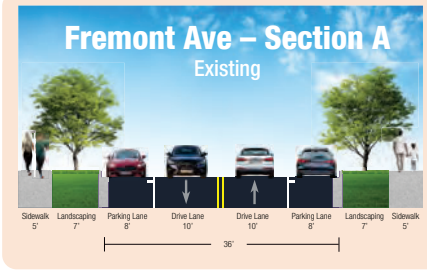
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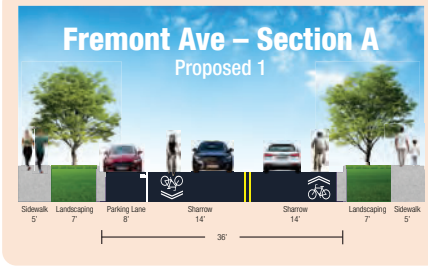
Exhibit 2. Conceptual Design and Cross Sections (Fremont Avenue - Section A)

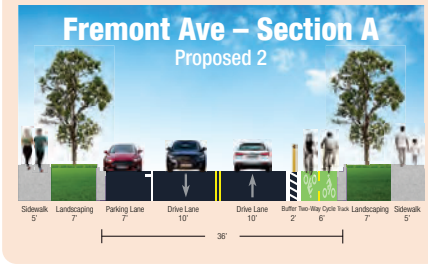






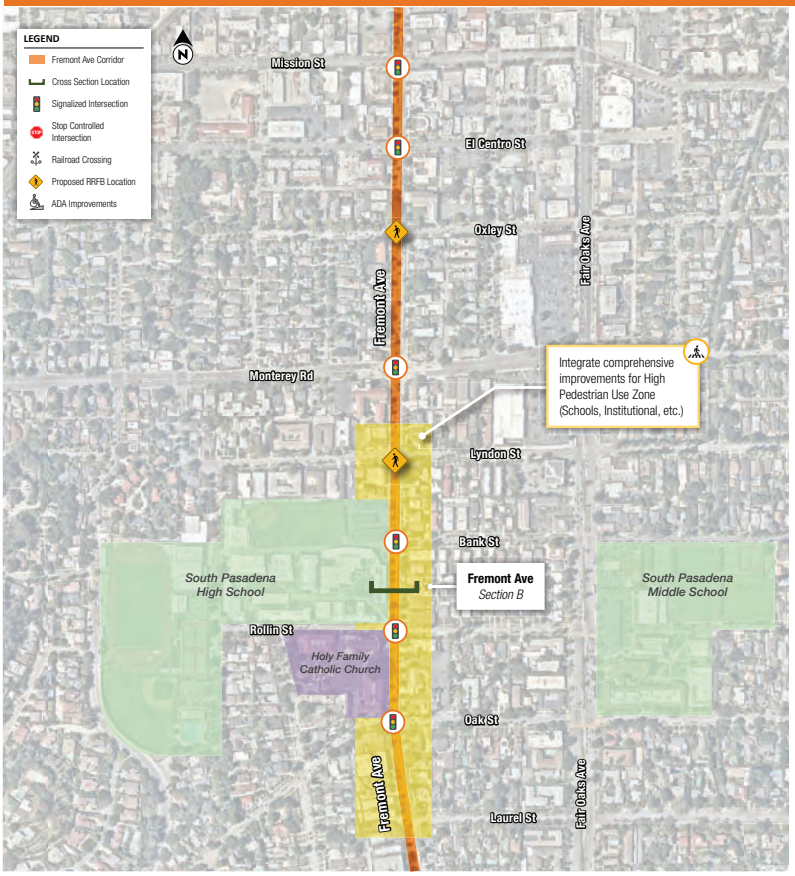


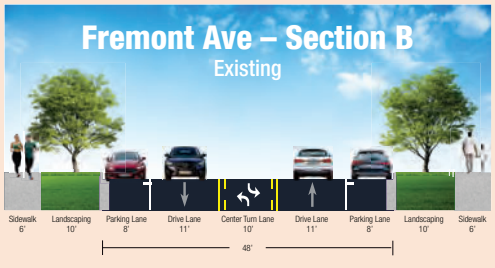


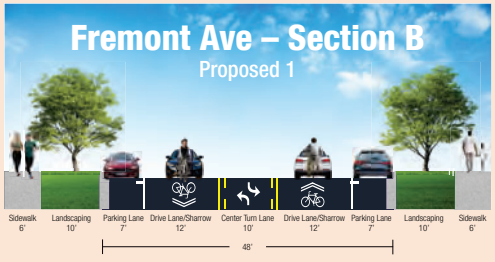


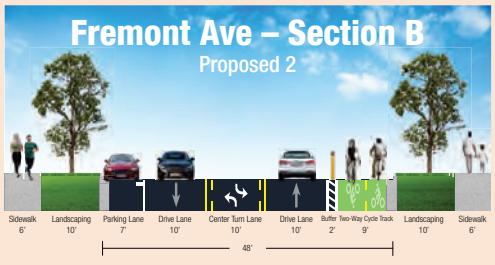
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Exhibit 2. Conceptual Design and Cross Sections (Fremont Avenue - Section B)









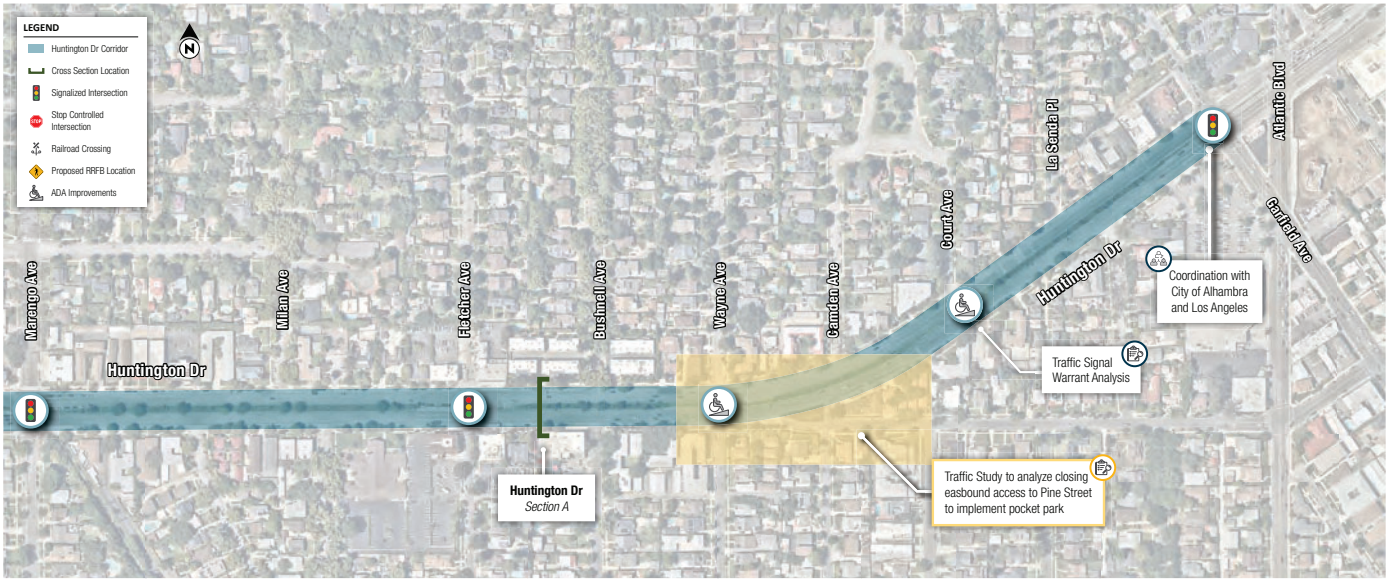
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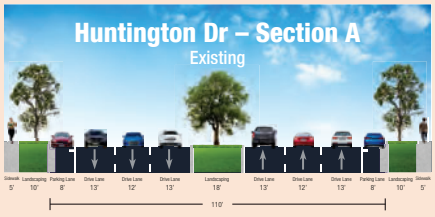
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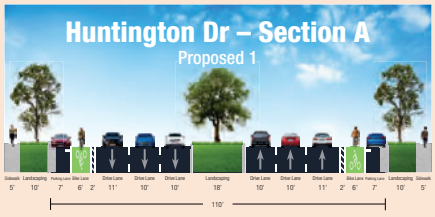


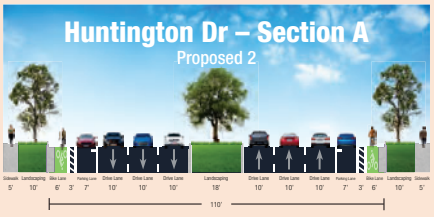
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Exhibit 2. Conceptual Design and Cross Sections (Huntington Drive - Section A)









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CONSTRUCTABILITY

Constructability is the single most important quality of a design package. Our designs consider the real-world field conditions of these corridors, thinking beyond what is placed on the paper and what could come up as potential contractor questions. One of the key tenets of our approach is creatively applying design standards to simplify the construction process. Our ability to translate between engineering design and construction implementation will be critical to successfully implementing this project.

CRITICAL PROJECT ELEMENTS

Based on our previous experience delivering on similar projects, our team has identified anticipated challenges and provided our approach to resolve them and meet the Project's schedule.

Challenge #1: Funding Source Compliance

Approach: Coordinate frequently with LA Metro and Implementing Agency.

1. Submit invoices and reimbursements consistent and compliant with the multiple funding sources.
2. Be on top of what exactly the funding covers and include those in our construction documents.

Challenge #2: Commercial Vehicle, Bicycle, and Pedestrian Conflicts

Approach: Develop innovative bicycle treatments to the roadway.

1. Maintain clear sightlines are clear particularly around driveways, so commercial vehicles can see cyclists and pedestrians from a distance. Existing sightlines can be improved by trimming existing overgrown bushes near conflict points or replacing them with lower-growing options.
2. Paint roadway surface graphics with vibrant green bicycle paint at bicycle lane/driveway crossings to notify cyclists and drivers where the paths intersect. Signing and striping will also direct users to use the road in a safe manner.
3. Use "daylighting" a restriction that prevents parking near intersections.
4. Installing street and pedestrian lighting, especially at key conflict locations, will make vulnerable road users visible at night.

Challenge #3: Pedestrian/Bicycle/Vehicle/Bus Conflicts

Approach: Draw off previously successful designs with bicycle lanes and transit stops to comfortably accommodate cyclists and Metro bus transit users alike.

1. Consider bus islands for either the Class II or Class IV options, routing bicycle traffic between bus stops and sidewalks.
2. Mitigate bikes/right-turning vehicle conflicts by considering designs such as signing/striping, bike signals, protected intersections, and "daylighting."
3. Consider combined bike lane/bus waiting areas bulb outs, as pictured below.



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Challenge #4: Safety and Access

Approach: Create a safe roadway for all modes of transportation, while maintaining access to commercial and industrial properties along the corridor.

1. Use only striping to separate bicycle lanes from traffic in front of and around driveways, leaving access paths open.
2. Provide advanced warning signage along the corridor for drivers, alerting them of the presence of bike lane.
3. Design fully protected intersections with additional bulb-outs on the North Segment to provide additional pedestrian protection at curb returns and shorten crossings.

Challenge #5: Drainage and Low Impact Development (LID)

Approach: Develop innovative drainage solutions to maintain existing drainage patterns where possible, while maintaing optimal multimodal transportation operations.

1. Construct Class II or Class IV bicycle facilities at grade with existing gutter, using median curb with curb cuts for separation from street. This design maintains flow lines along the existing curb and limits impacts to existing storm drain inlets, while also limiting the need for additional storm drain infrastructure.
2. Reconfigure drain grates to have slats perpendicular to the bike lane, avoiding wheels getting caught in grates. At-grade catch basins can also be modified to curb inlet openings at locations where feasible.

Challenge #6: Truck and Emergency Vehicle Access

Approach: Work closely with the City fire and police departments develop design that allows emergency vehicles circulation and access.

1. Provide a mountable curb or median along Class IV bike lanes to accommodate emergency vehicles that infrequently use the corridor while still managing the average driver.
2. Install turn wedges and/or breakaway bollards to control the separation between the everyday driver and bicyclists, while still being able to accommodate larger vehicles where necessary.

Challenge #7: Future Maintenance

Approach: The Kimley-Horn team will incorporate considerations of maintenance into our design decisions and value engineering process.

1. Discuss future maintenance responsibilities and concerns with the City early during the planning phase.
2. Bulb-outs and buffered bicycle lanes will require maintenance commitments by the appropriate City divisions and need to be considered for to guarantee success of the project for years to come. For example, the width of the bikeway and available street sweeping vehicles will need to be coordinated to prevent buildup of debris in the bikeway.
3. Accessibility to existing utilities will also be a consideration, and any adjustments/relocations to the current conditions will need to be coordinated with the respective utility agencies.

Challenge #8: Utility Impacts and Certification

Approach: Locate utilities early, identify conflicts, begin agency coordination early, and complete utility certifications.

1. Obtain readily available as-built plan from agencies.
2. Communicate frequently with utility companies along the corridor to coordinate utility relocation. Coordinate with them closely to confirm location/ownership of existing facilities, prior rights, and resolve utility conflicts prior to bid advertise to avoid potential delays during construction.

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CRITICAL PROJECT ELEMENTS TABLE

In addition to these eight challenges, we have summarized other critical elements in the table below:

Huntington Drive and Fremont Avenue Corridor Improvements Project			
Critical Project Element	**Potential Project Impact**	**Kimley-Horn's Mitigation Strategy**	**Benefit to the City**
Environmental Document Escalation to an Environmental Impact Report (EIR)	Schedule Delay Cost Increase	Maintain flexibility in the design around cultural, air quality, noise, and traffic-sensitive areas. Coordinate and plan for construction activities to occur during daytime hours and following City and air district standards. Pivot as needed between civil and striping improvements to avoid subsurface impacts while maintaining the project's vision.	***Deliver the project without requiring significant design rework.***
Community Reception of Project	Schedule Delay Funding Delay	Organize public meetings in "Open House" style with multiple stations for discussion. Include business owners along the corridor.	***Hear all sentiments of the community and not allow a few voices to commandeer the meeting and influence attendees.***
Consistent Outreach	Schedule Delay Cost Increase	Provide a uniform approach with advanced tools for community outreach and stakeholder engagement.	***Engage critical stakeholders to inform important design decisions to progress the design.***
Construction Cost Escalation	Cost Increase Funding Delay	Assess Value Engineering opportunities such as alternate pavement rehabilitation and proposed sections as well as reduced utility and ROW impacts.	***Reduce escalation of dollars needed to fund construction improvements.***
Project Startup and Document Review	Cost Increase Schedule Delay	Leverage project knowledge obtained in PA&ED phase, such as traffic model, corridor design constraints and environmental constraints, and mitigation requirements.	***Begins immediate coordination with stakeholders without the need for extensive document review time.***
Community Impacts During Construction	Schedule Delay Funding Delay	Develop a construction phasing approach that minimizes impacts to the community, such as requiring the contractor to maintain private property access at all times.	***Minimize negative public feedback associated with construction activities.***

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PROJECT SCOPE

Kimley-Horn will provide the services specifically set forth below.

The project limits are defined as two corridors within the City of South Pasadena, California. The first on Huntington Drive from Alhambra Road to Garfield Avenue on approximately 9,500 linear feet of roadway. A second on Fremont Avenue from Alhambra Road to Columbia Street on approximately 8,000 linear feet of roadway.

TASK 1: PROJECT MANAGEMENT

TASK 1.1: KICK-OFF MEETING

Kimley-Horn will schedule an in-person project kick-off meeting with the City to discuss the scope of work, project schedule, establish communication protocols, review project constraints, and request project standards such as title block and as-built plans for the project. The City will identify appropriate City staff that should attend the meeting. Kimley-Horn will prepare an agenda to send before the meeting and send meeting minutes with action items following the meeting.

Deliverables

- One (1) Meeting Agenda and Meeting Minutes with Action Items in PDF Format

TASK 1.2: PROGRESS AND SUBMITTAL MEETINGS

Kimley-Horn will coordinate and attend bi-weekly progress meetings with City staff and stakeholders. We anticipate up to 30 progress meetings for the project duration with half in-person and half virtual. Kimley-Horn will prepare agendas and meeting minutes to be distributed to attendees. An action items list and a status of project deliverables will be updated and made available for progress meetings.

Kimley-Horn will schedule up to four (4) review meetings following the completion of the 30%, 60%, 90%, and 100% PS&E Submittals. We have budgeted for these to be in-person meetings to review the plans with City staff and stakeholders.

Deliverables

- Up to 30 Meeting Agendas and Meeting Minutes with Action Items in PDF Format

TASK 1.3: THIRD-PARTY AGENCY COORDINATION MEETINGS

Kimley-Horn will schedule and attend up to 40-1 hour virtual meetings for coordination with City departments, Caltrans, LA Metro, CPUC, LA County, neighboring cities, and other relevant third-party agencies. The intended outcome of the meetings will be to review project design considerations for LA Metro bus stops, A Metro A Line rail crossing, PS&E Design Plans, along with receiving design approval from neighboring cities where the project extents will be in a shared jurisdiction intersection. Kimley-Horn will prepare agendas, meeting minutes, and action items to be distributed to attendees.

Deliverables

- Up to 40 Meeting Agendas and Meeting Minutes with Action Items in PDF Format

TASK 1.4: PROJECT SCHEDULE

Kimley-Horn will prepare a Project Schedule with scope of work tasks, subtasks, project milestones, and agency review periods for project submittals. The schedule will be monitored during progress meetings. Kimley-Horn will notify the City of potential schedule delays and recommend options as appropriate. The schedule will be updated monthly to reflect actual progress and targeted progress on major milestones throughout the duration of the project.

Deliverables

- Project Schedule (Updated Monthly During Progress Meetings) in PDF Format

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TASK 1.5: PROJECT REPORTING, INVOICING, AND FUNDING ADMINISTRATION

Kimley-Horn will prepare monthly invoices at the end of each month throughout duration of the project. Monthly invoices will follow City procedures for project reporting and billing, along with requirements set by LA Metro as the funding agency.

Kimley-Horn's subconsultant, **Avant-Garde**, will assist the City in the preparation of the Quarterly Progress/Expenditure Report as well as expenditure reimbursement to submit to funding agencies (LA Metro). Project controls monthly progress reports, monthly invoices, and tracking funding requirements will be set up and monitored once monthly.

Deliverables

- Monthly Invoices and Quarterly Reports in PDF Format

TASK 2: EXISTING CONDITIONS AND DATA COLLECTION

TASK 2.1: REVIEW EXISTING DOCUMENTATION

Kimley-Horn will review readily available record drawings and relevant studies from the City of South Pasadena and adjacent cities. Kimley-Horn will use the existing records, studies, and plans to identify the implementation of the various recommended designs within the project limits. In the event of a conflict between the documents, Kimley-Horn will work with the City to determine the appropriate design.

TASK 2.2: SITE OBSERVATION

Kimley-Horn will send up to two (2) team members to the field to conduct a visual site observation with the City. The observation will include an evaluation of the existing conditions relative to the current standards and proposed improvements. The notes made and photos taken during the observation will be referenced as part of the design.

Deliverables

- Field Notes and Photos in PDF and JPG Format

TASK 2.3: TOPOGRAPHIC SURVEY

Kimley-Horn's surveying subconsultant, **Calvada Surveying, Inc. (Calvada)** will provide a design level topographic survey extending through the project limits to establish horizontal and vertical controls at 50-foot intervals. The survey will extend 50 feet outside of the City right-of-way within adjacent private parcels and 100 feet into cross streets. The survey control, survey features, and utility items to be shown are as follows:

Survey Control:

- The vertical control will be based on the North American Vertical Datum of 1988 (NAVD 88). A local municipal or Los Angeles County benchmark will be used.
- The horizontal control will be based on the California State Plane Coordinate System of 1983 (NAD 83).
- The survey will establish existing and proposed controls including centerline, street geometrics, and right-of-way throughout project limits.

Survey Features:

- The survey will be prepared using aerial photography. Supplemental observations will be taken at 50-foot street cross sections of the adjacent roads and compiled with the photogrammetric data to create the final deliverable. Spot elevations will be at back of walk/sidewalks, top of curbs, flow lines, gutter edges, driveway aprons, local depressions, and handicap ramps. The survey will be prepared to provide 1-foot contour intervals.
- Spot elevations to determine the water flow of adjacent streets and catch basins that terminate or commence offsite and flow within the project limits.
- Location of signing and striping within the project limits.
- Location of trees over 6 feet in height, regardless of caliper, within the project limits.

Utilities:

- Location, elevation, size, and type of visible above ground utilities within the site.
- Flow line invert elevations and sizes of drain inlets, sanitary sewer, and storm drain manholes adjacent to the site unless bolted down.

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Right-of-Way Mapping (Land Net Base):

- Research and investigation in the City of South Pasadena and County of Los Angeles to obtain available surveys, plats, and record maps. We will compile a record Land Net Base for the project area, showing street right-of-way and centerlines for Huntington Drive and Fremont Avenue, and intersecting streets. Right-of-way will be based on existing record documents.

Calvada will prepare the Topographic Survey on full-size, 24 inch by 36 inch sheets at 1"= 40' scale using AutoCAD, plotting the survey notes and electronic mapping files.

Deliverables

- Field Notes and Photos in JPG or PDF Format
- Draft and Final Topographic Survey in CAD and PDF Format

TASK 2.4: UTILITY COORDINATION, BASE MAPPING, AND PERMIT APPLICATIONS

Kimley-Horn will obtain an initial list of existing utilities within the project limits using DigAlert and the City's Database. Kimley-Horn will prepare Utility "A" Letters on behalf of the City to send to utility companies within the project limits. The Utility "A" Letters will include a project description and request utility record maps to understand utilities within the project limits.

Kimley-Horn will track the date, contact person, phone number, and the documents received from utility companies in a Utility Coordination Matrix. This matrix will be updated and provided to the City to provide a status update of utility information received. To document the existing utility conditions within the project area, Kimley-Horn will develop a Utility Base Map using survey information, field inventory, record drawing information, and underground utility maps provided by utility owners.

Kimley-Horn will prepare Utility "B" Letters to reflect the proposed improvements and to verify the locations of facilities as incorporated into the Utility Base Map. Potential conflicts will be identified, and follow-up will be conducted to resolve the conflicts or to coordinate relocation requirements. The matrix will be updated to capture this coordination.

Following the 90% submittal, Kimley-Horn will prepare Utility "C" Letters to notify the owners and coordinate the utility contract documents in circumstances where facility adjustments and/or relocations are required. The matrix will be updated to capture utility coordination.

Kimley-Horn will provide coordination and permitting support services to assist with utility-related permits required for the Project. We will Engage with the City and applicable utility agencies to identify required permits, submittal requirements, and review timelines.

We will work to compile and submit permit applications for utilities impacted by the project. This task assumed no new engineering design, utility relocation design, or detailed construction drawings will be required to prepare the applications.

Application and permit fees are excluded and will be paid directly by the City.

Services will be performed up to a maximum of 50 labor hours. Any additional efforts beyond this limit will be provided as additional services and require prior written authorization from the City.

Deliverables

- Draft, Revised, and Final Utility Base Map in CAD and PDF Format
- Utility A Letter, Utility B Letter, Utility C Letter in Word and PDF Format
- Utility Coordination Matrix in Excel and PDF Format
- Permit applications and supporting documentation in PDF Format

TASK 2.5: GEOTECHNICAL INVESTIGATION AND INFILTRATION TESTING

Kimley-Horn's geotechnical subconsultant, **Geotechnical Professionals Inc. (GPI)**, will provide the following geotechnical services:

Field Exploration

GPI proposes to perform a total of 12 pavement cores and borings within the two project corridors to document the thickness of the pavement and aggregate base within the existing pavement section and to classify and sample the pavement subgrade soils. Two additional borings will be drilled at the proposed locations for shallow stormwater infiltration structures/basins.

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The 12 proposed explorations within the existing streets will be drilled to depths of approximately 10 feet below grade using truck-mounted hollow stem auger drilling equipment. The two borings drilled for the stormwater infiltration structures will be advanced to depths of approximately 10 to 15 feet below grade using hand auger equipment. The borings will be advanced to the proposed depths unless refusal is encountered at a shallower depth.

GPI will obtain relatively undisturbed drive and bulk samples of representative soils from the borings for laboratory observation and testing. The borings will be logged in the field by our representative, backfilled with the soil cuttings, and capped with quick set grout or asphalt cold patch.

Field Infiltration Testing

Two infiltration test wells will be installed and tested at the approximate locations provided by the City. The test well depths are anticipated to be shallow (3 to 5 feet below existing ground surface). The associated borings adjacent to each well location will be advanced to a depth of approximately 10 feet below the planned depth of infiltration. It is assumed no access agreements will be required to conduct the borings or infiltration tests.

The field infiltration testing will be performed in general accordance with County of Los Angeles guidelines for borehole infiltration test procedures. If conditions are encountered that may change the planned infiltration depth, such as encountering fine-grained soils or groundwater at the planned infiltration depths, we will contact the City prior to installing the test wells to collaborate on alternative test depths.

The wells will be adequately saturated before running the infiltration test. The test will consist of filling the well with water and measuring the drop in water level with time (falling-head). Depending on the soil types and infiltration rates initially measured, the process may require two successive days.

After testing, we will remove the well casing and backfill the holes with the on-site soils. It is assumed that excess soils cuttings can be disposed of onsite and will not need to be drummed. Additional fees will be required if the soil cuttings are required to be drummed and disposed of offsite.

Encroachment Permit and Traffic Control

For the proposed pavement coring and boring locations within the existing streets, an Encroachment Permit will be applied for and obtained from the City of South Pasadena. Traffic Control Plans will be prepared and submitted along with the Encroachment Permit application. Traffic control services during coring and drilling of borings within the street right-of-way will also be provided.

We have assumed that the two explorations for subsurface stormwater infiltration structures will be outside of vehicle traffic areas and the street right-of-way such that a separate encroachment permit nor traffic control will be required.

USA Notification

Prior to performing our subsurface explorations, we will perform a field reconnaissance to mark the planned exploration and observe the site for evidence of geotechnical issues. We will notify underground service alert (Dig Alert) of our planned locations at least 72 hours prior to drilling. A reasonable attempt will be made during field exploration to avoid utility line conflicts. However, our scope of work does not include time for the repair and/or replacement of utility lines that may be accidentally broken and/or damaged by our drilling activities that is not the result of our negligence.

Geotechnical Laboratory Testing

Our laboratory-testing program will be aimed at evaluating moisture and density, index, and pavement support characteristics. The exact scope of the laboratory program will depend on the soil conditions encountered during our field exploration. However, for planning purposes, we have considered the following types of tests:

- Moisture and Density: 26
- Percent passing No. 200 Sieve: 8
- Maximum Dry Density/Optimum Moisture Content: 1
- R-Value: 2
- Soil Corrosivity Screening: 2

Geotechnical Analyses and Report

GPI will review the data from our field exploration, infiltration testing, laboratory testing, and other nearby subsurface data, and conduct engineering analyses. GPI will prepare a geotechnical investigation report that will include project and site descriptions, the results of the field,

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laboratory, and engineering evaluations and provide geotechnical recommendations and conclusions pertaining to the design and construction of the planned improvements. The report will include a site plan, logs of the field explorations, results of the infiltration testing, and tabularized laboratory test results. Our report will provide recommendations, as necessary for:

- Asphalt concrete and portland cement concrete pavement sections for traffic indexes (TI) designated by the City of South Pasadena.
- Pavement section and repair methodologies for a 10-year life expectancy
- Earthwork criteria, including temporary excavations, subgrade preparation and stabilization, utility trench backfill, traffic signal pole foundations, and compacted fills
- Concrete hardscape and associated subgrade support
- Stormwater infiltration at the locations tested
- 2022 CBC Soil Site Class and remaining CBC seismic design parameters, to be confirmed by the Project Structural Engineer
- Foundation type and design parameters for minor structures (including allowable bearing pressure, minimum size, and settlement for shallow foundations)
- Lateral earth pressures (active, passive, and at-rest) and coefficient of friction
- Evaluation of soil corrosivity potential with respect to steel and concrete

Assumptions

- The Geotechnical Analyses do not include evaluation of geologic-seismic hazards

Deliverables

- Draft and Final Geotechnical Report in PDF Format

TASK 3: CONCEPTUAL DESIGN DEVELOPMENT

TASK 3.1: CONCEPTUAL DESIGN PLANS

Kimley-Horn will prepare up to two (2) conceptual design alternatives for each project corridor based on prior City planning documents and suitable community outreach. The designs will show existing conditions and proposed lane configuration cross sections. Kimley-Horn will analyze the alternatives on a conceptual level for high-level impacts to vehicle capacity, topography, bicycle facilities, pedestrian access, transit facilities, traffic signal upgrades, fiber optic improvements, landscaping, utility improvements, and estimate of probable construction cost.

These two concepts will be refined through City and community feedback, leading to a final concept selection. The final design may incorporate elements from multiple concepts and be ready for advancement to Preliminary Engineering (30% PS&E) Phase without major revisions.

Kimley-Horn will address two (2) rounds of consolidated comments revised concurrently during the Community Outreach and Public Engagement process.

Deliverables

- Draft and Final Conceptual Design Plans in PDF format

TASK 3.2: BASIS OF DESIGN MEMORANDUM

Kimley-Horn will summarize the conceptual design alternatives and analysis in a “working” Basis of Design Memorandum. The Basis of Design Memorandum will provide a project understanding, description of the proposed improvements, outline key design standards and design exceptions, and interpretation of the design standard as applied to the Project’s local context.

Kimley-Horn will use the conceptual design alternatives and Basis of Design Memorandum to facilitate community outreach meetings with stakeholders and seek approval of a design alternative from the City.

Kimley-Horn will address two (2) rounds of consolidated comments revised concurrently during the Community Outreach and Public Engagement process.

Deliverables

- Draft and Final Basis of Design Memorandum in PDF format

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TASK 4: COMMUNITY OUTREACH AND PUBLIC ENGAGEMENT

Kimley-Horn will lead community outreach efforts on behalf of the City by assisting with guidance on technical questions, preparing graphics and materials, and attending meetings and events.

TASK 4.1: COMMUNITY OUTREACH PLAN

Kimley-Horn, in collaboration with the City, will prepare a Community Outreach Plan that will be integrated with the design process to allow for incorporation of feedback received during the community outreach and public engagement process. The plan will include a summary of outreach materials, event dates, and an outline for the engagement process.

This task assumes up to one round of consolidated comments following the first submittal.

Deliverables

- Draft and Final Community Outreach Plan in PDF format

TASK 4.2: COMMUNITY OUTREACH TOOLS AND MATERIALS

Kimley-Horn will work with the City to develop project branding and collateral materials. Materials will be made available in print and electronic formats for easy access and dissemination on the City webpage and other online resources.

- **Branding** – In collaboration with the City, project branding will be developed. Once branding is established, it will be used on outreach resources to help create project identity and awareness. Branding will include one PowerPoint template, one (1) fact sheet template, and one (1) Microsoft Word template. This task assumes one round of consolidated comments.
- **PublicCoordinate** - Interactive Project Map (Added Value) – Kimley-Horn will prepare an interactive map with of the project corridor showing the existing and proposed design features. Kimley-Horn will export the results of the feedback received into a comment log to identify key stakeholder concerns to be implemented into the project design. This task assumes up to two (2) revisions will be provided on the Interactive Map during project development.
- **Stakeholder Database** – The team will assist with providing to the City's stakeholders database, including new contacts generated through public engagement activities and received comments. This database will be maintained throughout the project life cycle and be available to the City.
- **Meeting Notices and Meeting Materials** – Kimley-Horn will prepare notices that will consist of traditional and digital formats, such as direct mailers, flyers, electronic mail, and e-communication toolkits. Agendas, presentations, sign-in sheets, public comment cards, directional signage, and other miscellaneous materials will feature project branding for continuity and public recognition.

Deliverables

- Draft and Final Project Branding Documents (one [1] PowerPoint template, one [1] fact sheet template
- Interactive Project Map Link and Comment Log (exported monthly) in Excel Format
- Stakeholder Database (exported monthly) in Excel Format
- Up to four (4) sets of Notices and Meeting Materials (Email Communications, Flyers, Agendas, Presentations, Displays, and Sign-In Sheets) in Electronic Format

TASK 4.3: IN-PERSON COMMUNITY OUTREACH

Kimley-Horn will work with City staff to host up to four (4) in-person community outreach meetings to introduce the project and collect feedback from project stakeholders and the public on the conceptual design alternatives. The Kimley-Horn team will summarize the received input, discuss with City staff, and note design decisions on the plans.

Deliverables

- Up to four (4) Community Outreach Summary's with meeting notes, attendance sheets, and photos in PDF and JPEG format

TASK 4.4: PWIC AND CITY COUNCIL MEETINGS

Kimley-Horn will work with City staff to present at up to two (2) City Public Works Infrastructure Commission (PWIC) for feedback and comments. Kimley-Horn will incorporate feedback and decisions on the conceptual design alternatives.



Kimley-Horn will work with City staff to present at up to two (2) City Council meetings for the design alternative selection and provide project updates. Kimley-Horn will incorporate feedback and decisions to prepare the next phase of the project.

Deliverables

- Up to four (4) presentations for meetings in PPT and PDF format

TASK 5: PROJECT APPROVAL AND ENVIRONMENTAL DOCUMENT (PA&ED)

TASK 5.1: PROJECT DESCRIPTION

Kimley-Horn will identify and compile the relevant background data, define the aspects of the project description for the purposes of environmental analysis, discuss the schedule for environmental review, and identify anticipated discretionary actions. Upon receipt of the various project information, Kimley-Horn will prepare a project description for City review.

This task assumes up to one round of consolidated comments following the first submittal.

Deliverables

- Draft and Final Project Description in PDF format

TASK 5.2: TRAFFIC CORRIDOR STUDY

Kimley-Horn's qualified subconsultant, **Counts Unlimited Inc.**, will collect Turning Movement Counts (TMC), Average Daily Traffic (ADT) counts, and parking utilization data to support the Traffic Corridor Study.

- Thirty (30) 24-hour ADTs on one typical weekday and one typical weekend: 20 between Huntington Drive and Fremont Avenue and 10 on parallel or adjacent streets within the project area
- Seventeen (17) 12-hour TMCs one typical weekday and one typical weekend conducted at major intersections on Huntington Drive and Fremont Avenue
- Parking Utilization Inventory snapshots once during morning, midday, and evening on one typical weekday and one typical weekend along Huntington Drive and Fremont Avenue

Kimley-Horn will use the existing timing sheets and field-reviewed data collected to create a Synchro 11 Model to analyze the intersection Level of Service (LOS) of the project corridors. The model will analyze signalized intersections and street segments for pre- and post-implementation of bicycle facilities and potential lane reductions will be conducted under the following scenarios:

- Existing
- Existing + Project
- Future
- Future + Project

The Synchro Model will also examine the following specific considerations to evaluate their feasibility:

- **Fremont Avenue and Buena Vista** – right turn only lane removal, Traffic Signal Warrant Analysis
- **Fremont Avenue and Mission Street** – right turn only lane removal
- **Huntington Drive between Fremont Avenue and Fair Oaks Avenue**
  - » Lane capacity and turning movement analysis to remove free right-turn lane on Fair Oaks Avenue southbound onto Huntington Drivr
  - » Lane capacity analysis for one-way and two-way frontage road on Huntington Drive between Fremont Avenue and Fair Oaks
- **Huntington Drive and Electric/Wayne/Pine** – close EB Pine Street
- **Huntington Drive and Court Avenue** – Traffic Signal Warrant Analysis

Kimley-Horn will prepare a Traffic Corridor Study to analyze the existing roadway segments, lane configurations, and pedestrian facilities.

- The study will analyze the feasibility of implementing Class II, III, or IV bicycle lanes through the project corridors.
- A Safety Benefit Analysis will be conducted to estimate a reduction in collisions over a 20-year period and estimated benefit to cost ratio.
- A Parking Utilization Study will be conducted to understand the existing and future need for on-street parking and the feasibility of proposed lane configurations.



This task assumes up to one round of consolidated comments following the first submittal.

Deliverables

- Draft and Final Traffic Corridor Study in PDF format

TASK 5.3: DRAINAGE AND WATER QUALITY EXHIBIT

Kimely-Horn will perform a proposed conditions hydrology analysis. Tributary areas within and tributary to the proposed improvements will be delineated based on the topographic survey of the project limits along with existing storm drain infrastructure obtained from available record documents provided by the City. Tributary areas within the project limits will be considered "on-site" sub-basins and all other tributary areas will be considered "off-site" areas. In locations where there is an upstream inlet from the project improvements, it will be assumed that the inlet is full capture and there are no bypass flows from that inlet into the project limits. This task does not include an existing hydrology analysis.

Based on the proposed improvements, Kimley-Horn will identify up to fifteen (15) locations for proposed water quality treatment. The proposed water quality treatment locations and types will be based on geotechnical investigation recommendations and follow the Los Angeles County Low Impact Development (LID) Manual. The initial drainage analysis and water quality treatment locations will be prepared on a strip map exhibit at 1"=100' scale with the following data:

- Color-coded proposed drainage delineation and tributary area tabulation with associated flow rates
- Existing storm drain infrastructures and proposed adjustments/improvements
- Conceptual storm drain improvements or modifications
- Water quality treatment requirement summary tabulation per tributary area
- Water quality treatment options per tributary area prioritizing infiltration, capture and reuse, or a combination of both, based on site-specific conditions

This task assumes up to one round of consolidated comments following the first submittal.

Deliverables

- Draft and Final Drainage and Water Quality Exhibit in PDF format

TASK 5.4: TREE INVENTORY REPORT AND MAP

Kimley-Horn's biological subconsultant, **Hamilton Biological Consulting**, will provide a tree inventory of the project site once the preliminary design of the improvements is finalized. Hamilton will conduct a field survey of the trees within the project limits and will summarize the tree inventory including identifying tree trunk diameters and heights.

Deliverables

- One (1) Final Tree Inventory Report and Map in PDF Format

TASK 5.5: CATEGORICAL EXEMPTION (CE) MEMORANDUM

Based on the proposed improvements, Kimley-Horn anticipates that the project would qualify for a California Environmental Quality Act (CEQA) Categorical Exemption (CE), such as Class 1 or 4 exemption, or be Statutorily Exempt with the City as the lead agency.

If the above technical analysis/reports indicate that no impacts would occur and an exemption is appropriate, Kimley-Horn will prepare a memorandum supporting the appropriateness of a CE as the environmental documentation to support the project. The memorandum will include the project description prepared in Task 5.1, summary findings of the technical analysis/reports, and citations to the CEQA guidelines.

It is also possible that the project would be exempt under Senate Bill (SB) 288 and 922, which exempts various transportation projects, such as pedestrian and bicycle facilities projects, from CEQA. If SB 288 or 922 applies to the project, the project would be found not to have a significant impact on the environment and be statutorily exempt from the requirements of CEQA to prepare environmental documents, so long as the project meets the criteria detailed in Section 21080.25 (c) of the California Public Resources Code (PCR).

If an alternative is developed that includes more extensive environmental analysis and review, an Initial Study/Mitigated Negative Declaration (IS/MND) and associated Mitigation Monitoring and Response Plan (MMRP) may be required. If an IS/MND or MMRP is required, Kimley-Horn can perform these for additional scope and fee to be negotiated later.

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Kimley-Horn will prepare and file the Notice of Exemption (NOE) for the project to the State Clearinghouse via CEQANet and the County Clerk.

This task assumes up to one round of consolidated comments following the first submittal.

Assumptions

- This assumes no federal nexus (i.e., National Environmental Policy Act (NEPA) or Caltrans Technical Environmental Reports) is required
- This task assumes no Initial Study/Mitigated Negative Declaration (IS/MND) or Mitigation Monitoring and Response Plan (MMRP) is required

Deliverables

- Draft and Final Categorical Exemption Memorandum in PDF format
- Submittal of NOE with the State Clearinghouse and County Clerk

Table 1 - Drawing Sheets List

Drawing Name	Scale	No. of Sheets	30%	60%	90%	100%
General Sheets						
Title Sheet with Legend	N/A	1	✓	✓	✓	✓
General Notes	N/A	1		✓	✓	✓
Key Map	1"=100'	1	✓	✓	✓	✓
Survey Plans						
Horizontal Control	1"=40'	8		✓	✓	✓
Civil and Roadway Plans						
Demolition Plans	1"=40'	8		✓	✓	✓
Pavement Plans	1"=40'	8		✓	✓	✓
Roadway Plans	1"=40'	16	✓	✓	✓	✓
Roadway Profiles	Varies	16		✓	✓	✓
Typical Sections and Details	1"=10'	6	✓	✓	✓	✓
ADA Ramps, Driveway, & Alley Details	Varies	20		✓	✓	✓
Bus Shelter Schematic Plans	Varies	1	✓	✓	✓	✓
Utility Plans						
Utility Plans	1"=40'	8	✓	✓	✓	✓
Utility Details	1"=10'	2		✓	✓	✓
Drainage and LID Plans						
Drainage Plans	1"=20'	5	✓	✓	✓	✓
Drainage Details	1"=10'	2		✓	✓	✓
Bioswale/Bioretention Plans	1"=20'	5	✓	✓	✓	✓
Bioswale/Bioretention Details	1"=10'	2		✓	✓	✓
Erosion Control Plans	1"=40'	8		✓	✓	✓
Traffic						
Striping and Signage Plans	1"=40'	8	✓	✓	✓	✓
Striping and Signage Details	1"=10'	2		✓	✓	✓
Traffic Signal Plans	1"=20'	18		✓	✓	✓

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Table 1 - Drawing Sheets List						
Drawing Name	**Scale**	**No. of Sheets**	**30%**	**60%**	**90%**	**100%**
Fiber Optic Communication Plans	1"=40'	8		✓	✓	✓
Network and Splicing Diagrams	Varies	4		✓	✓	✓
Street Lighting						
Street Lighting Plans	1"=40'	8	✓	✓	✓	✓
Street Lighting Details	1"=10'	2		✓	✓	✓
Photometric Plan	1"=100'	4		✓	✓	✓
Wiring Diagram & Details	1"=10'	8		✓	✓	✓
Landscape						
Landscape Plans	1"=40'	8	✓	✓	✓	✓
Landscape Details	1"=10'	2		✓	✓	✓
Irrigation Plans	1"=40'	8		✓	✓	✓
Irrigation Details	1"=10'	2		✓	✓	✓
Total Sheets	200					

TASK 6: PRELIMINARY ENGINEERING (30% PS&E)

Upon the selection and approval of the preferred Conceptual Design Alternative, Kimley-Horn will prepare Preliminary Engineering Plans (30% PS&E) for the project. The Plans will show existing right-of-way, existing and proposed alignment of curbs, sidewalks, driveways, striping, bus stops, and centerlines on the appropriate plans. The designs will be prepared in accordance with City Standards, Caltrans Standard Plans, Standard Plans for Public Works Construction (SPPWC), and the CAMUTCD on 24" x 36", full-size sheets, using AutoCAD 2024 or later.

It is assumed that specifications will not be provided at the 30% submittal. It is assumed that a total of 67 plan sheets will be developed to a 30% level as shown in Table 1. The plan descriptions below outline the contents of 100% plans and not all elements will be incorporated into the 30% submittal.

Title Sheet

The title sheet will show the project title, City project number, a vicinity map, a location map, the project design team, list of utility companies within the project limits and their contacts, and sheet index.

General Notes

The general notes sheet will show a standard plans list, hatching/linetype/symbol legend, abbreviations, notice to contractors, assessor's parcel number tables, and City general notes, and construction notes.

Key Map

The key map sheet will show a map of the corridor and show the corridor limits covered on each of the civil plan sheets.

Survey Control

The survey control sheet will provide centerline establishment notes, horizontal and vertical control points, centerline stationing, station equations, line and curve information, record angles, distances between monuments/established points, and basis of bearings. The plans will identify private right of entries along with temporary construction required to construct the proposed improvements.

Typical Sections

The typical section sheet will show up to four cross-sections typical to station ranges along the corridor. The sheets will include construction notes and dimensions showing the proposed roadway improvements including the pavement limits, medians, right-of-way, and curb and gutter, sidewalks, landscaping. The cross-sections will note the existing and proposed pavement structural sections and cross-slopes.

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Street Improvement Plans

The street improvement plans will show plan views, profile views as needed, and include proposed civil improvements topographic elevations, public right-of-way line, bus stop signage, shelters, and street furniture, fire hydrants, trees, sidewalks, driveway and alley approaches, survey monuments and benchmarks, typical sections, construction details, and pavement rehabilitation.

Bus Shelter Schematic Plans

Kimley-Horn will develop a Bus Shelter Schematic Design for one bus shelter design that may be used at bus stop locations within project limits. Kimley-Horn will prepare up to three bus shelter concepts using a 3D rendering program. For each concept, one sheet will be developed, including (i) sketches and precedent imagery, (ii) elevations, and (iii) perspective renderings. This will include an evaluation matrix and narrative discussion of the benefits and drawbacks of each concept.

Once a preferred design is selected, we will prepare a Concept Schematic Plan with precedent imagery, a narrative description of the concept, overview of key design principles as expressed by the City, and plan, elevation, and perspective views. The Concept Schematic Plan will be incorporated in the technical specifications to be used by the contractor to procure the construction documentation and specifications for installation.

Landscape Plant Palette and Schematic

A landscape plant palette and schematic will be developed for the project limits based on our experience in bikeway design and green infrastructure that meets City Standards.

Pedestrian-Level Lighting Plans

The lighting plans will include general notes, a plan view of existing street and pedestrian lights, proposed street and pedestrian lights, points of connections, conduit runs, and construction notes, circuit diagram details, street light pole details, voltage drop calculations, and pedestrian light pole details. This task assumes that pole locations will be based off typical City or County spacing standards.

Traffic Signal Modification Plans

The traffic signal modification plans will include a plan view of the existing and proposed traffic signal equipment, including controller cabinets, service connections, traffic signal standard poles, vehicle and pedestrian signal heads, pull boxes, conduit, loop detection, and signage. Construction notes, dimensioning, phase diagrams, signal standard schedules, and conductor schedules will be included. Kimley-Horn will utilize as-built street improvement, striping, traffic signal, plans provided by the City for preparation of base plans, along with the proposed civil plans being prepared as part of this project and field notes. Plans shall show both existing and proposed equipment as well as design consideration for temporary signals during construction activity.

Signing and Striping Plans

The signing and striping plans will include a plan view of the existing and proposed signing, striping, pavement marking, curb painting, and placement of traffic signs. Construction notes, dimensioning, sign legends, and striping details will be included. Kimley-Horn will utilize as-built street improvement, striping, traffic signal, provided by the City for preparation of base plans, along with the proposed civil plans being prepared as part of this project and field notes.

Fiber Optic Communication Plans

The Fiber Optic Communication Plans will show the existing traffic signal poles, cabinets, pull boxes, copper signal interconnect, and proposed fiber optic improvements. Kimley-Horn will prepare fiber optic splicing diagrams and a network diagram for the proposed fiber optic improvements. The splice diagrams and network diagram will only show the 18 project intersections as improved on the Fiber Optic Communication Plans.

Opinion of Probable Construction Cost

Kimley-Horn will prepare an Opinion of Probable Construction Cost (OPCC) for the biddable construction items from the 30% preliminary engineering plans for value engineering purposes. Kimley-Horn will provide a quantity breakdown and supporting calculations will be provided for bid items that cannot be directly correlated to plans (e.g. earthwork, pavement volumes, concrete volumes).

Deliverables

- Preliminary Engineering (30% PS&E) Plans in PDF and CAD format
- Preliminary OPCC in Excel and PDF format

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TASK 7: FINAL ENGINEERING (60%, 90%, 100% PS&E)

The Kimley-Horn team will prepare Final Engineering Construction Documents for the proposed improvements. Kimley-Horn will produce the following deliverables at 60%, 90%, and 100% PS&E submittals for City review and comment. The plans will be prepared in accordance with City Standards, Caltrans Standard Plans, SPPWC, and the CAMUTCD on 24" x 36", full-size sheets, using AutoCAD 2024 or later.

In addition to the 30% plans, it is anticipated that an additional 133 plan sheets will be prepared as outlined below, for a total plan sheet count of 200 sheets as shown in Table 1.

Permitting time for any of the plans with shared jurisdictions will be used from Task 1.3. Any application and permit fees are excluded and will be paid directly by the City.

Civil Detail Plans

The civil detail sheets will include a construction details for up to 80 ADA curb ramps (1" = 5' Scale), up to 20 driveways/alleys (1"=10' Scale), and up to 5000 linear feet sidewalk upgrades (1"=10' Scale) alongside the roadway. The plan view will include station/offset/elevation callouts, line and curve tables, radii callouts, cross slopes, and dimensions. The plans will provide elevations at TC, FL, EG, EP, BCR, ECR, vertical and horizontal cross falls, elevations, and join elevations and details to private property, and follow to City standards.

Utility Relocation Plans

Using the mapped and documented utility data collected from Task 2.4, we will prepare up to 8 utility relocation plans. The plans will include plan and profile views of the existing and proposed connection utility name, type, size, depth, and other relevant details and two detail sheets to support the relocation of wet utilities within the project.

Drainage and LID Plans

Drainage and LID Plan Details will be provided for up to 5 catch basins relocations for storm drain pipe extensions including laterals to connect to the LID features along the project corridor. This task assumes up to 5 detail sheets for connection to LID features. Drainage plans will also include temporary stormwater pollution control plans and erosion control plans.

Irrigation Notes, Schedules, and Details

The notes sheet will cover text abbreviations, drawing convention symbols, and construction notes for irrigation installation requirements related to the project scope.

The irrigation schedules will show point of connection pressure loss calculations, Model Water Efficient Landscape Ordinance (MWELO) charts, and irrigation controller schedules. The irrigation details will depict irrigation equipment details, including controllers, master valves, flow sensors, pressure regulators, valves and quick couplers, and other minor equipment. Required irrigation crossovers will be shown on the CivilPlans and be referenced on the Irrigation Plans.

Irrigation Plans

The irrigation sheets will capture tree, shrub, and ground cover irrigation layout in the Class IV bike lane buffers, and trees in the sidewalks flanking the corridor. The plans will include a keymap and abridged irrigation legend with symbols, which correspond to the irrigation callouts and symbols on the legend sheet.

Landscape Notes, Plant Schedule, and Details

The note sheet will cover text abbreviations, drawing convention symbols, and construction notes for landscape installation requirements. The tree protection notes sheet will follow City guidelines and apply to all existing trees that may be impacted during construction. The one-page planting schedule will include each plant species used on the project, identifying the species botanical and common name, container size, water use, total quantity used on the project, and the corresponding planting detail reference. Species symbol type shown in the schedule will match the symbols shown on the plan sheets. The landscape details will depict tree planting and staking requirements for parkways, medians, and City standard tree wells. Details for shrub and ground cover species layout and planting requirements will also be included. Mulch depth, soil backfill requirements, fertilizer quantities, and other relevant subbase materials will be identified where applicable.

Landscape Plans

The planting sheets will capture tree, shrub, and ground cover planting parkway areas, and trees in the sidewalks flanking the corridor. The plans will include a keymap and abridged planting legend with symbols and abbreviated species names, which correspond to the plant species callouts and symbols on the sheet. Species will be identified with a text callout at least once per sheet, recording the species quantity in the vicinity.

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Opinion of Probable Construction Cost

Kimley-Horn will prepare an OPCC for the biddable construction items to be included with the 60%, 90%, and 100% submittals. Kimley-Horn will provide a quantity breakdown and supporting calculations will be provided for bid items that cannot be directly correlated to plans (e.g. earthwork, pavement volumes, concrete volumes).

Technical Specifications

Kimley-Horn will prepare technical specifications and bid schedule sections to be included in the project contract documents. The technical specifications will be developed in consistency with the City's Standard Specifications, Caltrans Standard Specifications, Caltrans Highway Design Manual, California Manual on Uniform Traffic Control Devices (CA MUTCD), SSPWC "Greenbook" APWA, and ITE Highway Capacity manual, with considerations for the latest Federal and State guidelines and requirements, including "Vision Zero Plan". The technical specifications will include a provision for the contractor to prepare and submit traffic control plans that define a detour closure approach to minimize traffic and pedestrian impacts and accommodate staged work requirements. The technical specifications, bid schedule, and contract documents will be developed consistent with City format. The City will provide a sample of the construction proposal form and contract agreement.

Hydrology and Hydraulics Study

Kimley-Horn will prepare a Hydrology and Hydraulics (H&H) Study per City criteria. This analysis will include calculation of the existing and proposed imperviousness within the project limits. Additional hydrology analysis of the existing conditions, beyond existing imperviousness calculations, are excluded from this task. Kimley-Horn will update the proposed hydrology analysis included in Task 5.3. Results of the proposed hydrology analysis will be summarized in the H&H Study text and included in the Study appendix.

Kimley-Horn will include a proposed hydraulic analysis to include street capacity calculations at select locations within the project limits and inlet calculations for locations where existing inlets are being relocated or modified and new inlets are proposed. Bentley FlowMaster software will be utilized for street capacity and inlet calculations. Where an existing storm pipe lateral cannot be utilized, the existing storm pipe size will be replaced or upgraded to meet minimum pipe size and material requirements. This task does not include hydraulic analysis or sizing of existing or proposed storm pipes.

Kimley-Horn assumes that the proposed flow rates from the project limits will be similar to existing flows and therefore, peak flow attenuation will not be required. If peak flow attenuation is determined to be required, it will be considered an additional task.

This task assumes draft and final submittals will be aligned with the 60% and 90% PS&E Submittals. This task assumes up to one round of consolidated comments following the 60% submittal, for a total of two (2) submittals to the City.

Deliverables

- One (1) Draft and Final Hydrology and Hydraulics Report in PDF format

Water Quality Management Plan (WQMP)

Kimley-Horn will develop designs that integrate LID and Green Streets principles, informed by site assessments and stakeholder input. Kimley-Horn will do final design of up to six (6) water quality treatment BMPs, based on locations selected in Task 5.3.

Kimley-Horn will prepare a LID narrative, exhibit, and calculations in accordance with Los Angeles County Low Impact Development (LID) Manual, prioritizing infiltration, capture and reuse, or a combination of both, based on site-specific conditions. Kimley-Horn does not anticipate large cisterns and pumping systems for the project improvements. This task assumes hydromodification requirements will not be required for this project.

This task assumes draft and final submittals will be aligned with the 60% and 90% PS&E submittals. This task assumes up to one round of consolidated comments following the 60% submittal for a total of two (2) submittals to the City.

Deliverables

- One (1) Draft and Final WQMP in PDF format

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Stormwater Pollution Prevention Plan (SWPPP)

Kimley-Horn will prepare a SWPPP report for the project improvements as required by the State Water Resources Control Board. Kimley-Horn will designate a staff member as the Qualified SWPPP Developer (QSD) for the project. This report will be based on signed topographic survey and will incorporate the erosion control plan and details for the construction site. Preparation of the SWPPP will include risk calculations that will further define the SWPPP requirement.

The SWPPP will address pollutants, sediment and non-storm water discharges. BMP's will be selected to reduce or eliminate pollutants from site discharge. Kimley-Horn will assist the City in data entry into the SMARTS system for the City's certification and processing of NOI to obtain Water Discharge Identification Number (WDID).

Kimley-Horn is not responsible for implementation of the SWPPP, BMP selections made in the field, stormwater sampling, or fees related to permitting. The effort for this task also assumes the Regional Water Quality Control Board (RWQCB) will not require any additional stormwater pollution prevention measures or processes beyond those required by the Construction Stormwater General Permit (CGP). This task does not include any site visits.

This task assumes draft and final submittals will be aligned with the 60% and 90% PS&E submittals. This task assumes up to one round of consolidated comments following the draft submittal.

Assumptions

- NOI Fees will be Paid by the City
- This task assumes that the project will be classified up to a Risk Level 2 site. Should the site be categorized as a Risk Level 3, additions to the SWPPP scope will be required
- The contractor will hire their own QSD and change of QSD will take place prior to construction.
- Dewatering activities will be excluded from the report.

Deliverables

- One (1) Draft and Final SWPPP in PDF format

60% PS&E Submittal

Upon City direction, Kimley-Horn will develop the 60% PS&E Submittal with the following subtasks:

- Kimley-Horn will update the plans based on a single consolidated set of comments provided by the City on the 30% PS&E Design Submittal.
- Kimley-Horn will prepare a 30% Comment Response Matrix to track comments received and their outcomes based on progress meetings.

The 90% PS&E design plans will be prepared and developed based on 30% PS&E design comments. The OPCC will be updated to reflect the comments, changes, and proposed improvements shown in the 60% design plans. Kimley-Horn will submit 60% plans, specifications, an OPCC, and design calculations for review and comment from the City.

Deliverables

- 30% Design Response Matrix in PDF format
- 60% Draft Design Plans in PDF format
- 60% Draft Technical Specifications in Microsoft Word and PDF format
- 60% Draft OPCC in Excel and PDF format

90% PS&E Submittal

Upon City direction, Kimley-Horn will develop the 90% PS&E Submittal with the following subtasks:

- Kimley-Horn will update the plans based on a single consolidated set of comments provided by the City on the 60% PS&E Design Submittal.
- Kimley-Horn will prepare a 60% Comment Response Matrix to track comments received and their outcomes based on progress meetings.

The 90% PS&E design plans will be prepared and developed based on 60% PS&E design comments and the results of the potholing. The OPCC will be updated to reflect the comments, changes, and proposed improvements shown in the 90% design plans. Kimley-Horn will submit 90% plans, specifications, an OPCC, and design calculations for review and comment from the City.

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Deliverables

- 60% Design Response Matrix in PDF format
- 90% Draft Design Plans in PDF format
- 90% Draft Technical Specifications in Microsoft Word and PDF format
- 90% Draft OPCC in Excel and PDF format

100% PS&E Submittal

After receiving one (1) set of consolidated 90% PS&E design submittal comments, Kimley-Horn will review and revise the plans. Upon City approval and direction, Kimley-Horn will develop the 100% PS&E design with the following subtasks:

- Incorporate 90% consolidated submittal comments
- Finalize the Design Plans, Technical Specifications, and OPCC
- Sign and seal plans, technical specifications, and OPCC by a California licensed Civil Engineer
- Prepare an electronic Resident Engineer's file containing final construction quantities and OPCC; soil and hydrology reports; survey data; utility file; and relative project information in digital formats

Deliverables

- 100% Design Plans in DWG and PDF format
- Three Hard-Copy Wet-Signed 100% Design Plans
- 100% Technical Specifications in Microsoft Word and PDF format
- 100% OPCC in Excel and PDF format
- One Resident Engineer's Electronic File Containing, Construction Quantities and OPCC; Soil and Hydrology Reports; Survey Data; Utility File; and Relative Project Information in digital formats

TASK 8: TRAFFIC SIGNAL COORDINATION, TIMING PLANS, AND IMPLEMENTATION

Existing Conditions Network Model

Kimley-Horn will use existing timing sheets and field-reviewed data in the construction of Existing Conditions network models using Synchro 11.

Kimley-Horn will use the Synchro Model to prepare a "Model Construction" Technical Memorandum. The memo will include a maximum of three separate "pre-timing implementation" field studies using WaySync, or "Before" studies to identify current operations for each time of day plan work. The final performance statistics generated by our analysis programs (Average Delay, Average Speed, and Number Stops) will be used as the benchmark condition for the evaluation of alternative model plans during the optimization process.

This task assumes up to one round of consolidated comments following the first submittal.

Deliverables

- Draft and Final Existing Conditions Network Model
- Draft and Final "Model Construction" Technical Memorandum

Basic Timing Review

Kimley-Horn will conduct a timing audit to analyze if intersections are up to the latest CA MUTCD standards. This conformance with CA MUTCD guidelines is specific to the controller's basic "Phase Timing Assignments" for yellow clearance, pedestrian clearance, and bicycle minimum green times derived through equations with primary controlling criteria of vehicle speed and traveled distance.

These calculations and findings will be summarized in a brief technical memorandum with appendices data. The results of the final approved review of Phase Timings will be implemented into the new controller timing parameters during optimization. We will provide corridor-wide calculations to compare the existing and recommended basic parameters for agency review and approval before being updated in Synchro and used for new controller "phase" timings.

This task assumes up to one round of consolidated comments following the first submittal.

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Deliverables

- Draft and Final Signal Timing Technical Memorandum

Concept of Operations

Kimley-Horn will prepare and submit a Concept of Operations Plan noting key operational findings and considerations from our evaluation process. This document will also address our plan to handle anticipated challenges and issues specific to coordination, including offset reference points, time clocks, cycle lengths, methods of handling unequal cycle lengths, and others.

The Kimley-Horn team will develop preliminary cycle lengths and signal grouping strategies based on prevailing traffic patterns, critical cycle lengths at major crossing arterials (the lowest general cycle length that accommodates both vehicular traffic and pedestrian crossing demand), and optimal cycle length alternatives for desired progression green bandwidth.

This task assumes up to one round of consolidated comments following the first submittal.

Deliverables

- Draft and Final Concept of Operations Report

Coordinated Optimized Traffic Signal Timing

Kimley-Horn's optimization plan will focus on reducing stops, managing queues, and maintaining vehicle platoons along the corridor. We will work through an iterative process of manual adjustments of Synchro models with the approaches set forth in the concept of operations plan. Once complete, the optimized Synchro models will be submitted for City review along with our "Optimized Timings" Technical Memorandum noting final performance statistics benchmark comparisons against existing conditions along with other details print outs, time space diagram plots, and other details.

Kimley-Horn will prepare a before-and-after simulation video that depicts corridor progression during "before" and "after" conditions. The simulation video will include map-based tracking of vehicle progress and synchronized dash-mounted video feed. The simulation video will be provided for one "before" and one "after" run in the AM or PM peak periods.

This task assumes up to one round of consolidated comments following the first submittal.

Deliverables

- Draft and Final Optimized Synchro Network Models
- Draft and Final Optimized Timings Technical Memorandum
- Final Simulation Video

Signal Timing Field Implementation and Fine Tuning

Kimley-Horn traffic and timing subconsultants will develop and implement signal system timing plans to coordinate up to 18 intersections. We will prepare revised timing sheets, with updates, for all existing plans. Our team will utilize engineering judgement to provide the City with timing plans to meet the prescribed goals and MUTCD guidelines. We will evaluate the timing for on- and off-season traffic and advise the City on revisions which may help optimize timing on project corridors.

This task assumes up to one round of consolidated comments following the first submittal.

Deliverables

- Field implementation of optimized traffic signal plans, all other data files, and memorandums
- Three hard copies of each intersection's timing sheet for use in filing with the City, TMC, and cabinet, signed and stamped by a licensed California Traffic Engineer.

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TASK 9: BIDDING PHASE SERVICES

Kimley-Horn will provide the following services to support the City during the bidding phase. This task assumes up to 70 hours of total effort.

- Attend up to one (1) virtual pre-bid meeting
- Respond to bidder's questions
- Review construction proposal bid costs and advise the City on their costs

TASK 10: CONSTRUCTION PHASE SERVICES

Construction Support

Kimley-Horn will provide the following services to support the City during the construction phase. This task assumes up to 55 hours of total effort.

- Provide support to the City's Construction Manager to answer questions and clarifying items which relate to the proposed improvements
- Review and respond to contractor RFIs
- Review shop drawings and material submittals by the contractor
- Attend up to four (4) in-person construction meetings or walk-throughs with the City's Construction Manager, contractor, and other stakeholders
- Review, if any, contractors change order requests and provide necessary information to the City's Construction Manager as they relate to Kimley-Horn's scope of work

Record Drawings

Kimley-Horn will prepare a set of record drawings based on one consolidated redlined plan set provided by the Contractor or the City. Redlines are required to be neat and clear. Handwritten mark ups will not be accepted. We have provided an estimated budget of 60 hours for this task.

This task assumes up to one round of consolidated comments following the first submittal.

Deliverables

- Draft and Final set of Record Drawings in PDF Format

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D. STAFF'S EXPERIENCE

Kimley-Horn knows that when you choose a consulting firm, you are looking to choose the people who will bring you technical and hands-on experience with similar projects and a commitment to timely, first-rate deliverables and client service. That's why we've carefully considered the composition of our team, identifying the most qualified personnel with recent, relevant project experience to work with you.

Project manager **Jean Fares, PE** will lead day-to-day work efforts and serve as the primary point of contact with the City. Jean has more than 36 years of professional experience in the fields of traffic and transportation engineering. Jean understands this project's need for a responsive team with a thorough knowledge of the City's planning and engineering design standards, and our team is structured to provide these requests. Supporting Jean is QC/QA manager **Sarmad Farjo, PE**, who brings 34 years of experience managing roadway projects throughout Southern California, and principal-in-charge **Darren Adrian, PE** who brings 33 years of civil engineering experience related to planning, design, and construction of active transportation facilities.

Our core project leadership team brings you…

36 years



Jean Fares, PE
Project Manager

33 years



Darren Adrian, PE
Principal-in-Charge

34 years



Sarmad Farjo, PE
QC/QA Manager

= 100+ years

of combined engineering experience, tailored to meet your project needs!

In addition to Jean, Sarmad, and Darren, our proposed team consists of individuals who have extensive experience working together to provide professional engineering services to the City and similar agencies and will be committed to the City throughout this project. The combination of our experience with the City, involvement completing similar design projects, and availability will allow us to commit the resources required for a project of this significance and magnitude.

RELEVANT PROJECT TEAM EXPERIENCE WITHIN THE PAST FIVE YEARS

Project manager **Jean Fares** and our core team of project engineers, planners, and analysts have worked together to deliver a wide range of similar projects for other local municipalities throughout Los Angeles County and across Southern California.

For more information on our team's project experience in the past five years, please see **Section B**.

Los Angeles County:

- **City of Burbank**
  - PS&E for San Fernando Class I Bikeway
- **City of Culver City**
  - Overland Avenue Bike Lane, Pedestrian, and High Friction Surface Treatment
  - MOVE Culver City 2023
- **City of Glendale**
  - Wilson Avenue Multimodal Improvements
  - Colorado Street Multimodal Improvements
  - La Crescenta Avenue Road Rehabilitation Study
- **City of Inglewood**
  - ITS Gap Closure Project
  - Westchester/Veterans Station Multimodal Connection
- **City of Monterey Park**
  - Monterey Pass Road Complete Streets Project
- **City of Santa Clarita**
  - Newhall Area Bike Facilities
  - Whites Canyon Road Signing and Striping
  - Copper Hill Drive Signing and Striping
  - Valley Street Signing and Striping
- **City of Santa Monica**
  - Broadway Protected Bikeway Project
  - Ocean Park Complete Street and Bikeway Project
- **City of Whittier**
  - Whittier Greenway Trail
- **LA Metro**
  - North Hollywood to Pasadena BRT Planning and Environmental Study
- **San Gabriel Valley Council of Governments**
  - San Gabriel Valley Transit Study

Ventura County:

- **City of Thousand Oaks**
  - Rancho Road Bicycle and Pedestrian Improvement Project
  - Moorpark Road Sidewalk and Bike Lane Improvements
  - Read Road Bike Path Connector

Riverside County:

- **City of Palm Desert**
  - CV Link Enhancements
- **City of Palm Springs**
  - South Palm Canyon Road Reconfiguration Project
  - Racquet Club Road Reconfiguration Project
- **City of Desert Hot Springs**
  - Hacienda Avenue Improvement Project

San Luis Obispo County:

- **City of San Luis Obispo**
  - Foothill Corridor Study
  - Grand Avenue Complete Streets (Class IIB and Class IV)

Orange County:

- **County of Orange**
  - OC Loop Regional Bikeway Segments D, F, & H
- **City of Artesia, Artesia ATP (Class IIB & Class IV)**
- **City of Santa Ana**
  - Santa Ana Boulevard and 5th Street Protected Bike Lane PS&E
  - Warner Avenue Protected Bike Lane (Oak Street to Grand Avenue) PS&E
  - OC Streetcar Peer Review
  - Santa Ana FIT Cities Active Transportation Project



San Diego County:

- **SANDAG**
  - North Park Mid-City Bikeways:
    - → North Park Mid-City Bikeways Phase I (Class IIB & Class III)
    - → Orange Bikeway (Class IIB)
    - → Howard Bikeway (Class IIB)
  - Imperial Bikeway (Class IIB & Class IV)
  - Uptown Bikeways 4th & 5th Avenue (Class IV)
- **UC San Diego**
  - Gilman (Class IIB), Hopkins (Class IV), and Medical Center Drive (Class IIB)
- **City of San Diego**
  - University Community Plan (Class IIB & Class IV)
- **City of Oceanside**
  - Coast Highway Corridor Design
- **City of Escondido**
  - Escondido ATP (Class IIB & Class IV)
- **City of National City**
  - Euclid Avenue Protected Bikeway

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Huntington Drive and Fremont Avenue Corridor Improvements Project



The organization chart below showcases the names and responsibilities of our proposed team that will work on this project.

City of South Pasadena

City Project Manager
Bassam AL-Beitawi

Principal-in-Charge
Darren Adrian, PE

Project Manager
Jean Fares, PE

QC/QA Manager
Sarmad Farjo, PE

PA&ED Phase

Data Collection and Field Investigation

Topographic Survey
Saul Melgarejo Jr., PLS [1]

Geotechnical Engineering and Pavement Investigation
Justin Kempton, GE [2]

Utility Coordination and Field Work
Vivian Chong, PE
Jocelyn Soria
Abbey Ibarra

Environmental (CEQA)
Jessie Barkley
Noemi Wyss, AICP
Andray Cardoza

Tree Inventory
Robert Hamilton [3]

Traffic Corridor Study/Safety Analysis
Darryl dePencier, AICP, GISP, RSP$_{2B}$
Jim Roldan, TE
Kris Campos [4]

PS&E Final Engineering

ATP/Complete Streets Design

Roadway
Steven Anderson, PE, PMP, ENV SP
Eugene Huang, PE
Taylor Ann Masuda, PE$_{(WA)}$
Amanda Carro, EIT

Hydrology and Hydraulics
Heidi McMacken, PE, CFM
Alissa Maxon, PE
Casey Jumanan, PE, QSD/P

Community Outreach
Maya Bouchet, AICP
Brandi Childress

Landscape Design
Michael Madsen, PLA, CLIA, ASLA
Michael Ledbetter, PLA

Grant Support and Funding Management
Keith LaNoue [5]
Lissette Montoya [5]
Alyssa Phaneuf, PE

Traffic Engineering

Traffic Signal Modification
Vivian Chong, PE
Jason Melchor, PE
Rebecca Ung, EIT

Signing and Striping
Naomi Germain, PE, TE
Matthew Jacobson, EIT, ENV SP

ITS/Traffic Signal Coordination

Signal Timing
Nazir Lalani, PE, TE [6]
Jim Forbes [7]
Ryan Calad, PE, TE
Richard Luo, TE

Fiber-Optic Communications
Kevin Aguigui, PE, EE, TE, CSEP
Elbert Chang, PE, TE

Metro/CPUC Coordination
Darren Adrian, PE
Matt Gibson, PE$_{(FL)}$

Construction Phase Services

Bid/Construction Support
Jean Fares, PE
Sarmad Farjo, PE
Steven Anderson, PE, PMP, ENV SP
Vivian Chong, PE

Bold = Task Lead

Subconsultants:
1. Calvada Surveying, Inc.
2. Geotechnical Professionals, Inc.
3. Hamilton Biological Consulting
4. Counts Unlimited
5. Avant-Garde
6. Traffex Engineers
7. Forbes Traffic Solutions, Inc.

PROJECT TEAM RESUMES

Resumes for Kimley-Horn's project team—including key personnel, support staff, and subconsultants—have been provided starting on the following page.

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Huntington Drive and Fremont Avenue Corridor Improvements Project





JEAN FARES, PE

Project Manager; Bid/Construction Support Task Lead

Professional Credentials

- Bachelor of Science, California State Polytechnic University, Pomona
- Professional Engineer in California #2097

Jean is a project manager with more than 36 years of professional experience in the fields of traffic and transportation engineering. He has provided traffic signal design at over 2,000 locations, signal system design at over 1,500 locations, traffic signal timing at over 2,500 locations, and has wide-ranging experience with traffic operations, signing and marking plans preparation, transportation management plans, and traffic control plans. Jean also has extensive experience applying traffic engineering, ITS technologies, and communications infrastructure design as well as leading design-build transportation and transit projects. He has managed Kimley-Horn's contracts to provide on-call traffic engineering services to the cities of Burbank, Glendale, Thousand Oaks, Agoura Hills, Santa Clarita, and more across Caltrans District 7.

Jean is an industry leader with an expansive track record of successful project management throughout Los Angeles County, having led and supported transformative multimodal improvement projects in nearly every major city within the San Gabriel Valley over the course of his career. His technical expertise, local knowledge, and renowned leadership skills will be integral to helping the City bring their vision for this corridor to life!

Relevant Experience

- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – Project Manager
- **City of Glendale, Wilson Avenue Multimodal Improvements Project, Glendale, CA** – Project Manager
- **City of Glendale, Colorado Street Multimodal Improvements Project, Glendale, CA** – Project Manager
- **City of Glendale, La Crescenta Avenue Road Rehabilitation Study, Glendale, CA** – Project Manager
- **City of Glendale, Proposition 84 Green Streets Demonstration, Glendale, CA** – Principal-in-Charge
- **City of Glendale, Glenoaks Boulevard Traffic Signal Modification, Glendale, CA** – Project Manager
- **City of Burbank, PS&E for San Fernando Class I Bikeway, Burbank, CA** – Principal-in-Charge
- **City of Culver City, Overland Avenue Bike Lane, Pedestrian, and High Friction Surface Treatment Improvement Project, Culver City, CA** – Project Manager
- **City of Culver City, MOVE Culver City 2023, Culver City, CA** – Project Manager
- **City of Thousand Oaks, Thousand Oaks Boulevard Pedestrian Crossing, Thousand Oaks, CA** – Project Manager
- **City of Thousand Oaks, Lawrence Drive/Teller Road Intersection Improvements Project, Thousand Oaks, CA** – Project Manager
- **City of Thousand Oaks, Moorpark Road Sidewalk and Bike Lane Improvements, Thousand Oaks, CA** – Project Manager
- **City of Thousand Oaks, Read Road Bike Path Connector, Thousand Oaks, CA** – Project Engineer
- **City of Thousand Oaks, Hillcrest Drive Class II Bike Lane Improvements, Thousand Oaks, CA** – Project Engineer
- **City of Santa Clarita, Newhall Bike Boulevard, Santa Clarita, CA** – Project Manager
- **City of Santa Monica, Ocean Park Boulevard Complete Green Street Project, Santa Monica, CA** – Principal-in-Charge
- **City of Agoura Hills, Agoura Road Bike Lane Project, Agoura Hills, CA** – Project Engineer
- **City of Palm Springs, Racquet Club Road Lane Reconfiguration Project, Palm Springs, CA** – Project Manager
- **City of Palm Desert, CV Link Enhancements, Palm Desert, CA** – Project Manager
- **City of Palm Desert, Haystack Road and Highway 74 Intersection Modification, Palm Desert, CA** – Project Manager

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Huntington Drive and Fremont Avenue Corridor Improvements Project





DARREN ADRIAN, PE

Principal-in-Charge; Metro/CPUC Coordination Task Lead

Professional Credentials

- Bachelor of Science, California State Polytechnic University, Pomona
- Professional Engineer in California #2097

Darren has 33 years of professional experience in civil engineering related to planning, design, and construction of transportation facilities. His primary emphasis is with municipal street and state highway improvements, with a focus on providing facilities that accommodate all modes of travel and addressing constrained areas that require creativity and careful consideration of cost and impacts. Darren has worked on Caltrans facilities his entire career, and he understands Caltrans standards and processes, from simple encroachments to the latest DEER process to full oversight. A key area that Darren focuses on is bikeway design and integration within or adjacent to roadways. He has overseen the design for all classes of bikeway facilities, with extensive experience planning and designing the newer Class IV barrier separated configuration. This has resulted in Darren leading the way with Class IV bikeways on over ten projects in recent years.

Having managed numerous complex multi-disciplinary projects through construction—including the Santa Ana Boulevard & 5th Street Protected Bike Lanes ATP Project and various Metrolink projects—Darren will provide guidance to the team and support the City through complex challenges and risk mitigation.

Relevant Experience

- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – Principal-in-Charge
- **City of Palm Springs, Racquet Club Road Reconfiguration, Palm Springs, CA** – Principal-in-Charge
- **City of Santa Ana, South Main Street Corridor Improvements, Santa Ana, CA** – QC/QA Manager
- **City of Santa Ana, Santa Ana Boulevard and 5th Street Protected Bike Lane PS&E, Santa Ana, CA** – Principal-in-Charge
- **City of Santa Ana, Warner Avenue Protected Bike Lanes from Oak Street to Wright Street, Santa Ana, CA** – Project Manager
- **City of Santa Monica, Lincoln Neighborhood Corridor Streetscape Project, Santa Monica, CA** – Project Manager
- **City of Santa Monica, California Avenue Roadway Reconstruction, Santa Monica, CA** – Principal-in-Charge
- **County of Orange, Hazard Avenue Bikeway Project, Garden Grove, CA** – Principal-in-Charge
- **SCRRA, Metrolink OC Line Slope Stabilization Design**
- **SCRRA, Southern California Optimized Rail Expansion (SCORE) Program Phase 1, Simi Valley, CA** – Project Manager
- **Exposition Construction Authority, Design of Metro E Line (Expo) LRT Phase 2, Los Angeles County, CA** – Kimley-Horn Project Manager
- **City of Los Angeles, LAX ConRAC Construction Phase Services, Los Angeles, CA** – QC/QA Reviewer
- **CSULB, West Campus Drive Bike Lane Improvements Project, Long Beach, CA** – Principal-in-Charge
- **City of Corona, McKinley Grade Separation, Corona, CA** – Project Manager (Kimley-Horn)
- **City of Beaumont, Pennsylvania Avenue Widening: 1st Street to 6th Street, Beaumont, CA** – Principal-in-Charge
- **City of Cerritos, Del Amo Boulevard Bridge Replacement and Signal Enhancements Project PA&ED and PS&E, Cerritos, CA** – Principal-in-Charge
- **County of Riverside, I-10/Sunset Avenue Interchange Railroad Grade Separation, Banning, CA** – Project Manager

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Huntington Drive and Fremont Avenue Corridor Improvements Project





SARMAD FARJO, PE

QC/QA Manager; Bid/Construction Support

Professional Credentials

- Bachelor of Science, Civil Engineering, University of Baghdad
- Professional Engineer in California #80769

Professional Affiliations

- American Council of Engineering Companies (ACEC), Board Member
- American Society of Civil Engineers (ASCE), Member
- American Public Works Association (APWA), Member
- Women in Transportation (WTS) Orange County, Member

With 34 years of experience in planning, design, and management of complex, multi-disciplinary infrastructure projects, Sarmad brings specialized expertise in active transportation throughout Los Angeles County. Sarmad's track record includes 12 complete streets projects, nine of which were already constructed, demonstrating a consistent ability to deliver impactful, community-centered solutions on time and within budget. He brings this depth of experience to the Huntington Drive and Fremont Avenue Corridor Improvements Project, targeting its successful delivery while meeting all project goals and objectives, and creating a safer, more connected corridor for all users.

With over three decades of experience in civil engineering design and management, Sarmad excels in leading complex projects for clients across Los Angeles County—experience that will be invaluable for the completion of timely, high-quality deliverables for this project.

Relevant Experience

- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – QC/QA Manager
- **City of Los Angeles, Mission Mile Sepulveda Project PA&ED and PS&E, Los Angeles, CA** – Risk Manager
- **City of Fullerton, Nutwood Avenue Bicycle and Pedestrian Mobility Enhancements, Fullerton, CA** – Project Engineer
- **City of Anaheim, Ball Road & Sunkist Street Improvements, Anaheim, CA** – Project Manager*
- **City of Anaheim, Nohl Ranch Bike and Pedestrian Trail, Anaheim, CA** – Principal-in-Charge*
- **City of El Monte, Garvey Avenue Complete Street Project, El Monte, CA** – Project Manager*
- **City of El Monte, Valley Boulevard and Main Street Complete Streets Feasibility Study, El Monte, CA** – Project Principal*
- **City of Long Beach, Studebaker Road Complete Street Project, Long Beach, CA** – Project Manager*
- **City of Long Beach, East Broadway Complete Street, Long Beach, CA** – Project Manager*
- **City of Long Beach, 4th Street Roadway Improvements, Long Beach, CA** – Project Manager*
- **City of Long Beach, Anaheim Street Roadway Improvements, Long Beach, CA** – Principal-in-Charge/QC Manager*
- **City of Long Beach, Willow Street Roadway Improvements, Long Beach, CA** – Principal-in-Charge/QC Manager*
- **City of Moreno Valley, Cycles 6 and 7 Pedestrian and Bike Facility Improvements, Moreno Valley, CA** – Project Manager*
- **City of Costa Mesa, Merrimac Way Complete Street, Costa Mesa, CA** – Principal-in-Charge*
- **County of Orange, Santa Ana Avenue and University Avenue Improvements, Costa Mesa, CA** – Principal-in-Charge*
- **City of Yorba Linda, Bastanchury Road Widening Project, Yorba Linda, CA** – Principal-in-Charge*

*Prior to joining Kimley-Horn

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Huntington Drive and Fremont Avenue Corridor Improvements Project





VIVIAN CHONG, PE

Utility Coordination and Field Work Task Lead; Traffic Signal Modification Task Lead; Bid/Construction Support

Professional Credentials

- Bachelor of Science, Civil and Environmental Engineering, University of California, Los Angeles
- Professional Engineer in California #95833

Vivian is a civil engineer and has led and managed projects involving signal design, fiber-optic design, signing and striping, ADA curb ramp design, and traffic control for multiple jurisdictions throughout her career at Kimley-Horn. She has a strong background in projects involved with increasing safety for pedestrians and bicyclists, delivered on multiple projects with strict schedules, and familiar with HSIP, ATP, and Safe Streets and Roads for All grant funding requirements. She has extensive experience at every step of a project, such as executing site visits, producing PS&E packages, managing budgets, keeping the project on schedule, coordinating with various jurisdictions, subconsultants, and utility companies, and providing support during the bidding and construction phases.

Vivian has spent her entire career supporting municipal clients on traffic, transportation, and ITS projects throughout Los Angeles County, including the nearby cities of Monterey Park giving her a crucial understanding of local standards and conditions.

Relevant Experience

- **City of Monterey Park, Design Engineering Services for Various Signalized Intersections Along Garfield Ave HSIP Cycle 9 Project, Monterey, CA** – Project Manager
- **City of Monterey Park, Potrero Grande Drive Intersection Improvements, Monterey Park, CA** – Project Engineer
- **City of Maywood, Traffic Signal Improvements at Various Signalized Intersections HSIP Cycle 11 Improvements, Maywood, CA** – Project Manager
- **City of Culver City, MOVE Culver City 2023, Culver City, CA** – Project Engineer
- **City of West Covina, Preliminary Engineering Phase Services, HSIP Cycle 10 Improvements, West Covina, CA** – Project Manager
- **City of South El Monte, Traffic Signal Improvements at Various Signalized Intersections HSIP Cycle 9 Project, South El Monte, CA** – Project Manager
- **City of South El Monte, Traffic Signal Improvements at Lee Avenue and Garvey Avenue, and Durfee Avenue and Peck Road HSIP Cycle 10 Project, South El Monte, CA** – Project Manager
- **City of South El Monte, Systemic Safety Improvements at Signalized Intersections HSIP Cycle 11, South El Monte, CA** – Project Manager
- **City of Pico Rivera, Citywide Traffic Signal Safety Enhancements, HSIP Cycle 11, Pico Rivera, CA** – Project Manager
- **City of Menifee, Citywide Traffic Signal Safety Improvement Design Services, Menifee, CA** – Project Manager
- **County of Ventura, Las Posas Road and 5th Street Intersection Improvements, Ventura, CA** – Project Manager
- **City of Santa Clarita, Slurry Seal Signing and Striping Project, Santa Clarita, CA** – Project Manager
- **City of Santa Clarita, Newhall Bike Boulevard, Santa Clarita, CA** – Project Engineer
- **City of Santa Clarita, Copper Hill Drive Traffic Signal and Interconnect, Santa Clarita, CA** – Project Analyst
- **City of Manhattan Beach, Manhattan Beach Advanced Traffic Signal Project, Manhattan Beach, CA** – Project Engineer
- **City of Inglewood, Intelligent Transportation Systems (ITS) Gap Closure Part II, Inglewood, CA** – Project Engineer
- **City of Thousand Oaks, Thousand Oaks Boulevard Pedestrian Crossing, Thousand Oaks, CA** – Project Engineer

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Huntington Drive and Fremont Avenue Corridor Improvements Project



JESSIE BARKLEY

Environmental (CEQA) Task Lead

Jessie is an environmental planner with over 20 years of experience. She is a skilled California Environmental Quality Act (CEQA) and NEPA practitioner who has led and contributed to numerous project types, including infrastructure, mixed-use, entertainment, educational, medical, commercial, energy, and long-range community plans. Jessie's responsibilities include directing project teams; preparing and managing project work plans, scopes, schedules, and budgets; conducting senior-level review of draft work products; interfacing with clients, subconsultants, and agency staff; and marketing services among existing and prospective clients.

Professional Credentials

- Master of Arts, Urban and Regional Planning, University of California, Irvine
- Post-Graduate Certificate, Marketing and Communications, University of California, Irvine
- Bachelor of Arts, Geography, University of British Columbia, Vancouver

Professional Affiliations

- Urban Land Institute Program Committee, 2002
- AEP California Award Jury Member, 2017-2019
- American Planning Association (APA) California Conference Special Events Chair, 2015- 2016
- National APA Conference Special Events Chair, 2012

Throughout her career, Jessie has supported a wide array of complex environmental documents (Program Environmental Impact Reports (EIRs), Project EIRs, EIR Addendums, Supplemental EIRs, Sustainable Communities Environmental Assessments (SCEAs), and Mitigated Negative Declaration (MND) for all project types including specific plans, general plans, area plans, and project level mixed-use and transit-oriented development.

Relevant Experience

- **Ontario Ranch Business Park Specific Plan Amendment EIR, Ontario, CA** – Project Planner
- **City of Glendale, 1420 Valley View EIR, Glendale, CA** – Project Manager*
- **City of Long Beach, Cherry Avenue Final EIR, Long Beach, CA** – Project Planner
- **The KPC Group, KPC Coachella Specific Plan, Coachella, CA** – Project Planner
- **Bardas Investment Group, Las Palmas MND, Los Angeles, CA** – Assistant Project Manager
- **City of Los Angeles, On-Call for Environmental Services, Los Angeles, CA** – Project Manager*
- **City of South Gate, On-Call for Environmental Services, Los Angeles, CA** – Contract Manager and Project Manager
- **City of Simi Valley, On-Call for Environmental Services, Los Angeles, CA** – Contract Manager and Project Manager
- **University of California, Irvine, On-Call for Environmental Services, Los Angeles, CA** – Contract Manager and Project Manager
- **Bella Terra Commercial Center Mixed-Use Housing Project, Huntington Beach, CA** – Project Manager
- **1111 South Hill Street Sustainable Community Environmental Assessment, Los Angeles, CA** – Project Manager*
- **550 Shatto Place Sustainable Community Environmental Assessment and Addendum, Los Angeles, CA** – Project Manager*
- **City of Los Angeles, Environmental Reviews for Bridge Housing Homeless Services Projects, Los Angeles, CA** – Project Manager*
- **Essex Properties, Sunset Boulevard Project EIR, Los Angeles, CA** – Project Manager*

**Prior to joining Kimley-Horn*

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Huntington Drive and Fremont Avenue Corridor Improvements Project



DARRYL DEPENCIER, AICP, GISP, RSP2B

Traffic Corridor Study/Safety Analysis Task Lead

Professional Credentials

- Master of Science, Urban Spatial Analytics, University of Pennsylvania
- Bachelor of Arts, Geography, Carleton University
- Certificate of Geographic Information Systems, Algonquin College
- American Institute of Certified Planners #026552
- Geographic Information Systems Professional #59317
- Road Safety Professional 1 #279
- Road Safety Professional 2B #17

Darryl has 17 years of experience leading corridor studies and transportation and safety planning projects. He uses data-driven approaches to assess transportation system performance for operations, safety, equity, and other factors as needed. As both a Geographic Information Systems (GIS) professional and Road Safety Professional, Darryl uses performance-based analysis techniques to identify the root causes of mobility and safety challenges. He has extensive experience in transportation system performance measurement and has led a number of analysis tasks on state highways, including in several Caltrans Districts. He develops custom tools, macros, models, and scripts to work with out-of-the-box tools and applications as needed to work with existing data sources to better inform the planning team and decision-makers.

As one of Kimley-Horn's safety practice leaders, Darryl has led safety analysis efforts across the state, including several recent studies in Orange County. He is also highly skilled in GIS and other analytical software systems to create robust and user-friendly products that help decision-makers and the public make the best use of plans and studies.

Relevant Experience

- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – Project Planner
- **City of Glendale, Wilson Avenue and Colorado Street Multimodal Improvements Projects, Glendale, CA** – Project Planner
- **Caltrans, California Strategic Highway Safety Plan (SHSP) Update and Implementation, Statewide, CA** – Project Planner
- **Caltrans, Safety Performance Measure Target Setting Analysis, Statewide, CA** – Project Planner
- **City of Ventura, Systemic Safety Analysis Report Program, Ventura, CA** – Project Planner
- **City of Lancaster, Systemic Safety Analysis Report Program, Lancaster, CA** – Project Manager
- **City of Santa Clarita, Citywide Analysis of Pedestrian and Bicycle Collisions Systemic Safety Analysis Report Program, Santa Clarita, CA** – Project Planner
- **County of Ventura, Local Roadway Safety Plan, Ventura County, CA** – Project Manager
- **City of Artesia, Local Roadway Safety Plan, Artesia, CA** – Project Manager
- **City of Artesia, Active Transportation Plan, Artesia, CA** – Project Advisor
- **City of Anaheim, Local Roadway Safety Plan, Anaheim, CA** – Project Planner
- **City of Seal Beach, Local Roadway Safety Plan, Seal Beach, CA** – Project Planner
- **City of Eastvale, Systemic Safety Analysis Report, Eastvale, CA** – Project Manager
- **Orange County Transportation Authority (OCTA), Santa Ana Transit Cooperative Study, Santa Ana, CA** – Project Planner
- **City of Imperial Beach, Local Roadway Safety Plan, Imperial Beach, CA** – Project Planner
- **County of Imperial, Systemic Safety Analysis Report for Varied Roadways, Imperial County, CA** – Project Planner

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STEVEN ANDERSON, PE, PMP, ENV SP

Roadway Task Lead; Bid/Construction Support

Professional Credentials

- Master of Business Administration, University of California, Los Angeles
- Bachelor of Science, Mechanical Engineering, Columbia University
- Bachelor of Arts, Management Engineering, Claremont McKenna College
- Professional Engineer in California #73460
- Project Management Professional #2177347
- Envision Sustainability Professional

Steven has 17 years of complete street design experience, including pedestrian safety improvements; upgraded traffic signals; installation of safety measures; Class I, II, III and IV bike lanes; and relocation/optimization of transit stops. He is experienced in using 3D modeling programs to develop civil layouts for roads. He understands the full spectrum of support through all phases of work from conceptual designs to alternative analysis, environmental documentation support, preliminary studies, final design, bid support, and construction services support. Steven has also performed public outreach events, met with agency board members to discuss project impacts, drafted technical documents for public use and organized design teams for operational efficiency. He can also provide program management support with board reports, cost estimating, scheduling, and document control services.

Steven has a long track record of managing active transportation projects within Southern California, and he understands the typical site constraints to implement these designs. He has a working history with Caltrans District 7 on encroachment permit approvals and working with utility agencies on any project conflicts.

Relevant Experience

- **City of Los Angeles, Mission Mile Sepulveda Project PS&E, Los Angeles, CA** – Project Engineer
- **City of Camarillo, Central Avenue Bike Lanes, Camarillo, CA** – Project Engineer
- **City of Burbank, San Fernando and Chandler Bikeway, Burbank, CA** – City Project Manager*
- **City of Los Angeles, Soto Street Widening, Los Angeles, CA** – Lead Project Engineer*
- **City of Los Angeles Bureau of Engineering, Leichty Middle & Elementary Schools Street Safety Improvements and Active Transportation Project, Los Angeles, CA** – Project Manager*
- **City of Los Angeles Bureau of Engineering, Path Villas and Elden Elms Active Transportation and Safety Improvements, Los Angeles, CA** – Project Manager*
- **Town of Apple Valley, Central Road Widening, Apple Valley, CA** – Project Engineer*
- **City of Hesperia, Main Street and Sultana Street/Timberlane Avenue Traffic Signal Improvements, Hesperia, CA** – Project Manager*
- **City of Twentynine Palms, Safety Improvements for High Crash Unsignalized Intersections, Twentynine Palms, CA** – Project Manager*
- **City of Yorba Linda, Lakeview Avenue Widening, Yorba Linda, CA** – Project Manager*
- **City of Redondo Beach, 24 Curb Ramps, Redondo Beach, CA** – Project Manager*

**Prior to joining Kimley-Horn*

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Huntington Drive and Fremont Avenue Corridor Improvements Project





HEIDI MCMACKEN, PE, CFM

Hydrology and Hydraulics Task Lead

Professional Credentials

- Bachelor of Science, Environmental Engineering, Humboldt State University
- Certified Floodplain Manager #US-21-12035
- Professional Engineer in Colorado #58655; Wyoming #18329 (California license in progress)

Heidi is a civil drainage engineer and project manager with 12 years of experience. Heidi is passionate about stormwater water quality and specializes in water resources by preparing hydraulic and hydrology designs and models, stormwater pollution prevention plans, and drainage reports and studies. She has experience in roadway, grading, water, sewer, and drainage design. Heidi has participated in a wide variety of projects for both public and private clients, including roadway design; green/complete street design; water/wastewater treatment; airport drainage design; and commercial, industrial, multi-family residential, and single-family residential land development. Currently, Heidi works on all phases of drainage designs from conceptual planning and cost estimating to full construction designs to construction phase services. She is proficient in AutoCAD 3D, HEC-RAS, HECHMS, StormCAD, SWMM, and ArcMap.

Heidi's depth of knowledge in drainage and water quality design throughout the nation allows her to bring unique perspectives to projects. Her knowledge of regulations from the public sector and private sector provide a comprehensive view of stormwater for any project and the ability to provide the right level of service for the specific project.

Relevant Experience

- **City of Camarillo, Central Avenue Bike Lane Drainage and Floodplain, Camarillo, CA** – Lead Drainage Engineer
- **Riverside County Transportation Department, Cajalco Road Widening Segment 1 Drainage and Floodplain, Perris, CA** – Project Manager
- **County of Ventura, Las Posas Road at East 5th Street Intersection Improvement, Ventura County, CA** – Drainage Engineer
- **City of Norwalk, Potter Street Storm Drain Repairs, Norwalk, CA** – QC/QA Reviewer
- **City of Oceanside, Coast Highway Corridor Drainage, Oceanside, CA** – Drainage Engineer
- **City of Escondido, Westside Skate Spot Drainage, Escondido, CA** – Drainage Engineer
- **Imperial County, Niland Storm Drain Feasibility Study, Niland, CA** – Drainage Engineer
- **County of Imperial, Seeley's Rio Vista Street Storm Drain Feasibility Study and Conceptual Plan with Alternatives, Seeley, CA** – Drainage Engineer
- **Caltrans, SR 78 San Marcos Creek Study, San Marcos, CA** – Drainage Engineer
- **Gillespie Field Airport, Runway 17-35 Rehabilitation, San Diego, CA** – Lead Drainage Engineer
- **Monterey Peninsula Airport District, Project Management Services Related to the Development of Airport Capital Improvement Projects, Monterey, CA** – Drainage Engineer
- **San Jose Mineta International Airport (SJC), On-Call Architectural and Engineering Consultant Services, San Jose, CA** – Drainage Engineer
- **City of Colorado Springs, Downtown Drainage Improvements, Colorado Springs, CO** – Project Manager
- **El Paso County, Hampton at Erikson and Calle Corvo Drainage Improvements, Colorado Springs, CO** – Project Manager

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Huntington Drive and Fremont Avenue Corridor Improvements Project





MAYA BOUCHET, AICP

Community Outreach Task Lead

Professional Credentials

- Bachelor of Science, Policy, Planning, and Development, University of Southern California
- American Institute of Certified Planners #34252

Maya is a transportation planner who is experienced in preparing feasibility studies, conducting outreach, and preparing designs for proposed bicycle lane and pedestrian facilities. She has worked with several cities throughout Southern California, including cities throughout the San Gabriel Valley. Her active transportation experience is complemented by on-call traffic engineering support to various cities, understanding the unique needs of different cities and their community, including developing traffic signal modification plans, fiber optic design plans, signing and striping, operational analyses, system integration projects, and more.

Maya's experience preparing preliminary design reports and feasibility studies includes recently leading the Monterey Pass Road Project through the outreach process, and she has also participated in more than 40 outreach and stakeholder meetings throughout the San Gabriel Valley, which will aid in her service on this project.

Relevant Experience

- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – Project Planner
- **SGVCOG, San Gabriel Valley Transit Study, Irwindale, CA** – Deputy Project Manager
- **City of Glendale, Wilson Avenue Multimodal Improvements Project, Glendale, CA** – Project Planner
- **City of Glendale, Colorado Street Multimodal Improvements Project, Glendale, CA** – Project Planner
- **City of Glendale, La Crescenta Road Rehabilitation Study, Glendale, CA** – Project Planner
- **City of Glendale, Traffic Engineering On-Call, Glendale, CA** – Project Planner
- **City of Palm Springs, Racquet Club Road Reconfiguration Project, Palm Springs, CA** – Project Planner
- **City of Palm Springs, South Palm Canyon Road Reconfiguration Project, Palm Springs, CA** – Project Manager
- **City of Thousand Oaks, Thousand Oaks Boulevard Pedestrian Crossing Project, Thousand Oaks, CA** – Project Planner
- **City of Culver City, MOVE Culver 2023, Culver City, CA** – Project Planner
- **City of Culver City, Overland Avenue Bike Lane, Pedestrian, and HFST Improvement Project, Culver City, CA** – Project Planner
- **City of Calabasas, Lost Hills Road and Agoura Road Bike Lane Design, Calabasas, CA** – Project Manager
- **City of Palm Desert, El Paseo Decorative Crosswalks Planning and Design Project, Palm Desert, CA** – Project Planner
- **City of Thousand Oaks, Lawrence Drive/Teller Road Intersection Improvements Project, Thousand Oaks, CA** – Project Planner
- **City of Santa Clarita, Newhall Bike Boulevard, Santa Clarita, CA** – Project Manager
- **City of Santa Clarita, ITS Phase VII (Bicycle Detection System), Santa Clarita, CA** – Task Lead
- **City of Calabasas, Traffic Engineering On-Call Services, Calabasas, CA** – Project Manager
- **City of Inglewood, ITS Gap Closure Parts I and II, Inglewood, CA** – Task Manager
- **City of Inglewood, Design Guidelines and Standard Specifications, Inglewood, CA** – Project Manager
- **City of Westlake Village, ITS Master Plan, Westlake Village, CA** – Project Analyst
- **Caltrans District 7, Arroyo Seco Parkway Safety Improvement Project, Los Angeles, CA** – Project Analyst

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Huntington Drive and Fremont Avenue Corridor Improvements Project





MICHAEL MADSEN, PLA, CLIA, ASLA

Landscape Design Task Lead

Professional Credentials

- Master of Landscape Architecture, University of Florida
- Bachelor of Science, Business Administration, Florida State University
- Professional Landscape Architect in California #5798
- Certified Landscape Irrigation Auditor #92638
- Council of Landscape Architectural Registration Boards #21623

Michael has over 20 years of experience in landscape architecture spanning master planning, streetscapes, site and irrigation design, and more. With a vast background in coordinating multidisciplinary projects, he brings valuable insights in landscape architecture, urban planning, and transportation design. His impressive portfolio includes public parks, streetscapes, and transportation corridors, and this experience has led to his ability to establish a strong aesthetic and sense of place for client. He is skilled in AutoCAD, LandFX, Adobe Photoshop, InDesign, and MicroStation.

Michael's commitment to visually appealing environments using native plants and water efficiency consistently adds great value to developing streetscapes and transportation corridors, helping to garner community consensus and improve overall sustainability practices.

Relevant Experience

- **City of Glendale, Wilson Avenue Multimodal Improvements Project, Glendale, CA** – Landscape Architect
- **City of Glendale, Colorado Street Multimodal Improvements Project, Glendale, CA** – Landscape Architect
- **LA Metro, Beautification Guidelines, Los Angeles, CA** – Landscape Architect
- **LA Metro, Strategic Plan Development for Freeway Beautification Program, Los Angeles, CA** – Deputy Project Manager
- **City of Thousand Oaks, Rancho Road Sidewalks and Bike Lanes, Thousand Oaks, CA** – Landscape Architect
- **City of Lancaster, SR 138 Design Guidelines and Corridor Aesthetics, Lancaster, CA** – Landscape Architect
- **City of Santa Ana, Santa Ana Boulevard and 5th Street Protected Bike Lane PS&E, Santa Ana, CA** – Landscape Architect
- **City of Desert Hot Springs, Hacienda Avenue Improvement Project, Desert Hot Spring, CA** – Landscape Architect
- **Meridian Development, Millenia Park, Chula Vista, CA** – Landscape Architect
- **City of National City, A Avenue Green Street, National City, CA** – Landscape Architect
- **Riverside County Transportation Department, I-10/Sunset Avenue Interchange Railroad Grade Separation PS&E, Banning, CA** – Landscape Architect
- **Indian Wells Golf Resort, Parking Renovations, Indian Wells, CA** – Landscape Architect
- **City of Palm Springs, Demuth Park Pickleball Expansion, Palm Springs, CA** – Landscape Architect
- **City of Palm Springs, Demuth Park Dog Park Renovations, Palm Springs, CA** – Landscape Architect
- **City of San Diego, I-5/Genesee Avenue Interchange PA&ED, PS&E and Construction Phase Services, San Diego, CA** – Quality Control, Landscape Architect
- **City of San Diego, Voigt Drive/I-5 North Coast Corridor Improvements, San Diego, CA** – Landscape Architect
- **San Diego Association of Governments (SANDAG), 11th Avenue Improvements, San Diego, CA** – Landscape Architect
- **SANDAG, South Bay Bus Rapid Transit Otay Mesa Intermodal Transit Center Final Design, San Diego, CA** – Landscape Architect
- **City of National City, Paradise Creek Educational Park, National City, CA** – Landscape Architect
- **City of National City, A Avenue Green Street, National City, CA** – Landscape Architect

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Huntington Drive and Fremont Avenue Corridor Improvements Project





NAOMI GERMAIN, PE, TE

Signing and Striping Task Lead

Professional Credentials

- Bachelor of Science, Civil Engineering, California Polytechnic State University, San Luis Obispo
- Professional Engineer in California #87935
- Professional Traffic Engineer in California #3056

Naomi is a civil engineer who is passionate about connecting communities through active transportation design and has more than 10 years of experience in municipal, roadway, and highway practices. She has successfully led a range of projects including planning and final design of trails, bikeways, complete streets, roundabouts, and parks. Naomi is well-versed in bikeway alignment selection studies, traffic analysis, CEQA and NEPA support, cost estimating, public workshops, horizontal and vertical design, accessible grading, signage and striping plans, and collaborating with clients, community members, and local agencies to develop innovative solutions that effectively address challenges.

Naomi's versatility in planning and final design allows her to identify project enhancements and work with agencies in early design phases to incorporate project features that improve mobility, support environmental clearance, or better position projects for future grant opportunities.

Relevant Experience

- **City of Glendale, Colorado Street Multimodal Improvements Project, Glendale, CA** – QC/QA Manager
- **City of Glendale, Wilson Avenue Multimodal Improvements Project, Glendale, CA** – QC/QA Manager
- **City of National City, Euclid Avenue Protected Bikeway, National City, CA** – Project Engineer
- **City of National City, 8th and Roosevelt Active Transportation Corridor Project and At-Grade Railroad Crossing, San Diego, CA** – Project Engineer
- **City of Palm Desert, CV Link Enhancements, Palm Desert, CA** – Project Manager
- **SANDAG, SR 94 Multi-use Pathway Feasibility Study, San Diego, CA** – Deputy Project Manager
- **SANDAG, Orange Bikeway, San Diego, CA** – Project Manager
- **SANDAG, Central Avenue Bikeway, San Diego, CA** – Project Manager
- **SANDAG, Imperial Bikeway Environmental Phase, San Diego, CA** – Project Engineer
- **SANDAG, Uptown Bikeway: 4th and 5th Avenues, San Diego, CA** – Project Engineer
- **SANDAG, North Park Mid-City Bikeways, San Diego, CA** – Project Engineer
- **Caltrain, Corridor Crossings Strategy, Bay Area, CA** – Circulation and Mobility Element Lead
- **San Diego Metropolitan Transit System, Iris Rapid Planning Study, Imperial Beach, CA** – Project Manager
- **Caltrans District 11, SR 78 Comprehensive Multimodal Corridor Plan, San Diego, CA** – Project Engineer
- **Caltrans District 11, North Coast Corridor Highway Expansion Project, Solana Beach, CA** – Project Engineer
- **City of Carlsbad, Carlsbad Trails Roadway Crossings, Carlsbad, CA** – Project Manager
- **City of Escondido, Grand Avenue Visions Corridor Improvements, Escondido, CA** – Project Engineer
- **City of Escondido, Escondido North County Transit District Transit Center Active Transportation Connections, Escondido, CA** – Project Engineer
- **City of Menifee, Evans Park and Lyle Marsh Park Improvements, Menifee, CA** – Project Manager
- **City of San Diego, Market and Euclid Complete Streets, San Diego, CA** – Project Engineer

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Huntington Drive and Fremont Avenue Corridor Improvements Project





KEVIN AGUIGUI, PE, EE, TE, CSEP

Fiber-Optic Communications Task Lead

Professional Credentials

- Bachelor of Science, Civil Engineering, University of Hawaii
- Professional Engineer in California #48732
- Professional Traffic Engineer in California #1781
- Professional Electrical Engineer in California #19888
- Certified Systems Engineering Professional #00156

Kevin is a senior communication systems and electrical engineer with over 35 years of extensive hands-on technical and project management experience in communications and electrical systems planning, design, and integration. His main focus is in the areas of transportation management systems, security and surveillance systems, electrical systems, communications networks, and strategic planning. He has a wide range of technical skills having led projects in many different areas including communications systems' design and integration, broadband system planning, ICM, technology evaluations, automated vehicle location (AVL) systems, and express lane systems.

Kevin has prepared numerous fiber-optic network designs and wireless system designs for various municipalities throughout California, bringing extensive experience in the installation, testing, and integration of fiber-optic systems that will be vital to the successful installation of fiber-optic communications along this corridor.

Relevant Experience

- **City of Culver City, Traffic Signal Fiber-Optic Upgrades, Culver City, CA** – QC/QA Manager
- **City of Santa Clarita, ITS Phases II, III, IV, VI, and VII, Santa Clarita, CA** – Project Engineer
- **City of Inglewood, Stadium ITS Improvements, Inglewood, CA** – QC/QA Manager
- **City of Glendale, Wilson Avenue Multimodal Improvements Project, Glendale, CA** – Project Engineer
- **City of Glendale, Colorado Street Multimodal Improvements Project, Glendale, CA** – Project Engineer
- **City of Downey, Paramount Boulevard Fiber-Optic Communication System, Downey, CA** – QC/QA Manager
- **City of Modesto, LinkModesto Fiber Infrastructure Master Plan, Modesto, CA** – Project Engineer
- **City of San Ramon, Fiber-Optic Master Plan, San Ramon, CA** – Project Manager
- **City of Rancho Mirage, Design of Traffic Signal Interconnect Improvements, Rancho Mirage, CA** – Principal-in-Charge and QC/QA Manager
- **City of Rancho Mirage, Citywide Traffic Signal Equipment and Infrastructure Assessment Study, Rancho Mirage, CA** – Project Engineer
- **City of Palm Springs, TMC Troubleshooting and Timing Plan Review, Palm Springs, CA** – QC/QA Manager
- **City of Santa Clara, Lafayette Street Traffic Signal Interconnect and Coordination (TSIC) Project I, Santa Clara, CA** – Project Manager
- **City of Santa Clara, ITS Rehabilitation Phase 2 and GAP and Tasman Drive Traffic Signal Interconnect, Santa Clara, CA** – Project Manager
- **Alameda-Contra Costa Transit District (AC Transit), Signal Timing on BRT Caltrans Segment, Contra Costa County, CA** – Project Manager
- **City of San Rafael, Engineering Design Services for the Second and Third Street Queue Cutter Project, San Rafael, CA** – Project Manager
- **City of Stockton, Fiber-Optic Master Plan, Stockton, CA** – Project Manager

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Huntington Drive and Fremont Avenue Corridor Improvements Project





SAUL MELGAREJO, PLS

Topographic Survey Task Lead

CALVADA SURVEYING, INC.

Professional Credentials

- Bachelor of Science, Civil Engineering - Geospatial Emphasis, California State Polytechnical University, Pomona
- Professional Land Surveyor in California #9807

Saul has worked in the land surveying industry since 2006 as currently serves as project manager for Calvada's Topographic/Aerial Survey Division where he leads and oversees the land survey team on most projects. Having managed projects for some of the industry's largest clients, Saul is experienced in topographic mapping, boundary surveys, environmental compliance, analysis, and High-Definition Laser Scanning. His daily responsibilities include managing project schedules and budgets, coordinating the efforts of the field survey team, and ensuring the highest standards of quality and accuracy in all survey work both in the field and the office. His role is to ensure that the project is completed on time, within budget, and to the satisfaction of the client by managing all aspects of the project and coordinating with other teams and vendors involved in the project. He is also responsible for CAD team oversight, preliminary QC/QA, office and field management, tech development, project coordination, supervision, and final delivery.

With nearly 20 years of experience conducting surveying and mapping efforts for clients throughout the San Gabriel Valley and broader Los Angeles County, Saul's local knowledge and technical expertise will be integral to completing this project's topographic survey efforts in a timely manner

Relevant Experience

- **City of Fontana, Safe Routes to School Gap Closure, Fontana, CA** – Topographic Survey Project Manager
- **City of Highland, Northeast Del Rosa Area ADA Ramps, Highland, CA** – Topographic Survey Project Manager
- **City of Los Angeles, La Brea Avenue from Coliseum Street to Adams Boulevard Complete Streets, Los Angeles, CA** – Topographic Survey Project Manager
- **City of Los Angeles, City Sidewalk Improvements and ADA Ramps (40 intersections), Los Angeles, CA** – Topographic Survey Project Manager
- **LA Metro, Bus Maintenance Facility Upgrades (Divisions 1, 4, 9, 10, 13, 20, and 21), Los Angeles County, CA** – Topographic Survey Project Manager
- **LA Metro, Willow Street Corridor Congestion Relief Project, Signal Hill, CA** – Topographic Survey Project Manager
- **OCTA, I-5 PA&ED Freeway Aerial Survey, La Mirada, CA to Tustin, CA** – Topographic Survey Project Manager
- **Long Beach Airport, Aerial Survey and Excavation Survey, Long Beach, CA** – Topographic Survey Project Manager
- **City of Anaheim, Alameda Avenue/Aladdin Avenue** – Brookhurst Street to Crescent Avenue ADA and Sewer Upgrades, Anaheim, CA – Topographic Survey Project Manager
- **City of Anaheim, Underhill Avenue and North Shakespeare Street and SR-57 Freeway Crossing, ADA and Sewer Upgrades, Anaheim, CA** – Topographic Survey Project Manager
- **City of Anaheim, Muller Street to Lincoln Avenue, Anaheim, CA** – Topographic Survey Project Manager
- **City of Anaheim, Survey of La Palma Avenue (West of East Street), Anaheim, CA** – Topographic Survey Project Manager
- **City of Anaheim, Survey of Alley East of Anaheim Boulevard: Wilhelmina Street to Alberta Street, Anaheim, CA** – Topographic Survey Project Manager
- **City of San Juan Capistrano, Topographic Survey of Public Right-of-Way, San Juan Capistrano, CA** – Topographic Survey Project Manager

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Huntington Drive and Fremont Avenue Corridor Improvements Project





JUSTIN KEMPTON, PE, GE

Geotechnical Engineering and Pavement Investigation Task Lead

GPI

Justin has over 34 years of geotechnical engineering and construction experience. His geotechnical engineering experience consists of a wide range of public works and private-sector projects, including street improvement projects, pipelines, substations, power plants, transmission lines, HDD installations, schools, hospitals, landslide mitigation, parks, mixed-use developments (retail/commercial/residential), distribution facilities, parking structures, tall buildings, levee evaluations, large industrial complexes, prisons, water/wastewater treatment facilities, and forensic investigations. Justin has been the geotechnical engineer and project manager responsible for highway widening, bridge, and retaining wall projects under Caltrans jurisdiction. Justin has also managed and served as the engineer responsible for construction special inspection and laboratory testing services.

Professional Credentials

- Master of Science, Civil Engineering, University of California, Los Angeles
- Bachelor of Science, Civil Engineering, California State University, Fresno
- Professional Geotechnical Engineer in California #2385
- Professional Civil Engineer in California, #50946

Professional Affiliations

- American Society of Civil Engineers (ASCE), Former Los Angeles Geotechnical Engineering Group Board of Directors; Former Fresno Branch President
- American Council of Engineering Companies (ACEC), Former Los Angeles Chapter Director; Former San Joaquin Valley Chapter President/Director
- California State University, Fresno and Cal Poly Pomona, Former Lecturer for Geotechnical and Foundation Engineering Courses

Over the course of Justin's 34-year career, he has manager numerous on-call geotechnical contracts with the County of Los Angeles and various other Southern California municipalities, lending him an in-depth understanding of local conditions and and standards from a geotechnical perspective.

Relevant Experience

- **City of Los Angeles, Bureau of Engineering, Santa Monica Transit Parkway, Los Angeles, CA** – Geotechnical Engineer
- **Los Angeles Department of Water and Power, On-Call Geotechnical Engineering Services or Various Underground Utility Improvement Projects, Los Angeles, CA** – Program Manager and Principal Geotechnical Engineer
- **City of Agoura Hills, Reyes Adobe Overcrossing at SR 101, Agoura Hills, CA** – Geotechnical Engineering and Project Manager
- **City of Santa Ana, Edinger Avenue Widening, Santa Ana and Tustin, CA** – Geotechnical Engineer
- **Hamner Avenue Street Improvements, Ontario and Eastvale, CA** – Geotechnical Engineer
- **Foothill Boulevard Street Improvements, Upland, CA** – Geotechnical Engineer
- **City of Los Angeles Geotechnical Engineering Division, On-Call Geotechnical Investigation and Construction Services, CA** – Project Manager and Geotechnical Engineer
- **Rosedale Highway (SR58) and Bridge Widening for Thomas Roads Improvement Program, Bakersfield, CA** – Geotechnical Engineer
- **Pavement Evaluation Study for Slover and Boyle Avenues, Fontana, CA** – Geotechnical Engineer
- **Panda Inn Renovation and Foothill Gateway Development, Pasadena, CA** – Geotechnical Engineer
- **Hardscape and Street Improvements on Arrow Route, Upland, CA** – Geotechnical Engineer

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Huntington Drive and Fremont Avenue Corridor Improvements Project





ROBERT HAMILTON

Tree Inventory Task Lead

HAMILTON BIOLOGICAL

Professional Credentials

- Bachelor of Science, Biological Sciences, University of California, Irvine

Professional Affiliations

- American Ornithological Society, Fellow
- American Ornithologists Union, Member
- Cooper Ornithological Society, Member
- California Native Plant Society, Member

Robert has more than 35 years of experience as a consulting biologist working in Southern California. He conducts general and focused biological studies with an emphasis on studies of birds, including presence/absence surveys for threatened and endangered songbirds. He is among the most experienced surveyors for the California Gnatcatcher, Cactus Wren, and Least Bell's Vireo working in Southern California. Robert has extensive experience preparing environmental documentation for projects and developing mitigation measures in compliance with the California Environmental Quality Act (CEQA). He holds the federal and state permits and memoranda of understanding required to conduct presence/absence surveys for the California Gnatcatcher, Southwestern Willow Flycatcher, and Least Bell's Vireo.

Robert is a recognized authority among the biological consulting industry in Southern California, with extensive exprience in conducting general and focused biological surveys, vegetation mapping, floral identification, native plant restoration.

Relevant Experience

- **City of Monterey Park, Monterey Pass Road Complete Streets Project, Monterey Park, CA** – Senior Biologist
- **Wildlife Surveys for the Fairview Park Master Plan, Costa Mesa, CA** – Senior Biologist
- **Upper Chiquita Conservation Area Biological Surveys, Orange County, CA** – Senior Biologist
- **County of Los Angeles, Certified Local Coastal Program (LCP) for Santa Monica Mountains Coastal Zone, Los Angeles County, CA** – Lead Investigator
- **Southern California Edison, Tehachapi Renewable Transmission Project (TRTP), Multiple Jurisdictions, CA** – Senior Field Biologist
- **California Coastal Commission, Conservation and Management Plan for Marina del Rey, Los Angeles County, CA** – Senior Biologist
- **County of Orange, Southern Orange County Transportation Infrastructure Improvement Project - Foothill South Toll Road, Orange County, CA** – Third-Party CEQA Reviewer
- **County of Orange, Frank G. Bonelli Regional County Park Master Plan, Orange County, CA** – Third-Party CEQA Reviewer
- **County of Orange, Rancho Potrero Leadership Academy Facility, Orange County, CA** – Third-Party CEQA Reviewer
- **County of Orange, Lower San Diego Creek Emergency Repair Flood Control Project, Orange County, CA** – Third-Party CEQA Reviewer
- **City of Newport Beach, Sunset Ridge Park, Newport Beach, CA** – Third-Party CEQA Reviewer
- **City of Montebello, Montebello Hills Specific Plan EIR, Montebello, CA** – Third-Party CEQA Reviewer
- **County of San Diego, Gregory Canyon Landfill Restoration Plan, San Diego County, CA** – Third-Party CEQA Reviewer
- **County of San Diego, The Bridges at Santa Fe Units 6 and 7 Residential Development, San Diego County, CA** – Third-Party CEQA Reviewer
- **City of Carlsbad, Villages of La Costa Residential Master Plan, Carlsbad, CA** – Third-Party CEQA Reviewer

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KEITH LENOUE

Grant Support and Funding Management
Task Lead

AVANT GARDE

Professional Credentials

- Master of Business Administration, Azuza Pacific University
- Bachelor of Arts, Business Management, Azuza Pacific University

Keith has seven years of experience in administrative and municipal program services and contract administration. His main responsibilities include fund administration, grant research and writing, community outreach support, and program management services. Keith assists clients by identifying federal and state fund allocation balances, assisting in determining eligible projects, and providing advisement of program requirements. He is experienced in issues impacting City governments and has developing expertise in contract administration. His responsibilities have included interfacing with federal, state and local agencies to define, develop, and manage project scopes, schedules, cooperative agreements and overall project management to ensure projects are delivered on time and on schedule. Keith manages the preparation of documents in accordance with the Local Assistance Procedures Manual for federally funded projects. He assists with processing documentation for projects to obtain Caltrans authorizations and reimbursement requests.

In addition to his extensive experience helping Southern California clients earn millions of dollars in grant funding, Keith has worked closely with Kimley-Horn on the management of more than 20 grant-funded projects over the past seven years—a powerful partnership that will be integral to the long-term success of this project.

Relevant Experience

- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – Grant/Funding Program Manager
- **City of Monterey Park, ATP Cycle 4, Monterey Park, CA** – Senior Grant/Funding Program Coordinator
- **City of Monterey Park, HSIP Cycle 7 and 9, Monterey Park, CA** – Senior Grant/Funding Program Coordinator
- **City of Bell Gardens, Citywide Safety Improvement ATP, Bell Gardens, CA** – Senior Grant/Funding Program Coordinator
- **City of El Monte, Santa Anita Active Transportation CIP, El Monte, CA** – Senior Grant/Funding Program Coordinator
- **City of Norwalk, Alondra Blvd ATP Cycle 3, Norwalk, CA** – Senior Grant/Funding Program Coordinator
- **City of Norwalk, Studebaker Rosecrans & Cecila HSIP Cycle 6, 7, & 8, Norwalk, CA** – Senior Grant/Funding Program Coordinator
- **City of Norwalk, Alondra Piuma & Shoemaker HSIP Cycle 7 and 8, Norwalk, CA** – Senior Grant/Funding Program Coordinator
- **City of South Rosemead, Delta Ave from Mission to Well ATP, Rosemead, CA** – Senior Grant/Funding Program Coordinator
- **City of South El Monte, Signal Modifications at Various intersections HSIP Cycle 7, South El Monte, CA** – Senior Grant/Funding Program Coordinator
- **OCTA, On-Call Support Services for State and Federal-Aid Project Programming, Orange County, CA** – Grant/Funding Program Manager
- **OCTA, On-Call Complete Streets, Orange County, CA** – Grant/Funding Program Manager
- **California State University, Fullerton (CSUF), Funding Administration for Nutwood Pedestrian/Gateway Bridge, Fullerton, CA** – Grant/Funding Program Manager
- **City of Ventura, ATP Santa Paula Trail, Ventura , CA** – Grant/Funding Program Manager
- **City of Ventura, Harmon Barranca Gap Closure ATP, Ventura, CA** – Senior Grant/Funding Program Coordinator
- **Port of Hueneme, North Terminal Shore, Port of Hueneme, CA** – Grant/Funding Program Manager

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NAZIR LALANI, PE, TE

Signal Timing Task Lead

TRAFFEX ENGINEERS

Professional Credentials

- Bachelor of Science, Chemical Engineering, Exeter University, Exeter, Devon, England
- Post Graduate Studies, Highway/Traffic Engineering, Middlesex College, England
- Master of Science, Civil Engineering, Arizona State University
- Professional Engineer in California #40433
- Professional Traffic Engineer in California #01415

Nazir has over 30 years of experience in public and private sector transportation planning and traffic engineering. He has held several positions in local government, including with the cities of Buenaventura, CA; Lakewood, CO; Phoenix, AZ; and the County of Santa Barbara. Most recently, Nazir has served as a consultant and provided contract traffic engineering services to the cities of La Quinta, Rancho Mirage, Indian Wells, and Palm Desert as well as Caltrans for synchronizing traffic signals along major transportation corridors. Nazir specializes in synchronizing traffic signals and has successfully timed several hundred traffic signals. He also served as Deputy Director with the Ventura County Transportation Department for 10 years until founding Traffex Engineers. He has served as Chair on various Institute of Transportation Engineers (ITE) committees, as an elected officer of ITE on the International Board of Direction, and as ITE's 1999 International President. Nazir has received numerous awards from ITE and other organizations including the Burton W. Marsh Award and Coordinating Council Special Recognition Award.

Nazir has been a trusted partner to Kimley-Horn for over 20 years, working closely with project manager Jean Fares, PE on a range of signal operations, ITS, and safety projects throughout the Coachella Valley—this long-standing relationship will allow for increased efficiency and coordination for signal timing efforts on this project.

Relevant Experience

- **City of Rancho Mirage, Design of Traffic Signal Interconnect Improvements, Rancho Mirage, CA** – Project Engineer
- **City of Rancho Mirage, Citywide Traffic Signal Equipment and Infrastructure Assessment Study, Rancho Mirage, CA** – Project Engineer
- **City of Palm Desert, Local Roadway Safety Plan, Palm Desert, CA** – Project Engineer
- **City of Palm Desert, Traffic Operations and Capacity Improvements, Palm Desert, CA** – Project Engineer
- **County of Ventura, Complete Streets Safety Assessment Study, Ventura County, CA** – Lead Safety Specialist
- **City of La Quinta, Systemic Safety Analysis Report, La Quinta, CA** – Project Engineer
- **UC Berkeley Institute of Transportation Studies, Traffic Safety Assessment Studies, Bakersfield/Shafter/Wasco, CA** – Lead Safety Specialist
- **City of La Quinta, City Staff Position, La Quinta, CA** – Contract City Traffic Engineer
- **City of Ventura, City Staff Position, Ventura, CA** – Transportation Engineer
- **County of Ventura, City Staff Position, Ventura County, CA** – Deputy Director
- **County of Santa Barbara, City Staff Position, Santa Barbara County, CA** – Senior Planning and Development Director

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Huntington Drive and Fremont Avenue Corridor Improvements Project





JOCELYN SORIA

Utility Coordination and Field Work

Professional Credentials

- Bachelor of Science, Civil Engineering, University of Southern California

Jocelyn is a civil analyst with experience in transportation engineering studies and design. Jocelyn has supported projects with tasks including communication and traffic signal modification design plans, traffic studies, signal timing modifications, and PS&E. Her skills include AutoCAD Civil 3D, Synchro, ArcGIS, and writing engineering reports.

Relevant Experience

- **City of Culver City, MOVE Culver City 2023, Culver City, CA** – Project Analyst
- **City of Inglewood, ITS Gap Closure Part II, Inglewood, CA** – Project Analyst
- **County of Ventura, Systemic Countywide Signalized Intersection, Ventura County, CA** – Project Analyst
- **City of Thousand Oaks, Thousand Oaks Boulevard Pedestrian Crossing, Thousand Oaks, CA** – Project Analyst
- **County of Ventura, Las Posas Road at 5th Street Intersection Improvement PS&E, Ventura County, CA** – Project Analyst
- **City of South El Monte, Traffic Signal Improvements at Lee Avenue & Garvey Avenue and Durfee Avenue & Peck Road HSIP Cycle 10 Project, South El Monte, CA** – Project Analyst
- **City of Maywood, Traffic Signal Improvements at Various Signalized Intersections HSIP Cycle 11 Project, Maywood, CA** – Project Analyst



ABBEY IBARRA

Utility Coordination and Field Work

Professional Credentials

- Master of Science, Civil Engineering, California State Polytechnic University, Pomona
- Bachelor of Science, Urban and Regional Planning, California State Polytechnic University, Pomona

Abbey has experience in transportation planning, traffic engineering, and traffic safety analysis. Her experience includes preparation of signing and striping, parking studies, active transportation plans, local roadway safety plans, vulnerable road user safety assessments, and stakeholder and community engagement. She has extensive experience in GIS and has experience in sorting GIS data to identify and interpret trends. She assists in collecting data and implementing the assessing methodology to projects for determining the level of traffic safety given various parameters. Abbey is also fluent in Spanish.

Relevant Experience

- **City of Culver City, East Washington Boulevard Bike Lane Project, Culver City, CA** – Project Analyst
- **City of South El Monte, Traffic Signal Improvements at Various Signalized Intersections HSIP Cycle 9, El Monte, CA** – Project Analyst
- **County of Ventura, Systemic Intersections Design, HSIP Cycle 10, County of Ventura, CA** – Project Analyst
- **City of Bakersfield, Active Transportation Plan, Bakersfield, CA** – Project Analyst
- **Orange County Transportation Authority (OCTA), Santa Ana Transit Cooperation Study, Orange County, CA** – Project Analyst
- **Caltrans, Vulnerable Road User Safety Assessment, Statewide, CA** – Project Analyst

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Huntington Drive and Fremont Avenue Corridor Improvements Project





NOEMI WYSS, AICP

Environmental (CEQA)

Professional Credentials

- Master of Urban and Regional Planning, University of California, Irvine
- Bachelor of Arts, International Relations, Boston University
- American Institute of Certified Planners #3186

Noemi has nine years of experience in environmental planning, technical studies, Geographic Information Systems (GIS), CalEEMod, and Illustrator/InDesign. She has prepared numerous environmental documents in accordance with CEQA as well as air quality, greenhouse gas emission, health risk, and acoustic assessments. Her background is in environmental policy with a focus on urban water policy.

Relevant Experience

- **South Coast Water District, Doheny Desalination Project CEQA and Environmental Permitting, Dana Point, CA** – Environmental Planner
- **City of Santa Ana, MainPlace CEQA Technical Studies, Santa Ana, CA** – Environmental Planner
- **City of Gardena, Gardner Marine Avenue Mixed-Use IS/MND Project, Gardena, CA** – Air Quality/Noise Analysis Task Lead
- **City of Newport Beach, Environmental Services for The Towers at Koll Center Newport, Newport Beach, CA** – Air Quality/Noise Analysis Task Lead
- **City of Anaheim, Gene Autry Way and State College Boulevard Improvements, Anaheim, CA** – Environmental Planner



ANDRAY CARDOZA

Environmental (CEQA)

Professional Credentials

- Bachelor of Science, Environmental Studies, University of California, Santa Barbara

Professional Affiliations

- Association of Environmental Professionals, Member

Andray is an environmental planner with six years of experience preparing environmental report and compliance documentation under CEQA/NEPA. His experience includes a variety of project types, with a focus on water supply, stormwater, recycled water, and wastewater infrastructure plans and projects in the Southern California region. His responsibilities include project management and support, coordinating with internal technical staff and subconsultants to complete CEQA/NEPA documents and supporting technical studies, interfacing with clients, technical writing, QC/QA of deliverables, and tracking project scopes, schedules, and budgets to completion.

Relevant Experience

- **City of Burbank, San Fernando Bikeway, CEQA/NEPA Revalidation and Environmental Assessment, Burbank, CA** – Environmental Analyst
- **Port Hueneme, NEPA/CEQA Environmental Clearance for South Terminal Shore Power Project, Port Hueneme, CA** –Environmental Analyst/Assistant Environmental Task Manager
- **Los Angeles Department of Water and Power, Stormwater Capture Parks Program, Los Angeles, CA** – Deputy Project Manager*
- **City of Los Angeles, Silver Lake Reservoir Complex Master Plan EIR, Los Angeles, CA** – Deputy Project Manager*
- **Irvine Ranch Water District, Syphon Reservoir Improvement Project CEQA-Plus EIR, Orange County, CA** – Environmental Analyst*

**Prior to joining Kimley-Horn*

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Huntington Drive and Fremont Avenue Corridor Improvements Project





JIM ROLDAN, TE

Traffic Corridor Study/Safety Analysis

Professional Credentials

- Master of Science, Civil Engineering, University of California, Irvine
- Bachelor of Science, Civil Engineering, University of California, Irvine
- Professional Traffic Engineer in California #2482

Jim is a senior traffic engineer and transportation planner with 26 years of experience, with an extensive track record in leading numerous large-scale transportation and traffic engineering projects. His experience includes ITS planning/design, transportation planning, transportation systems analysis/microsimulation, big data collection for large corridor projects, and design of traffic signal, traffic handling, traffic management, and signing/striping plans. Jim formerly held positions at the Los Angeles Department of Transportation (LADOT) and Caltrans District 12 and is very familiar with local agency requirements.

Relevant Experience

- **City of Alhambra, 710 North Arterial and I-10 Interchange Improvements at I-10/Fremont Avenue, I-10/Atlantic Boulevard, and I-10/Garfield Avenue, Alhambra, CA** – Project Engineer
- **LA Metro, I-105 Integrated Corridor Management (ICM) Design, Los Angeles, CA** – Project Engineer
- **City of Palm Desert, Traffic Operations and Capacity Improvements Project, Palm Desert, CA** – Project Engineer
- **City of Lancaster, Avenue M Interchange Improvements PS&E, Lancaster, CA** – Project Engineer
- **LA Metro, I-105/I-405 Integrated Corridor Management Project, Los Angeles, CA** – Project Manager*

**Prior to joining Kimley-Horn*



KRIS CAMPOS

Traffic Corridor Study/Safety Analysis

Professional Credentials

- Bachelor of Arts, Business Administration, California State University, Fullerton

Professional Affiliations

- Institute of Transportation Engineers (ITE), Member

Kris has over 25 years of experience in traffic data collection, providing a wide array of traffic data collection services and specializes in the planning and management of large-scale traffic data collection projects for Counts Unlimited. Traffic data collection projects under his guidance include turning movement traffic counts, pedestrian/bicycle counts, mainline freeway counts, origin-destination studies, license plate studies, and parking surveys. Along with planning and execution of the projects, Kris plays a key role in ensuring accurate data is collected for each project. In order to achieve the highest level of accuracy, Kris ensures that all employees receive extensive training and testing before being placed in the field for data collection.

Relevant Experience

- **City of South Pasadena, Traffic Data Collection Services for the 2025 Engineering and Traffic Survey, CA** – Traffic Data Collection Task Lead
- **LA Metro, North Hollywood to Pasadena BRT Planning and Environmental Study, North Hollywood, CA** – Traffic Data Collection Task Lead
- **City of Santa Monica, Engineering and Traffic Survey Project, Santa Monica, CA** – Traffic Data Collection Task Lead
- **City of Thousand Oaks, Citywide Traffic Warrant Count Data, Thousand Oaks, CA** – Project Manager
- **City of Burbank, On-Call Traffic Data Collection, Burbank, CA** – Project Manager
- **City of Rancho Cucamonga, Advanced Traffic Management System Phase II Signal Synchronization (63 Intersections), Rancho Cucamonga, CA** – Traffic Data Collection Task Lead

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Huntington Drive and Fremont Avenue Corridor Improvements Project





EUGENE HUANG, PE

Roadway

Professional Credentials

- Bachelor of Science, Civil Engineering, California Polytechnic State University, San Luis Obispo
- Professional Civil Engineer in California #87933

Eugene has extensive experience delivering multimodal corridor and complete streets projects throughout Los Angeles County, applying strategic and context-sensitive approaches to improve safety, access, and mobility. He currently manages several complex, multi-jurisdictional efforts that integrate local street improvements with regional infrastructure such as freeway ramps and interchanges. Eugene brings a process-driven mindset to all phases of project delivery, with a proven track record of completing PSR PDS, PA&ED, PS&E, and construction in Caltrans District 7.

Relevant Experience

- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – Project Engineer
- **SGVCOG, San Gabriel Valley Transit Study, Irwindale, CA** – Project Engineer
- **City of Alhambra, Fremont Avenue Complete Streets and Interchange Modifications, Alhambra, CA** – Project Manager
- **City of Lancaster, Avenue J Complete Streets and Interchange Modifications, Lancaster, CA** – Project Manager
- **City of Camarillo, Pleasant Valley Road Bike Lanes, Camarillo, CA** – Project Engineer
- **City of Culver City, Ivy Station Transit-Oriented Development (Washington Boulevard and National Boulevard Street Off-Site and On-Site Improvements)** – Project Engineer



TAYLOR ANN MASUDA, PE(WA)

Roadway

Professional Credentials

- Bachelor of Science, Civil Engineering, Loyola Marymount University
- Professional Engineer in Washington #23007209

Taylor Ann has over six years of experience in the design of transit corridor and facility roadway and transportation projects. She is versed at managing task order work and has experience with site design, multi-lane roundabout design, ADA pedestrian access design, and underground utilities, and brings expertise in channelization and signing plans, turn movements in AutoTurn, cost estimates, specifications, and alternatives analysis.

Relevant Experience

- **County of Ventura, Las Posas Road at 5th Street Intersection Improvement, Ventura County, CA** – Project Engineer
- **City of Pico Rivera, Engineering Services for Citywide Traffic Signal Safety Enhancements, Pico Rivera, CA** – Project Engineer
- **SCRRA, Simi Valley Double Track and Platform Project, Simi Valley, CA** – Project Engineer
- **SCRRA, Canyon Double Track Project, Los Angeles County, CA** – Project Engineer
- **LA Metro, Cloud-Based Transit Signal Priority (TSP) (LADOT Signals), Los Angeles, CA** – Project Engineer
- **Sound Transit Everett Link Extension (EVLE) and Operations and Maintenance Facility (OMF) North, Everett, WA** – Project Engineer

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Huntington Drive and Fremont Avenue Corridor Improvements Project





AMANDA CARRO, EIT

Roadway

Professional Credentials

- Bachelor of Science, Civil Engineering, Northeastern University
- Engineer-in-Training in California #168333

Amanda has been supporting the design of multidisciplinary roadway and multi-modal projects across Los Angeles County for more than five years. She has worked on a wide range of projects from local roadway improvements to major interchange projects to final design and construction phase services. Amanda is highly familiar with Caltrans specifications and standards and is experienced in the development of PA&ED and PS&E documents. She has experience identifying high priority utilities and coordinating utilities with multiple owners prior to and during construction.

Relevant Experience

- **City of Los Angeles, Broadway-Manchester Active Transportation Equity Project PA&ED and PS&E, Los Angeles, CA** – Project Analyst
- **City of Los Angeles, Telfair Avenue Multimodal Bridge Over Pacoima Wash Preliminary Design and Environmental Documentation, Los Angeles, CA** – Project Analyst
- **City of Inglewood, ITS Gap Closure Part II, Inglewood, CA** – Project Analyst
- **City of Camarillo, Pleasant Valley Road Bike Lanes, Camarillo, CA** – Project Analyst
- **City of Lancaster, Avenue M Interchange Improvements PS&E, Lancaster, CA** – Project Analyst



ALISSA MAXON, PE

Hydrology and Hydraulics

Professional Credentials

- Bachelor of Science, Civil Engineering, California Polytechnic State University, San Luis Obispo
- Professional Engineer in California #95774

Alissa is a civil engineer with experience in municipal and highway roadway design, with an emphasis in drainage design and surface water treatment design along with highway and municipal roadway design. In Southern California, she has been involved with the development of construction plans including complete streets, drainage, water quality, traffic calming, public transit, interchanges, freeway widening, and asset management. Alissa is also familiar with applicable design standards and guidelines, Caltrans HDM and standard plans, AASTHO design guidelines, California MUTCD, and local guidelines in the San Diego, Riverside, and Los Angeles areas.

Relevant Experience

- **City of Bakersfield, Niles and Monterey Complete Streets, Bakersfield, CA** – Drainage Engineer
- **City of Los Angeles, Broadway-Manchester Active Transportation Equity Project PA&ED and PS&E, Los Angeles, CA** – Drainage Engineer
- **Caltrans District 11, Drainage Support for SR 78 Pavement Rehabilitation, San Diego County, CA** – Project Engineer
- **Caltrans District 11, I-8 Drainage and Water Quality Improvements, San Diego County, CA** – Project Analyst
- **City of National City, 8th Street and Roosevelt Avenue Active Transportation Corridor, National City, CA** – Drainage Engineer

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Huntington Drive and Fremont Avenue Corridor Improvements Project





CASEY JUMANAN, PE, QSD/P

Hydrology and Hydraulics

Professional Credentials

- Bachelor of Science, Civil Engineering, San Diego State University
- Professional Engineer in California #88842
- Qualified Stormwater Pollution Prevention Plan Developer/Practitioner in California #27154

Casey has 11 years of civil engineering experience on a mix of public and private sector projects throughout California. His experience includes designing and managing projects, subconsultants, budgets, and bidding and construction phase support. His project experience includes ADA design, parks, roadway and traffic calming improvements, site development/grading, stormwater design and reporting, and utility design and coordination.

Relevant Experience

- **City of San Marcos, San Marcos Boulevard Storm Drain Improvements, San Marcos, CA** – Project Manager
- **City of San Marcos, Richland Road Phase II Storm Drain Improvements, San Marcos, CA** – Project Engineer
- **City of San Marcos, Rancho Santa Fe Pavement Rehabilitation and Traffic Signal Modification Improvements, San Marcos, CA** – Project Manager
- **City of Oceanside, Coast Highway Corridor Design, Oceanside, CA** – Project Engineer
- **City of Escondido, Grand Avenue Vision Phases I and II, Escondido, CA** – Project Engineer
- **City of Vista, Emerald Drive Complete Street Improvements, Vista, CA** – Project Engineer



BRANDI CHILDRESS

Community Outreach

Professional Credentials

- Masters in Transportation Management, San Jose State
- Bachelors in Business Administration, California State University Stanislaus

Professional Affiliations

- Women's Transportation Seminar (WTS), San Francisco Bay Area Chapter, Communications Chair

Brandi is a 25-year transportation industry professional specializing in community outreach, public involvement, stakeholder engagement and strategic communications. She has led successful teams on various transportation projects by prioritizing strong partnerships, connection, collaboration, and early and active public engagement through all phases of the project delivery process. She brings a wealth of knowledge and a true passion for unifying communities around new ideas and mobility solutions. Brandi's deep roots in public service have allowed her to creatively implement transportation improvements with and for communities who need them most. Brandi is motivated by opportunities to apply her experience to elevate processes, programs, projects, and people.

Relevant Experience

- **City of San Jose, Diridon Intermodal Station Business Case, San Jose, CA** – Strategic Planning and Communications, Community Outreach and Stakeholder Engagement
- **City of Santa Clara, Vision Zero Implementation Plan, Santa Clara, CA** – Community Outreach and Stakeholder Engagement
- **City of Sunnyvale, Tasman Drive Pedestrian/Bike Facility Installation, Sunnyvale, CA** – Community Outreach and Stakeholder Engagement
- **City of Sunnyvale, Mathilda Avenue Bike Study, Sunnyvale, CA** – Community Outreach and Stakeholder Engagement
- **VTA, BART Silicon Valley Phase II Extension**

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Huntington Drive and Fremont Avenue Corridor Improvements Project





MICHAEL LEDBETTER, PLA

Landscape Design

Professional Credentials

- Bachelor of Science, Landscape Architecture, University of Kentucky
- Professional Landscape Architect in California #5553

Michael is a landscape architect with more than 24 years of diverse professional experience. He has extensive design and production management experience, leading projects from entitlements through construction. He has a strong design sense that he brings to all sectors of our land development portfolio including public parks, urban design, commercial, retail, higher education, and healthcare. He is passionate about sustainable design and is focused on being progressive when it comes to regenerative and resilient design trends currently sweeping the profession. Michael works closely with our civil engineering team to develop site designs that not only function but deliver the objectives of the program with casual elegance, making spaces to be enjoyed by all who experience them.

Relevant Experience

- **City of Santa Ana, Warner Avenue Linear Park Planning, Santa Ana, CA** – Landscape Architect
- **City of Santa Ana, Santa Ana Zoo Walkway Improvements, Santa Ana, CA** – Project Manager
- **Town of Apple Valley, Parks Irrigation System Improvements, Apple Valley, CA** – Landscape Architect
- **City of Santa Clarita, Santa Clarita Sports Complex Buildout, Santa Clarita, CA** – Landscape Architect



LISETTE MONTOYA

Grant Support and Funding Management

AVANT GARDE

Professional Credentials

- Master of Business Administration, California State Polytechnic University Pomona
- Bachelor of Science, Business Management, California State Polytechnic University Pomona

Lissette has more than 20 years of experience in project management, analysis, funding management, grant administration, and community outreach programs. Her expertise includes identifying federal and state fund allocation balances, programming funds, and administering long-and-short range programs consistent with the economic capabilities of the agencies. Lissette has helped numerous agencies in performing a variety of analyses and studies to identify State and Federal funding options. Additionally, she has experience in grant writing, project monitoring, labor compliance, and funding administration services. Her team has successfully monitored federal and state funding for municipal agencies throughout Southern California and has secured over $560.5 million in funding for government agencies.

Relevant Experience

- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – Grant/Funding Project Director
- **City of Monterey Park, ATP Cycle 4, Monterey Park, CA** – Grant/Funding Project Director
- **City of El Monte, Santa Anita Active Transportation CIP, El Monte, CA** – Grant/Funding Project Director
- **City of Bell Gardens, Citywide Safety Improvement ATP, Bell Gardens, CA** – Grant/Funding Project Director
- **OCTA, On-Call Support Services for State and Federal-Aid Project Programming, Orange County, CA** – Funding Project Director
- **California State University Fullerton (CSUF), Funding Administration for Nutwood Pedestrian/Gateway Bridge** – Funding Project Director

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ALYSSA PHANEUF, PE

Grant Support and Funding Management

Alyssa has over 25 years of experience in the transportation industry. She has the unique ability to translate stakeholder needs into transportation solutions and has used this skill to write successful grant applications for her clients and receive funding for a variety of different projects, including transit improvement and transportation technology projects. She has won hundreds of millions of dollars through SB1, RAISE, INFRA, and LA Metro Call for Projects funding programs, among others. She understands that the key to a successful grant application is a story backed by data-driven analysis. Alyssa also specializes in transportation technology and systems integration. Alyssa recently won $134 million in SB1 funds in the latest cycle.

Professional Credentials

- Master of Science, Civil Engineering—Transportation, Georgia Institute of Technology
- Master of City and Regional Planning, Georgia Institute of Technology
- Bachelor of Science, Civil Engineering, University of California, Berkeley
- Professional Engineer in California #63123

Professional Affiliations

- Institute of Transportation Engineers (ITE), Board Member—Grade Crossings
- Intelligent Transportation Society (ITS), Board Member—California
- International Parking and Mobility Institute (IPMI), Member—Technology Committee

Relevant Experience

- **SGVCOG, ATP Grant Writing Services, Irwindale, CA** – Project Manager
- **Los Angeles Department of Transportation (LADOT), Application and Grant Writing for Large Infrastructure Projects, Los Angeles, CA** – Project Manager
- **City of Malibu, Grant Writing Assistance, Malibu, CA** – Project Lead
- **SBCAG, SB1 Grant Services and Grant Writing Services, Santa Barbara County, CA** – Project Manager



JASON MELCHOR, PE

Traffic Signal Modification

Professional Credentials

- Bachelor of Science, Civil Engineering, University of California, Irvine
- Professional Engineer in California #65218

Jason has over 20 years of experience in the management, design, and review of traffic engineering projects and has worked with clients in Los Angeles, Orange, Riverside, San Diego, and Santa Barbara counties on a multitude of traffic engineering projects. His traffic engineering experience includes traffic signal design, signing and striping, traffic control, street lighting, and signal interconnect and Intelligent Transportation System (ITS) design plans, and he has served as a key staff member on many transportation studies, traffic and civil engineering design and active transportation projects.

Relevant Experience

- **City of Monterey Park, Design Engineering Services for Various Signalized Intersections Along Garfield Avenue, Monterey Park, CA** – Project Engineer
- **City of Glendale, Wilson Avenue Multimodal Improvements Project, Glendale, CA** – Project Engineer
- **City of Glendale, Glenoaks Boulevard Traffic Signal Modification, Glendale, CA** – Project Engineer
- **City of Burbank, PS&E for San Fernando Class I Bikeway, Burbank, CA** – Project Engineer
- **City of Santa Clarita, ITS Phase III and Signal Coordination Timing, Santa Clarita, CA** – Project Engineer

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REBECCA UNG, EIT

Traffic Signal Modification

Professional Credentials

- Bachelor of Science, Civil Engineering, University of California, Irvine
- Engineer-in-Training in California #176402

Rebecca is a transportation analyst that has experience in communication design, signing and striping design, traffic signal modifications, traffic mitigation efforts, and traffic operations. She has experience in AutoCAD, Microsoft Excel, and Synchro. Also, Rebecca has worked on ITS projects, HSIP projects, opinions of probable costs, and encroachment permit applications for multiple local jurisdictions.

Relevant Experience

- **City of Inglewood, Westchester/Veterans Station Multimodal Connection, Inglewood, CA** – Project Manager
- **City of Inglewood, ITS Gap Closure Part II, Inglewood, CA** – Project Analyst
- **City of Glendale, Wilson Avenue Multimodal Improvements, Glendale, CA** – Project Analyst
- **City of Culver City, MOVE Culver City 2023, Culver City, CA** – Project Analyst
- **County of Ventura, Las Posas Road at 5th Street Intersection Improvement PS&E, Ventura County, CA** – Project Analyst
- **City of Maywood, Traffic Signal Improvements at Various Signalized Intersections HSIP Cycle 11 Project, Maywood, CA** – Project Analyst
- **City of South El Monte, Traffic Signal Improvements at Various Signalized Intersections HSIP Cycle 9 Project, South El Monte, CA** – Project Analyst



MATTHEW JACOBSON, EIT, ENV SP

Signing and Striping

Professional Credentials

- Bachelor of Science, Civil Engineering, California State Polytechnic University, Pomona
- Engineer-in-Training in California #170803
- Envision Sustainability Professional #38203

Matthew is a civil analyst with experience in active transportation and multimodal design. He has worked on various bike and shared use lane projects. He has worked on signing and striping design, fiber-optic design, and ADA curb ramp design for various jurisdictions. He has worked on a wide variety of funding types including ATP, SS4A, and Measure M to deliver on projects with expedited schedules and lean budgets.

Relevant Experience

- **City of Inglewood, ITS Gap Closure Part II, Inglewood, CA** – Project Analyst
- **City of Culver City, Overland Avenue Bike Lane, Pedestrian, and High Friction Surface Treatment Improvement Project, Culver City, CA** – Project Analyst
- **City of Santa Clarita, Newhall Bike Boulevard, Santa Clarita, CA** – Project Analyst
- **City of Glendale, Wilson Avenue Multimodal Improvements, Glendale, CA** – Project Analyst
- **City of Glendale, Colorado Boulevard Multimodal Improvements, Glendale, CA** – Project Analyst
- **County of Ventura, Las Posas Road at 5th Street Intersection Improvement PS&E, Ventura County, CA** – Project Analyst
- **City of Palm Springs, Racquet Club Road Lane Reconfiguration, Palm Springs, CA** – Project Analyst

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JIM FORBES

Signal Timing

FORBES Traffic Solutions

Professional Credentials

- Bachelor of Science, Computer Networking, California State University, Fullerton
- Business & General Courses, Fullerton College
- Traffic Engineering, University of California, Berkeley Extension

Jim provides specialized technical support to local and regional government agencies on all aspects of traffic systems and transportation products. He possesses extensive knowledge of product hardware and software applications, as well as systems installation and configuration. In addition, Jim is able to manage training and education on a wide array of industry equipment. He is a results-oriented innovator with over 30 years of sales engineering, managerial, and manufacturing experience with transportation systems, networking infrastructure, video vehicle detection/CCTV systems, and controller cabinet interface development. He is a self starter and convergent thinker able to quickly assess and solve complex traffic problems. Jim effectively builds an environment of creativity so he and his clients can enthusiastically address the constant challenge of working to solve and service complex traffic management needs.

Relevant Experience

- **CVAG, Regional Traffic Signal Synchronization Project, Coachella Valley, CA** – Systems Integration/Systems Engineer
- **City of South Gate, Atlantic and Firestone, Railroad Sequence and Queuing Design, South Gate, CA** – Systems Integration/Systems Engineer
- **City of San Rafael, SMART Rail Service, San Rafael, CA** – Systems Integration/Systems Engineer
- **City of Cypress, Inspection of 19 BBS installation, Cypress, CA** – Systems Integration/Systems Engineer
- **City of Orange, Database Conversion and Update, Orange, CA** – Systems Integration/Systems Engineer



RYAN CALAD, PE, TE

Signal Timing Task Lead

Professional Credentials

- Bachelor of Science, Ecology, University of California, Irvine
- Professional Engineer in California #91422
- Professional Traffic Engineer in California #2692

Ryan has more than 18 years of experience and is a recognized leader in the transportation and public works field. He has served as a project manager on various engineering projects and completed extensive work for bicycle and pedestrian improvements, roadway improvement plans, assessments, and signal operations projects. He has also served as the engineering lead for several active transportation, bike, pedestrian, and SRTS projects. He has an extensive planning and design background and is effective at anticipating and resolving problems and issues on concurrent project task orders involving multidisciplined project teams, agencies, and subconsultants.

Relevant Experience

- **City of Fullerton, Nutwood Avenue Bicycle and Pedestrian Mobility Improvements Project, Fullerton, CA** – Traffic Engineering Lead
- **City of Irvine, Strategic Active Transportation Plan, Irvine, CA** – Engineering/ITS Task Leader*
- **City of Culver City, Culver Boulevard Class IV Bike Lane Gap Closure, Culver City, CA** – Project Manager*
- **City of Santa Monica, Wilshire Boulevard Traffic Signal Modification Plans, Santa Monica, CA** – Project Manager*
- **City of Santa Monica, Ocean Avenue and Colorado Avenue Traffic Signal Modification, Santa Monica, CA** – Project Manager*
- **City of Santa Monica, Signal Synchronization, Santa Monica, CA** – Project Manager*
- **City of Long Beach, Studebaker Road Complete Streets/ITS Project, Long Beach, CA** – Task Manager*

**Prior to joining Kimley-Horn*

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RICHARD LUO, TE

Traffic Signal Modification

Professional Credentials

- Master of Science, Civil and Environmental Engineering, University of Nevada, Reno
- Bachelor of Science, Civil Engineering, University of Nevada, Reno
- Professional Traffic Engineer in California #3136

Richard is a civil analyst with several years of experience in traffic operations and traffic signal design. He has supported the development of PS&E and signal timing modification tasks on multiple regional traffic signal synchronization program (RTSSP) projects for the Orange County Transportation Authority (OCTA). His work on these projects has given him extensive experience coordinating with a range of regional and municipal stakeholder agencies, which lends him a solid understanding of the expectations and deliverables necessary for this other signal modification efforts throughout Southern California.

Relevant Experience

- **City of Irvine, Culver Barranca Parkway Regional Traffic Signal Synchronization Program, Irvine, CA** – Project Engineer
- **City of Cerritos, Del Amo Boulevard Bridge Replacement and Signal Enhancement Project, Cerritos, CA** – Project Engineer
- **OCTA, Crown Valley Parkway and Moulton Parkway/Golden Lantern RTSSPs, Orange County, CA** – Project Engineer
- **City of Laguna Niguel, Alicia Parkway Regional Traffic Signal Synchronization Program Project Design, Implementation, and Project Management Services, Laguna Niguel, CA** – Project Engineer



ELBERT CHANG, PE, TE

Fiber-Optic Communications

Professional Credentials

- Master of Science, Transportation Engineering, University of California, Berkeley
- Bachelor of Science, Civil Engineering, University of California, Berkeley
- Professional Engineer in California #61548
- Professional Traffic Engineer in California #2244

Professional Affiliations

- Institute of Transportation Engineers (ITE), Member

Elbert has 26 years of extensive planning, engineering, and management experience in a variety of communications and ITS projects in both the private and public sector. He has worked on numerous projects involving traffic signal and communications network design, transit signal priority design and implementation, signal timing coordination plan implementation, and analysis and simulation of traffic signal operations. He has prepared PS&E documents for new and modified traffic signals, ITS communication, transit improvement, pavement rehabilitation and complete streets, and various streetscape and roadway safety projects, including construction phasing and traffic control plans, conforming to latest Caltrans, Greenbook, and National Association of City Transportation Officials (NACTO) standards.

Relevant Experience

- **City of Oakland, MacArthur Smart City Corridor ITS Design, Oakland, CA** – Project Manager
- **City of Oakland, Fiber Network Master Plan Update, Oakland, CA** – Project Manager
- **MTC, I-880 Integrated Corridor Mobility (ICM) Project, Alameda, CA** – Project Engineer
- **City of Concord, Fiber-Optic Communications System Infrastructure Inventory, Concord, CA** – Project Engineer
- **City of Modesto, LinkModesto Fiber Infrastructure Master Plan, Modesto, CA** – Project Manager
- **Port of Oakland, Security Fiber-Optic Network Expansion and Redundancy Project Design, Port of Oakland, CA** – Project Manager

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MATT GIBSON

Metro/CPUC Coordination

Professional Credentials

- Bachelor of Science, Civil Engineering, Rose-Hulman Institute of Technology
- Professional Engineer in Florida #69872

Matt brings 23 years of design and construction experience for general civil and roadway work, rail and track, and many types of utilities. He is also experienced with project management and project controls, scheduling, monitoring and managing task progress, and promoting effective communication both internally and with clients and subconsultants. His recent experience includes projects for the Southern California Regional Rail Association where he served as point person for design integration and deputy project manager on the Simi Valley and Canyon Double Track projects.

Relevant Experience

- **SCRRA, Canyon Double Track Project, Los Angeles County, CA** – Deputy Project Manager
- **SCRRA, Balboa Double Track Project, Los Angeles County, CA** – Senior Engineer
- **SCRRA, Simi Valley Double Track and Platform Project, Lose Angeles County, CA** – Deputy Project Manager
- **SCRRA, Cogswell Grade Crossing, Los Angeles County, CA** – Senior Engineer
- **LA Metro, North Hollywood to Pasadena BRT Planning and Environmental Study, Los Angeles to Glendale, CA** – Senior Engineer



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E. SUBCONSULTANTS' EXPERIENCE

We have included introductions for each of our subconsultant partners below.

AVANT-GARDE – *Grant Management*

Since its founding in 2002, Avant-Garde has specialized in grant writing and administration, program management, compliance management, construction coordination, and community outreach. Known for their innovation and excellence, the firm has successfully secured ***$560.5 million in competitive grants***, demonstrating its expertise in navigating federal and state requirements across various sectors, including park development, public safety, and education. Each member of Avant-Garde's staff has provided professional consultant services on similar projects in the past and is thoroughly familiar with the processes required pursuant to Caltrans Local Assistance Procedures and Metro funding administration procedures. Avant-Garde has provided exceptional services to all clients and has successfully completed audits with Caltrans, Metro and the Federal Highway Administration. Their files are organized in a manner that is conducive to the auditor's review and they have cleared all the audits conducted on federally funded projects that were administered.

Kimley-Horn and Avant-Garde have successfully secured a combined

$1.5B+

in competitive grant funding for California agencies over the past 20 years!

RELEVANT EXPERIENCE

CITY OF BELL GARDENS, CITYWIDE COMPLETE STREETS IMPROVEMENTS PHASE 1 ATP CYCLE 5

Avant-Garde prepared the Active Transportation Program Cycle 5 application, created maps and other exhibits, drafted and coordinated letters of support, and coordinated with an engineer to receive all the required technical attachments such as an engineer's estimate and project plans. The project will incorporate various pedestrian, bicyclist, and traffic calming improvements such as crosswalks, mini traffic circles, curb ramps, bike route striping, and pedestrian signals. Avant-Garde is currently administering the funds ($6,499,000) and providing project oversight to ensure the project meets Caltrans' scheduling requirements for each phase and funds are disbursed in a timely matter.

In just the past seven years, Avant-Garde has partnered with Kimley-Horn to provide grant and funding support on more than 20 projects throughout Los Angeles County and Orange County.

CALVADA SURVEYING, INC. – *Survey*

Established in 1989, Calvada Surveying, Inc. (Calvada) is a Disabled Veteran and Minority Disadvantaged-Owned land surveying firm providing professional land surveying services on approximately 200 projects annually across California, supporting a wide range of civil engineering and infrastructure initiatives. Calvada is both a pioneer of advanced land surveying technology and a family-oriented company with an immensely dedicated and experienced staff, including professional land surveyors, qualified field and office personnel, in-house support staff, mapping technicians, and project managers.

RELEVANT EXPERIENCE

CITY OF LOS ANGELES, SIDEWALK IMPROVEMENT PROJECT

This project involved surveying 12 intersections throughout Los Angeles and providing design files for updating the sidewalk and ADA ramps and making other site improvements. Calvada conducted a comprehensive topographic survey of the 12 project areas, which included mapping the natural and man-made features of the area such as elevations, contours, drainage, and structures. With the information gathered, Calvada prepared a topographic survey map and a control map, detailing the survey monumentation, which was crucial for the client's future land development and construction plans.

Kimley-Horn and Calvada's exceptional relationship spans more than 20 years, during which Calvada has provided Kimley-Horn with surveying and mapping services on over 800 public and private sector projects.

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COUNTS UNLIMITED – *Traffic Data Collection*

Counts Unlimited has specialized in traffic data collection for over 35 years, bringing an understanding of the critical role accurate data plays in transportation planning and the delivery of reliable, high-quality results. Counts Unlimited maintains an extensive inventory of traffic counting equipment, including over 200 ADT machines (volume, speed, and classification), 50 manual data collection devices, and more than 150 high-definition video cameras. These tools support a wide range of count types such as intersection turning movement counts, pedestrian and bicycle counts, mainline freeway counts, queuing counts, and license plate surveys. For radar speed surveys, Counts Unlimited has 15 handheld radar guns operated by certified staff members. Additionally, their team conducts travel time runs using GPS-enabled laptops paired with dashcam video recording systems. Counts Unlimited specializes in the following traffic data collection services:

- Turning Movement Counts
- Average Daily Traffic Counts
- Classification Counts
- Speed Counts
- Radar Speed Surveys
- Parking Lot Surveys
- Signal Warrants
- GPS Travel Time Surveys
- Vehicle Occupancy Counts
- Origin/Destination Surveys
- Pedestrian Surveys
- Transit Ridership Surveys
- Vehicle Intercept Surveys
- Pedestrian Surveys
- Railroad Crossing Surveys
- Gate/Driveway Count

RELEVANT EXPERIENCE

CITY OF SOUTH PASADENA, TRAFFIC DATA COLLECTION SERVICES

Counts Unlimited brings extensive experience conducting traffic counts in the City of South Pasadena, routinely conducting multiple projects each year. Their team recently completed traffic data collection for the City's 2025 Engineering and Traffic Survey, wherein they performed radar speed surveys and 24-hour ADT counts at 58 locations. Counts Unlimited has also conducted data collection projects in support of stop/signal warrant counts at various locations in South Pasadena as well.

Kimley-Horn and Counts Unlimited share an impressive track record of successful partnerships, having delivered nearly 200 projects together in California over the course of nearly 20 years.

GEOTECHNICAL PROFESSIONALS, INC. – *Geotechnical Engineering*

Geotechnical Professionals Inc. (GPI) is a California Corporation providing geotechnical engineering services to public and private clients throughout Southern California for over 35 years. Since 1989, GPI has been providing geotechnical services for diverse projects including new roadways, street rehabilitation, schools, parks, hospitals, hillside repairs, landslide mitigation, seismic retrofits, police/fire stations, animal shelters, bridges, reservoirs, pipeline tunneling, retail centers, industrial centers, parking structures, apartment buildings, and office buildings. GPI offers the experience and strengths of a large firm and responsiveness of a smaller firm. All projects are managed by a principal owner of the firm, and each principal is a registered Geotechnical Engineer with over 30 years of experience.

RELEVANT EXPERIENCE

CITY OF FONTANA, SLOVER AVENUE PAVEMENT EVALUATION STUDY AND STREET IMPROVEMENTS

GPI provided geotechnical investigation and design services for distressed pavement mitigation, street widening, and underground utility tie-ins within Slover Avenue and onsite stormwater infiltration. GPI's scope included borings within City right-of-way, traffic control, encroachment permits, infiltration and laboratory testing, engineering analyses, developing design and construction recommendations, preparation of a geotechnical investigation report, and ongoing consultation with the design team.

GPI has partnered with Kimley-Horn on many projects over the last 20+ years, including the UCI Rehabilitation Facility in Mead Valley, the St. Joseph Medical Office Building in Orange, and the Manheim Parking Lot in Riverside.

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HAMILTON BIOLOGICAL CONSULTING, INC. – *Tree Inventory*

Hamilton Biological Consulting, Inc. (Hamilton Biological) specializes in the practical application of environmental policies and regulations to land management and land use decisions in Southern California. For more than 30 years, they have operated as part of an informal network of environmental specialists that can provide a wide range of services related to the application of local, state, and federal land use policies and regulations. President and owner, Robert Hamilton, has amassed extensive experience conducting field surveys of the trees within a project's limits and summarizing the information within a tree inventory.

RELEVANT EXPERIENCE

CITY OF MONTEREY PARK, MONTEREY PASS ROAD COMPLETE STREETS

As a subconsultant to Kimley-Horn, Hamilton Biological will be providing a tree inventory for the 1.6-mile Monterey Pass Road corridor as part of this complete streets effort to enhance connectivity between residential neighborhoods, schools, job centers, and commercial corridors. Hamilton Biological will conduct a field survey of the trees within the project limits and summarize their findings in a tree inventory, including identification of tree trunk diameters and heights along the corridor.

In addition to our teams' current partnership in Monterey Park, Kimley-Horn and Hamilton Biological have been working together over the past four years on various projects in Burbank, Santa Monica, and Santa Clarita.

FORBES TRAFFIC SOLUTIONS – *Signal Timing*

Jim Forbes of Forbes Traffic Solutions has been an integral contributor to the transportation industry for over 30 years. He has successfully resolved various infrastructure/design challenges and assisted various agencies in updating and converting existing controller database information to new controllers. Jim also has experience resolving intersection and systems traffic control issues for upcoming major area events, communication systems, timing coordination, emergency vehicle and railroad preemption, transit signal priority systems, and control operations issues. Jim is also highly proficient with technologies such as fiber, cellular, copper, and radio.

TRAFFEX ENGINEERS – *Signal Timing*

Nazir Lalani, PE, TE of Traffex Engineers has provided traffic signal timing services for hundreds of traffic signals, including timing signals for independent, isolated operation and coordinating timing for signals in synchronized systems. Nazir has implemented ITS central systems, including Aries, Centracts, and Quicnet, to monitor the performance of individual signals and groups of coordinated signals. His recent completed traffic signal synchronization projects include all of major corridors in the City of La Quinta as well as many other major intersections throughout the Coachella Valley, Orange County, and Ventura County.

RELEVANT EXPERIENCE

CITY OF PALM DESERT, TRAFFIC OPERATIONS AND CAPACITY IMPROVEMENTS

As partners to Kimley-Horn, Forbes Traffic Solutions and Traffex Engineers are currently working with the City of Palm Desert to conduct capacity and operational studies at 50 of the City's most problematic intersections with the goal of improving safety, connectivity, and access. This project will build upon the results of the City's recently completed LRSP and Engineering and Traffic Survey studies. The project aims to supplement the improvements made from other ongoing projects, such as the CV Link Connector and the regional CV Sync Program, and will support the City in evaluating, troubleshooting, and fine-tuning signal timing and coordination changes introduced as part of these projects.

Forbes Traffic Solutions, Traffex Engineers, and Kimley-Horn all regularly partner together, having delivered numerous traffic signal operations and signal systems design projects together over the past seven years.

F. FEE PROPOSAL

Per the City's RFP, our fee proposal—including our fee schedule of current hourly rates for applicable personnel—has been submitted as a separate file on PlanetBids under the "Cost File" attachment section.

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G. SCHEDULE

Kimley-Horn has a strong track record of delivering successful projects on time and under budget. From working with complex design challenges to navigating conflicting alternatives and political pressure, our team continues to keep award-winning, quality client service on top. Based on our understanding of the project and anticipated Notice-to-Proceed (NTP) on October 7, 2025, **we anticipate being able to complete the project ahead of the design deadline of September 1, 2026.**

In order to accomplish this we have identified several key steps to hit the ground running with and avoid downtime.

Task	Task Description	Assuming NTP October 7, 2025									
		2025			2026						
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
Task 1	**Project Management**										
1.1	Kick Off Meeting										
1.2	Project Meetings										
1.3	Third-Party Agency Coordination Meetings										
1.4	Project Schedule										
1.5	Project Reporting and Invoicing										
Task 2	**Existing Conditions and Data Collection**										
2.1	Review Existing Documents										
2.2	Site Observation										
2.3	Topographic Survey and Right-of-Way Mapping										
2.4	Utility Coordination and Base Mapping										
2.5	Permit Utility Applications										
2.6	Geotechnical Investigation and Infiltration Testing										
Task 3	**Conceptual Design Development**										
3.1	Conceptual Design Plans										
3.2	Basis of Design Memorandum										
Task 4	**Community Outreach and Public Engagement**										
4.1	Community Outreach Plan										
4.2	Community Outreach Tools and Materials										
4.3	In-Person Community Outreach (4)										
4.4	PWIC and City Council Meetings (4)										
Task 5	**Project Approval and Environmental Document (PA&ED)**										
5.1	Environmental Documentation										
5.2	Project Description										
5.3	Traffic Corridor Study (LOS, Parking, Safety; 2 Warrant Analysis)										
5.4	Drainage and Water Quality Exhibit										
5.5	Tree Inventory Report and Map										
5.6	Categorical Exemption (CE) Memorandum										
Task 6	**Preliminary Engineering (30% PS&E)**										
6.1	Preliminary Design Plans										
6.2	Preliminary OPCC										
Task 7	**Final PS&E Design**										
7.1	60% Plans, Specifications, OPCC										
7.1	Draft H&H, WQMP, SWPPP										
7.2	90% Plans, Specifications, OPCC										
7.2	Final H&H, WQMP, SWPPP										
7.3	100% Plans, Specifications, OPCC										
Task 8	**Bidding Services**										
8.1	Existing Conditions, Review, Concept of Operations										
8.2	Coordinated Optimized Traffic Signal Timing										
8.3	Signal Timing Field Implementation and Fine Tuning										
Task 9	**Construction Phase Services**										
9.1	Attend Pre-Bid Meeting										
9.2	Respond to Bidder's Questions										
9.3	Review Bids										
Task 10	**Construction Phase Services**										
10.1	Attend Pre-Construction Meeting (1)										
10.2	Attend Construction Meetings (4)										
10.3	Review RFI's, Shop Drawings, and Material Submittals										
10.4	Record Drawings										

Team Production | Agency Review | Public Outreach | Submittal

30 Days

Set up project financials and reporting

Kick off topographic survey, traffic data, and tree inventory

Distribute utility letters

Prepare conceptual design alternatives

60 Days

Obtain topographic survey, traffic data, and tree inventory

Complete utility base mapping

Advance conceptual design alternatives

Develop drainage and water quality concepts

90 Days

Complete traffic corridor study

Submit draft Environmental documentation

Prepare draft community Outreach materials

Prepare for community outreach and PWIC meetings

KIMLEY-HORN QUALITY CONTROL IS

ACHIEVED
Through adequate planning, coordination, supervision, and technical direction

CONTROLLED
By assigning a manager to evaluate all work flow and procedures

SECURED
Through careful surveillance of work activities by parties not involved in the initial efforts

VERIFIED
Through independent reviews by qualified staff

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H. ACCEPTANCE STATEMENT

Kimley-Horn has reviewed the City's standard consultant services agreement and would like to discuss modifications to the terms and conditions outlined therein. Our proposed modifications have been provided in **Section J. Proposal Exceptions** per the City's RFP.

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Huntington Drive and Fremont Avenue Corridor Improvements Project



I. REFERENCES

Kimley-Horn values the long-lasting, trusted relationships we have developed with our clients, and much of our success over the last 58 years is directly related to our efforts to provide consistent, high quality, and timely services. As trusted advisors, our firm works diligently on behalf of our clients, as demonstrated by the projects provided on the following pages. We encourage you to contact our clients directly regarding our team's work history and quality of service.

CITY OF MONTEREY PARK

Monterey Pass Road Complete Streets. Spanning 1.6 miles from Floral Drive to Garvey Avenue/South Fremont Avenue, this transformative project will enhance connectivity between residential neighborhoods, schools, job centers, and commercial corridors. Kimley-Horn has been providing planning, public outreach, and design services. Outreach considered different stakeholder groups such as businesses, community organizations, and multi-lingual language needs. This inclusive engagement culminated in a concept that reflected the community's priorities and was formally approved by City Council. Kimley-Horn is currently advancing 60% PS&E and construction is anticipated to begin February 2026. *See page 12 for an extended project description.*

Client Reference: Ziad Mazboudi, City Project Manager | 626.532.2018 | zmazboudi@montereypark.ca.gov
Start/Completion Dates: January 2025 – Ongoing

CITY OF CULVER CITY

> **"Jean truly provides the combination of a hands-on approach, attention to detail, and client service needed to deliver a successful project."**
>
> *-Andrew Maximous, City of Culver City*

Overland Avenue Bike Lane, Pedestrian, and High Friction Surface Treatment Improvement Project. Kimley-Horn is preparing engineering PS&E for proposed bike lane, pedestrian, and High Friction Surface Treatment (HFST) improvements. The project will include the installation of Class II and Class IV bike lanes, traffic signal modifications at six locations, new traffic signal installation at one location, installation of fiber-optic cable and conduit at three locations, ADA ramp upgrades, sidewalk widening, driveway upgrades, additional shade trees and benches, and HFST improvements. Following a field review of existing conditions, our team prepared conceptual design graphics for the proposed bike lane improvements along the entire project corridor. After confirmation of the conceptual design, Kimley-Horn will prepare signing and striping plans, traffic signal modification plans, traffic signal installation plans, communication design plans, and HFST PS&E. *See page 14 for an extended project description.*

MOVE Culver City 2023. Kimley-Horn is developing a Quick Build solution to change the original MOVE Culver City Design and preparing designs to include Class II or Class IV bike lanes on Adams Boulevard between Washington Boulevard/Fairfax Avenue. Kimley-Horn prepared a conceptual cross sections technical memorandum followed by conceptual striping plans for each segment. Striping plans were prepared according to City and Caltrans standards and MOVE Culver City Design Guidelines. Following approval, Kimley-Horn prepared final plans and an opinion of probable construction cost for signing and striping and traffic signal modifications. *See page 14 for an extended project description.*

Client Reference: Andrew Maximous, Mobility and Traffic Engineering Manager | 310.253.5628 | andrew.maximous@culvercity.org
Start/Completion Dates: February 2023 – Ongoing (Overland Avenue); September 2022 – Ongoing (MOVE Culver City)

CITY OF INGLEWOOD

ITS Gap Closure Part II. The City of Inglewood is developing the ITS Gap Closure Improvement Project Part II to mitigate the impacts on the existing transportation network at the new Inglewood Basketball Entertainment Center (IBEC)—now named the Intuit Dome. The City has partnered with Kimley-Horn for engineering design services to implement traffic and ITS improvements at the IBEC-impacted intersections. The improvements will span 28 intersections and will be complemented by fiber-optic gap closure and changeable message signs for wayfinding. *See page 16 for an extended project description.*

Westchester/Veterans Station Multimodal ATP Connection. Kimley-Horn is providing project management, utility coordination, environmental clearance, engineering design, grant administration, and construction support services for the Active Transportation Program Cycle 7 Westchester/Veterans Station Multimodal Connection Project. Kimley-Horn is developing PS&E for the approximately 1,850 linear feet on Florence Boulevard from Hindry Avenue to West Hyde Park Boulevard. *See page 16 for an extended project description.*

Client Reference: Peter Puglese, City Traffic Engineer | 310.412.5607 | ppuglese@cityofinglewood.org
Start/Completion Dates: February 2019 – Ongoing (ITS Gap Closure Part II); October 2024 – Ongoing (Westchester/Veterans Station)

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Huntington Drive and Fremont Avenue Corridor Improvements Project



CITY OF SANTA CLARITA

ITS Phases II - VII. Kimley-Horn has been updating the ITS system throughout the City of Santa Clarita over the past 20 years across six project phases. This has included the design of a web-based traveler information system, installation of a redundant fiber-optic communication system and design of about 14,000 feet of fiber-optic traffic signal interconnects, deployment of the Transparity adaptive system along major corridors, resynchronization of 148 signalized intersections, and the development of an integrated corridor management project for the City. *See page 22 for an extended project description.*

Client Reference: Cesar Romo, Traffic Signal Administrator | 661.286.4002 | cromo@santa-clarita.com
Start/Completion Dates: August 2006 – Ongoing

> **"I consider Kimley-Horn as an augmentation of my staff."**
> *-Cesar Romo, City of Santa Clarita*

CITY OF PALM SPRINGS

Racquet Club Road and South Palm Canyon Road Reconfiguration. Kimley-Horn is delivering planning, outreach, and design services to reconfigure approximately 2.3 miles of corridor along Racquet Club Road and South Palm Canyon Drive. The project will close pedestrian infrastructure gaps, introduce new Class II and Class IV bike lanes, upgrade sidewalks and ADA curb ramps, enhance crosswalk visibility, and improve traffic operations and circulation. These improvements will strengthen connections to surrounding neighborhoods, schools, and commercial areas while promoting safer and more accessible walking, bicycling, and transit use. *See page 18 for an extended project description.*

Client Reference: Francisco Jaime, Principal Civil Engineer | 760.323.8299 | francisco.jaime@palmspringsca.gov
Start/Completion Dates: March 2024 – Ongoing

CITY OF GLENDALE

Multimodal Improvement Projects. Kimley-Horn is providing planning and engineering services to the City of Glendale for various multimodal improvement projects, including along Wilson Avenue and along Colorado Street. For the projects, Kimley-Horn is providing robust public outreach efforts along with transportation planning, civil and traffic engineering, and complete streets design, with the end goal of developing designs that balance transportation modes while incorporating community feedback and sustainability elements. *See page 17 for an extended project description.*

Client Reference: Pastor Casanova, Principal Traffic Engineer | 818.548.3945 | pcasanova@glendaleca.gov
Start/Completion Dates: March 2024 – Ongoing (Wilson Avenue); May 2024 – Ongoing (Colorado Street)

ADDITIONAL CLIENT REFERENCE

CITY OF AGOURA HILLS

***Agoura Road Bike Lane Project.** Kimley-Horn prepared PS&E for the construction of a bicycle lane for approximately two miles of Agoura Road, between Kanan Road and the western City boundary with the City of Westlake Village. The project, which provides Class II bike lanes, is complete. Our services included traffic engineering (signage and striping) and civil design to widen the road, relocating curb and gutter, adjusting drainage features, repairing damaged areas of the road, and providing a rubberized asphalt overlay. We also retained an arborist to assist with minimization of oak tree impacts in determining the layout and design of the project.

Client Reference: Ramiro Adeva, Assistant City Manager | 818.597.7353 | radeva@agourahillscity.gov

**Project completed more than 5 years ago*

> **"I have had the chance to work with Kimley Horn for many years, and they are excellent in regards to customer service. Responsiveness, professional, adaptive, versatile, client-oriented, quality AND quantity, and practical are all things that come to mind when I reflect on my experiences with Kimley Horn. Simply a great group of people from top to bottom."**
> *- Ramiro Adeva, City of Agoura Hills*

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J. PROPOSAL EXCEPTIONS

Kimley-Horn has reviewed Appendix 8 Professional Services Agreement and would like to discuss the following modifications to the terms.

5.9. Permits and Approvals. Consultant shall ~~obtain~~, at its sole cost and expense, keep in effect at all times during the term of this Agreement all professional licenses, permits and ~~regulatory~~ approvals of whatever nature that are legally required to practice its profession ~~necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses,~~ Consultant will assist the Client in applying for or obtaining any permits or regulatory approvals stated in Consultants scope of services, including but not limited to, as applicable, encroachment permits and building and safety permits and inspections.

11.2 Consultant to Indemnify City. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage to the extent arising out of, pertaining to or relating to ~~or in connection with~~ Consultant's ~~alleged~~ negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.4 Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. ~~Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.~~ In no event shall the cost to defend charged to the Consultant exceed the Consultant's proportionate percentage of fault.

~~**11.5 Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.~~

12.12. Consultant's Insurance Primary. The insurance provided by Consultant, other than Worker's Compensation, professional liability and employer's liability including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

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CONTACT

Jean Fares, PE

jean.fares@kimley-horn.com

213.354.9402

660 South Figueroa Street, Suite 2050, Los Angeles, CA 90017

www.kimley-horn.com

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Kimley»Horn

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EXHIBIT B

Project Fees and Hourly Billing Rates

For the Scope of Services and any additional services or change orders agreed upon by the parties, Consultant and Consultant's subcontractors, shall be paid at the hourly rates set forth in the "Approved Fee Schedule" attached herein as part of this Exhibit B. The hourly rates set forth in the Approved Fee Schedule shall remain in effect for the entire term of this Agreement

Compensation for the Scope of Services shall not exceed the Consideration amount of $2,218,328.

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660 South Figueroa Street, Suite 2050
Los Angeles, CA 90017
TEL 213.261.4040

FEE PROPOSAL COVER LETTER

September 25, 2025

Bassam AL-Beitawi
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030

RE: Proposal for Engineering Design Services for the Huntington Drive and Fremont Avenue Corridor Improvements Project

Dear Mr. AL-Beitawi and Members of the Selection Committee:

Per the City's RFP, we have provided our fee proposal and current hourly rate sheets. We welcome the opportunity to discuss our fee with the City and are flexible to adjustments and refinements as necessary to better accommodate your needs on this project.

Thank you for considering our proposal. Kimley-Horn is excited about this opportunity to continue our partnership and build on our relationship with the City. Should you have any questions, project manager **Jean Fares, PE** will serve as our point of contact for this proposal and can be reached directly at 213.354.9402, by email at jean.fares@kimely-horn.com, or at the address listed above.

Sincerely,

Kimley-Horn and Associates, Inc.

Jean Fares, PE
Project Manager/Senior Vice President*

**As Senior Vice President, Jean Fares, P.E. is authorized to act on behalf of and bind the firm.*

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City of South Pasadena
Huntington Drive and Fremont Avenue Corridor Improvements Project

		Kimley-Horn and Associates, Inc.																	
	Category/Title	Project Manager	QA/QC Manager	Senior Engineer/ Planner II	Senior Engineer/ Planner I	Engineer/ Planner	Analyst III	Analyst II	Analyst I	Project Support	KH COST	AVANT GARDE	CALVADA	COUNTS UNLIMITED	GPI	HAMILTON BIO	FORBES	TRAFFEX	TOTAL PROJECT COST
	Billing Rate	$415.00	$375.00	$345.00	$280.00	$240.00	$215.00	$190.00	$165.00	$145.00									
Task 1	**Project Management**	**67**	**14**	**62**	**14**	**47**	**92**	**42**	**0**	**2**	**$ 97,695**	**$ 32,296**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 129,991**
1.1	Kick Off Meeting	2	4	2	4	2	2	2		2	$ 5,720								$ 5,720
1.2	Project Meetings (30)	30	10	15	10	5	30				$ 31,825	$ 9,856							$ 41,681
1.3	Third-Party Agency Coordination Meetings (40)	10		30		40	20				$ 28,400								$ 28,400
1.4	Project Schedule	10						40			$ 11,750								$ 11,750
1.5	Project Reporting and Invoicing	15		15			40				$ 20,000	$ 22,440							$ 42,440
Task 2	**Existing Conditions and Data Collection**	**10**	**7**	**12**	**11**	**40**	**47**	**60**	**70**	**6**	**$ 57,520**	**$ -**	**$ 218,130**	**$ -**	**$ 37,785**	**$ -**	**$ -**	**$ -**	**$ 313,435**
2.1	Review Existing Documents	2	5	5		5	5	20			$ 10,505								$ 10,505
2.2	Site Observation	2	2		4		20		20		$ 10,300								$ 10,300
2.3	Topographic Survey and Right-of-Way Mapping	2				5			30	2	$ 7,270		$ 218,130						$ 225,400
2.4	Utility Coordination and Base Mapping	2		5		5	20		20	2	$ 11,645								$ 11,645
2.5	Permit Utility Applications	2			5	25		40			$ 15,830				$ 37,785				$ 53,615
2.6	Geotechnical Investigation and Infiltration Testing			2	2		2			2	$ 1,970								$ 1,970
Task 3	**Preliminary Design**	**6**	**10**	**10**	**20**	**0**	**40**	**40**	**40**	**0**	**$ 38,090**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 38,090**
3.1	Conceptual Design Plans	4	5	10	15		30	30	30		$ 28,285								$ 28,285
3.2	Basis of Design Memorandum	2	5		5		10	10	10		$ 9,805								$ 9,805
Task 4	**Community Outreach and Public Engagement**	**27**	**2**	**40**	**65**	**50**	**30**	**60**	**0**	**82**	**$ 85,695**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 85,695**
4.1	Community Outreach Plan	2	2		10		10	20		2	$ 10,620								$ 10,620
4.2	Community Outreach Tools and Materials	5			15	10	20			40	$ 18,775								$ 18,775
4.3	In-Person Community Outreach (4)	10		20	20	20		20		20	$ 28,150								$ 28,150
4.4	PWIC and City Council Meetings (4)	10		20	20	20		20		20	$ 28,150								$ 28,150
Task 5	**Project Approval and Environmental Document (PA&ED)**	**7**	**15**	**10**	**75**	**44**	**68**	**204**	**50**	**5**	**$ 105,895**	**$ -**	**$ -**	**$ 20,240**	**$ -**	**$ 9,658**	**$ -**	**$ -**	**$ 135,793**
5.1	Project Description		2			4		10			$ 3,610								$ 3,610
5.2	Traffic Corridor Study (LOS, Parking, Safety; 2 Warrant Analysis)	5	5	10	35	10	60	100	40	2	$ 58,390			$ 20,240					$ 78,630
5.3	Drainage and Water Quality Calculations/Exhibit	2	4		20	30		80	10		$ 31,980								$ 31,980
5.4	Tree Inventory Report and Map		2		2			2		2	$ 1,980					$ 9,658			$ 11,638
5.5	Categorical Exemption (CE) Memorandum		2		18		8	12		1	$ 9,935								$ 9,935
Task 6	**Preliminary Engineering (30% PS&E)**	**10**	**15**	**10**	**15**	**50**	**90**	**210**	**180**	**0**	**$ 118,375**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 118,375**
6.1	Plans	5	10	10	15	40	80	200	150		$ 103,025								$ 103,025
6.2	OPCC	5	5			10	10	10	30		$ 15,350								$ 15,350
Task 7	**Final Engineering (60%, 90%, 100% PS&E)**	**88**	**270**	**225**	**440**	**815**	**1220**	**1655**	**930**	**0**	**$ 1,264,395**	**$ 5,104**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,269,499**
7.1	60% PS&E																		
7.1.1	Plans	40	100	120	230	400	600	750	650		$ 634,650								$ 634,650
7.1.2	Specifications	2		10	10		20	30			$ 17,080								$ 17,080
7.1.3	OPCC	2		5	5	15	20	20			$ 15,655								$ 15,655
7.1.4	Draft H&H, WQMP, SWPPP	2	5	15	30	50		100			$ 47,280								$ 47,280
7.2	90% PS&E																		
7.2.1	Plans	20	80	60	100	250	400	500	200		$ 361,000								$ 361,000
7.2.2	Specifications	2	10		10		20	20			$ 15,480								$ 15,480
7.2.3	OPCC	2	10			10	20	20			$ 15,080								$ 15,080
7.2.4	Final H&H, WQMP, SWPPP	2	5		30	20		60			$ 27,305								$ 27,305
7.3	100% PS&E																		
7.3.1	Plans	10	30	15	15	45	100	100	80		$ 89,275	$ 5,104							$ 94,379
7.3.2	Specifications	2	10		10		10	20			$ 13,330								$ 13,330
7.3.3	OPCC	2	10			15	20	20			$ 16,280								$ 16,280
7.3.4	Final PS&E Package	2	10			10	10	15			$ 11,980								$ 11,980
Task 8	**Traffic Signal Coordination, Timing Plans, and Implementation**	**5**	**10**	**34**	**0**	**10**	**0**	**90**	**85**	**0**	**$ 51,080**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 14,410**	**$ 15,840**	**$ 81,330**
8.1	Existing Conditions, Review, Concept of Operations	2		5				40	40		$ 16,755								$ 16,755
8.2	Coordinated Optimized Traffic Signal Timing	2	5	24		5		40	40		$ 26,385								$ 26,385
8.3	Signal Timing Field Implementation and Fine Tuning	1	5	5		5		10	5		$ 7,940						$ 14,410	$ 15,840	$ 38,190
Task 9	**Bidding Services**	**6**	**6**	**0**		**18**	**32**	**0**	**0**	**0**	**$ 15,940**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ 15,940**
9.1	Attend Pre-Bid Meeting	2	2			2	2				$ 2,490								$ 2,490
9.2	Respond to Bidder's Questions	2	2			6	10				$ 5,170								$ 5,170
9.3	Review Bids	2	2			10	20				$ 8,280								$ 8,280
Task 10	**Construction Phase Services**	**8**	**14**	**0**	**26**	**0**	**62**	**0**	**0**	**0**	**$ 29,180**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 29,180**
10.1	Attend Pre-Construction Meeting (1)	2	2		2						$ 2,140								$ 2,140
10.2	Attend Construction Meetings (4)	2	4		4		12				$ 6,030								$ 6,030
10.3	Review RFI's, Shop Drawings, and Material Submittals	2	3		10		10				$ 6,905								$ 6,905
10.4	Record Drawings	2	5		10		40				$ 14,105								$ 14,105
	Other Direct Costs										**$ 1,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000**
	Other Direct Costs										$ 1,000								$ 1,000
	TOTAL COST:										**$ 1,864,865**	**$ 37,400**	**$ 218,130**	**$ 20,240**	**$ 37,785**	**$ 9,658**	**$ 14,410**	**$ 15,840**	**$ 2,218,328**

The costs presented represent an estimate by task. Kimley-Horn may adjust the allocation of funds between tasks as needed to support project delivery, provided that the total compensation shall not exceed $2,218,328.

Optional Tasks											
Task 11	**Initial Study/Mitigated Negative Declaration (IS/MND)**										
11.1	Technical Studies		1	4	20	30	10		40		$ 23,305.00
11.2	Draft IS/MND		1	14	6	12	20		16	2	$ 16,995.00
11.3	NOI Filing		1	1					3	4	$ 1,795.00
11.4	Final IS/MND and Mitigation Monitoring and Response Plan (MMRP)		2	8	4	8	5		10	1	$ 9,420.00
11.5	Public Hearings and Notice of Determination	2	4	8					4		$ 5,750.00
	Other Direct Costs										**$ 5,200.00**
	Other Direct Costs										$ 5,200.00
	TOTAL OPTIONAL COST										**$ 62,465.00**

The costs presented represent an estimate by task. Kimley-Horn may adjust the allocation of funds between tasks as needed to support project delivery, provided that the Optional Task total compensation shall not exceed $62,465.

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Kimley»Horn

2025 Hourly Labor Rate Schedule

Classification	*Staff*	*Rate*
Project Support	Fraticelli; Morton; Chin; Panting	$145
Analyst I	Harrison; Cho; Stocker; Nakamura; Wang; Bolter; Kaiser	$165
Analyst II	Howard; Caballero; Giang; Phung	$190
Analyst III	Ibarra; Soria Lira; Ung; Luo; Wong; Ramos	$215
Engineer/Planner	Jacobson; Jumanan; Masuda; Wyss; Cardoza; Carro; Chong; Maxon; Becerra; Dally	$240
Senior Engineer/Planner I	Bouchet; Ledbetter; Germain; McMacken	$280
Senior Engineer/Planner II	Childress; Barkley; Calad; DePencier; Phaneuf; Germain; Madsen	$345
QA/QC Manager	Farjo; Rous; Aguigui; Melchor	$375
Project Manager	Fares	$415

Sub-Consultants will be billed at actual cost plus 10%.

Other Direct Costs will be billed at actual cost plus 10%.

Staff are shown at their current classification level. Classifications are reviewed annually, and the classification of individual staff may change during the term of the contract. Kimley-Horn may also assign other qualified staff to the project as needed; any such staff will be billed at rates consistent with the hourly rates presented in the schedule above. These adjustments will not increase overall costs, and total compensation shall not exceed the contract total amount.

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AVANT GARDE
Grants
Compliance
Funding Management
Community Outreach

2025 Hourly Rate Schedule

Classification	Rate
Program Director	$150
Program Manager	$135
Senior Program Coordinator	$125
Program Coordinator	$110
Program Assistant	$100

807 S. Lemon Ave, Diamond Bar, CA 91789
tel: 909.895-7146 • fax: 909.859.3881 • www.agi.com.co

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Prevailing Wage Rate Schedule (2025)

Item Description	Unit	Unit Price
Field Support		
Field Survey Crew & Equipment (Prevailing Wage)	Hour	$385.00
Round Trip Travel Time & Costs	Hour	$165.00
Office Support		
Principal	Hour	$275.00
Director Surveying/Professional Land Surveyor	Hour	$235.00
Senior Project Manager	Hour	$195.00
Project Surveyor	Hour	$180.00
GPS Post Processing	Hour	$170.00
Survey Technician	Hour	$165.00
Drafting/AutoCAD Technician	Hour	$130.00
Accounting / Clerical	Hour	$90.00

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COUNTS UNLIMITED, INC. – RATE SHEET

Hourly Billing Rates

Counts Unlimited, Inc.	
Classification	**Hourly Rate**
Project Manager	$125.00
Field Supervisor	$75.00
Field Technician	$60.00
Various Traffic Count Staff	$45.00

Counts Unlimited, Inc. – Direct Cost Rates

Intersection Vehicle Turning Movement Counts

Standard Turning Movement Count	$40 per hour
Classified Turning Movement Count	$45 per hour

24 Hour Machine Traffic Counts

Entering Volume	$55 per approach
Directional Volume / ADT	$90 per site
Classification / Speed	$200 per site

Speed Radar Surveys

1 Hour or 100 cars; whichever comes first	$70 each

Field Survey of Existing Conditions

$50 per hour

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GEOTECHNICAL PROFESSIONALS INC.

2025 FEE SCHEDULE

SERVICES	RATE
Staff Engineer/Geologist	$ 164.00/hr.
Project Engineer/Geologist	184.00/hr.
Senior Engineer/Geologist	230.00/hr.
Associate	270.00/hr.
Principal	278.00/hr.
Senior Technician (Field or Lab)	128.00/hr.
Technician (Field or Lab)	112.00/hr.
Assistant Technician (Field or Lab)	98.00/hr.
City of Los Angeles Deputy Grading Inspector	146.00/hr.
Technician - Prevailing Wage Projects	174.00/hr.
Technical Illustrator	126.00/hr.
Administrative Assistant	98.00/hr.
Legal Testimony and Depositions	420.00/hr.
Drummed Off-Site Soil Disposal	$300/coring

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HAMILTON BIOLOGICAL

2025 Hourly Rate Schedule

Classification	Rate
Senior Biologist	$195
Senior Botanist	$195

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FORBES
Traffic Solutions

2025 Hourly Rate Schedule

Classification	Rate
Principal	$175

18340 Yorba Linda Blvd
Suite 107-402
Yorba Linda, CA 92886
714.624.3454
jim@forbesfts.com
www.forbesfts.com

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TRAFFEX ENGINEERS

2025 Hourly Rate Schedule

Classification	Rate
Principal	$200

City Council Agenda Report

ITEM NO. 11

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Bassam AL-Beitawi, Transportation Program Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE MEASURE R FUNDING AGREEMENT WITH LA METRO FOR THE NORTH SOUTH CORRIDOR INTELLIGENT TRANSPORTATION SYSTEMS DEPLOYMENT FOR THE FAIR OAKS AVENUE PROJECT RABA01-5071 (024) AND ADOPTION OF RESOLUTION NO. 8032 AMENDING THE FISCAL YEAR 2026-2027 CAPITAL IMPROVEMENT PROGRAM BUDGET APPROPRIATING $10,000,000 TO THE PROJECT BUDGET**

Recommendation

It is recommended that the City Council:

a. Approve a Measure R Funding Agreement with LA Metro for the North South Intelligent Transportation Systems Deployment on Fair Oaks Avenue Project (Attachment No. 1); and
b. Authorize the City Manager to sign the Measure R Funding Agreement with LA Metro for the North South Intelligent Transportation Systems Deployment on Fair Oaks Avenue Project; and
c. Adopt Resolution No. 8032 (Attachment No. 2) amending the Fiscal Year 2026-2027 Capital Improvement Program budget to appropriate $10,000,000 to the Project budget.

Executive Summary

The North South Intelligent Transportation Systems Deployment on Fair Oaks Avenue Project (Project) obligates $9.34 million in Federal Highway Administration (FHWA) Rogan Funds to improve traffic flow and reduce congestion along Fair Oaks Avenue between Huntington Drive and Columbia Street. The Project is now 100% designed, with final Caltrans approval pending before the Project can be advertised for construction.

The total Project cost is estimated at approximately $13.9 million, including $11.8 million for construction, $1.3 million for design, and $800,000 for construction management and inspection. Because the federal Rogan Funds expire on June 30, 2027, while construction is anticipated to extend into Fall 2027, staff will continue working with LA Metro to seek an extension of the federal funding deadline to accommodate the Project's construction schedule. Measure R funds will be available to address any funding gap and to accommodate potential variances in the final construction cost. It is not expected that the full $10M will be utilized and we will work with LA Metro to reallocate the funds to other projects.

Background
On August 12, 2004, the City of South Pasadena received $9,343,000 in Federal Highway Administration (FHWA) Rogan Funds (Bill No. HR 5394) for the construction of the SR-110 ramp. The project was not implemented because of right-of-way constraints and lack of technical studies and data.

In November 2019, FHWA and California Department of Transportation (Caltrans) informed staff of the Rogan funds lapsing at the end of 2019, unless the construction of the project proceeded immediately. To save the funds from lapsing, staff, in coordination with FHWA, revised the scope of the project to reduce vehicular congestion and improve traffic flow along Fair Oaks Avenue between Huntington Drive and Columbia Street. Staff have continued to work with FHWA and Caltrans and have been able to extend the lapse date of the Project's funds (Cooperative Work Agreement) to June 30, 2027.

On March 11, 2021, the City received proposals for environmental and engineering design services and KOA was awarded a Professional Services Agreement for Engineering Design Services for the Project on August 18, 2021.

On July 16, 2025, City Council approved a Professional Services Agreement (PSA) with Iteris Inc. to provide traffic engineering and ITS support services to support the Project in the amount of $73,787. Under this PSA, Iteris, Inc. has been working with KOA on the design and plan review of the ITS elements of this Project, in addition, Iteris Inc. submitted a proposal in 2021 demonstrating its qualifications and ability to complete the ITS design.

On March 4, 2026, City Council approved an amendment to the PSA with Iteris, Inc. to complete the design plans for the Project.

Analysis
The project plans are now 100% complete, and staff is awaiting final approval from Caltrans to begin the advertisement phase.

The federal Rogan funds allocated to this Project are $9,343,563, with a local cost share requirement of $1,210,557. The total Project cost is estimated at roughly $14M.

Tasks	**Amount**
Design	$1,300,000
Construction Management/Inspection	$800,000
Construction (Estimate's Estimate)	$11,800,000
Total:	**$13,900,000**

In addition, the federal Rogan funds are set to expire on June 30, 2027. With construction expected to begin in early 2027 and complete by Fall of 2027, staff will continue working with LA Metro to seek an extension of the federal funding deadline to accommodate the Project's construction schedule.

Measure R funds will be available to address any funding gap and to accommodate potential variances in the final construction cost. Accordingly, staff is requesting approval of the Measure R funding agreement with LA Metro. It is not expected that the full $10M will be

utilized and we will work with LA Metro to reallocate the funds to other projects.

Fiscal Impact
With approval of the Measure R Funding Agreement, the North South Corridor Intelligent Transportation Systems (ITS) Deployment Project would include the following funding sources:

Funding	Budget
North-South Corridor ITS Deployment Fund (108-9010-9161-8170-000)	$249,357
Proposition A Local Return Fund (205-9010-9161-8170-000)	$308,113
Proposition C Local Return Fund (207-9010-9161-8170-000)	$967,714
Federal Rogan Fund (214-9010-9161-8170-000)	$9,343,000
Measure R Local Return Fund (233-9010-9161-8170-000)	$250,000
Measure M Local Return Fund (236-9010-9161-8170-000)	$250,000
Measure R MIP Fund (243-9010-9161-8170-000)*	$10,000,000
Capital Growth Fund (255-9010-9161-8170-000)	$59,101
Total Funding	**$21,427,285**

Key Performance Indicators and Strategic Plan
This item is related to street improvement goals in the City Council's 2025 compilation of priorities.

Commission Review and Recommendation
The Project was discussed with the Public Works and Infrastructure Commission (PWIC) Mobility on August 27, 2025 and May 13, 2026.

Public Notification
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the publicly noticed agenda and posting of the same agenda and reports on the City’s website.

Environmental Analysis
The Project meets the requirements of California Environmental Quality Act Guidelines Section 15301 for Class 1, Existing Facilities, as the Project is consistent with Sections 15301(c) and 15301(d) listed. The City posted a Notice of Exemption with the State Clearinghouse on October 23, 2025, and with the Los Angeles County Registrar Clerk Recorder on October 30, 2025.

Attachment:
Attachment No. 1 - Measure R - Funding Agreement with LA Metro

Attachment No. 2 - Proposed Resolution No. 8032

MEASURE R FUNDING AGREEMENT
HIGHWAY PROGRAM (General)

This Funding Agreement ("FA") is made and entered into effective as of September 25, 2026 ("Effective Date"), and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and City of South Pasadena("GRANTEE") for North South Fair Oaks Intelligent Transportation Systems Deployment Project, LACMTA Project ID# MR7.3.6.04 and FTIP# LA9918928, (the "Project"). This Project is eligible for funding under Line 36 of the Measure R Expenditure Plan.

WHEREAS, LACMTA adopted Ordinance #08-01, the Traffic Relief and Rail Expansion Ordinance, on July 24, 2008 (the "Ordinance"), which Ordinance was approved by the voters of Los Angeles County on November 4, 2008 as "Measure R" and became effective on January 2, 2009.

WHEREAS, $780,000,000 in Measure R funds was identified in Line 36 of the Measure R Expenditure Plan for the I-710 North Gap Closure [tunnel] Project [SR-710 North].

WHEREAS, the LACMTA Board at its May 25, 2017 meeting, reallocated the remaining Measure R Funds for the SR-710 North Project to new mobility improvement projects within the San Gabriel Valley subregion, if consistent with the purpose and need of the Gap Closure Project to relieve congestion on local streets along the SR -710 alignment between Interstates 10 and 210, with the highest priority for projects proximate to the Interstate 10 freeway.

WHEREAS, this Project is a new mobility improvement project, consistent with the reallocation requirements for the SR-710 North Project.

WHEREAS, the funding set forth herein is intended to fund the Construction phase of the Project.

WHEREAS, the LACMTA Board, at its July 23, 2026 meeting, programmed $10,000,000 in Measure R Funds to GRANTEE for Construction, subject to the terms and conditions contained in this FA; and

WHEREAS, a Letter of No Prejudice (LONP) was issued for the Project on September 10, 2026 allowing for the GRANTEE to spend its local funds in the amount of $10,000,000.

WHEREAS, the Funds are currently programmed as follows: $4,000,000 in Measure R Funds in Fiscal Years (FY) 2026-27 and 6,000,000 in Measure R Funds in FY 2027-28. The total designated for Construction of the Project is $10,000,000.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this FA consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I – Specific Terms of the FA

2. Part II – General Terms of the FA
3. Attachment A – Project Funding
4. Attachment B – Measure R Expenditure Plan Guidelines
5. Attachment B-1 – Expenditure Plan- Cost & Cash Flow Budget
6. Attachment C – Scope of Work
7. Attachment D – Project Reporting and Expenditure Guidelines
8. Attachment D-1 – Intentionally omitted
9. Attachment D-2 –Quarterly Progress/Expenditure Report
10. Attachment E – Federal Transportation Improvement Program (FTIP) Sheet
11. Attachment F – Bond Requirements
12. Attachment G – List of Procurement Documents
13. Attachment H – 1 –Special Grant Conditions: LA County Regional ITS Architecture (Connect-IT) Consistency Self-Certification Policy Form
14. Attachment H – 2 – Special Grant Conditions: Signal Synchronization ITS, and Transportation Technology Improvements

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the FA and any attachments and the Specific Terms of the FA shall prevail over the General Terms of the FA.

IN WITNESS WHEREOF, the parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____ Date: _____

Stephanie Wiggins
Chief Executive Officer

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____ Date: 09/29/2026

Deputy

GRANTEE:

CITY OF SOUTH PASADENA

By: _____ Date: _____

Todd Hileman
City Manager

APPROVED AS TO FORM:

By: _____ Date: _____

Roxanne Diaz
Citty Attorney

PART I
SPECIFIC TERMS OF THE FA

1. Title of the Project (the "Project"): North South Fair Oaks Intelligent Transportation Systems Deployment Project –Construction. LACMTA Project ID# MR7.3.6.04, FTIP# LA9918928.

2. Grant Funds:

2.1 Programmed Funds for this Project consist of the following: Measure R Funds.

2.2 To the extent the Measure R Funds are available; LACMTA shall make to GRANTEE a grant of the Measure R funds in the amount of $10,000,000 (the "Funds") for the Project. LACMTA Board of Directors' action of July 23, 2026, granted the Measure R Funds for the Project. The Funds are programmed for over two (2) years for Fiscal Years (FY) 2026-27 and FY 2027-28.

3. This grant shall be paid on a reimbursement basis. GRANTEE must provide the appropriate supporting documentation with the Quarterly Progress/Expenditure Report. GRANTEE Funding Commitment, if applicable, must be spent in the appropriate proportion to the Funds with each quarter's expenditures. LACMTA will withhold five percent (5%) of eligible expenditures per invoice as retention pending an audit of expenditures and completion of scope of work.

4. **Attachment A** the "Project Funding" documents all sources of funds programmed for the Project as approved by LACMTA. The Project Funding includes the total programmed funds for the Project, including the Funds programmed by LACMTA and, if any, the GRANTEE Funding Commitment of other sources of funding. The Project Funding also includes the fiscal years in which all the funds for the Project are programmed. The Funds are subject to adjustment by subsequent LACMTA Board Action.

5. **Attachment B-1** is the Expenditure Plan- Cost & Cash Flow Budget (the "Expenditure Plan"). It is the entire proposed cash flow, the Budget and financial plan for the Project, which includes the total sources of all funds programmed to the Project, including GRANTEE and other entity funding commitments, if any, for this Project as well as the fiscal year and quarters the Project funds are anticipated to be expended. GRANTEE shall update the Expenditure Plan annually, no later than December 31, and such update shall be submitted to LACMTA's Executive Officer of Countywide Planning, Complete Streets & Highway in writing. If the LACMTA's Executive Officer of Countywide Planning, Complete Streets & Highway concurs with such updated Expenditure Plan in writing, Attachment B-1 shall be replaced with the new Attachment B-1 setting forth the latest approved Expenditure Plan. Payments under this FA shall be consistent with Attachment B-1 as revised from time to time. Any change to the final milestone date must be made by a fully executed amendment to this FA.

6. **Attachment C** is the "Scope of Work". The GRANTEE shall complete the Project as described in the Scope of Work. This Scope of Work shall include a detailed description of the Project and the work to be completed, including anticipated Project milestones and a schedule

consistent with the lapsing policy in Part II, Section 9, and a description of the Project limits, if applicable. No later than December 31 of each year, GRANTEE shall notify LACMTA if there are any changes to the final milestone date set forth in the schedule or any changes to the Scope of Work. If LACMTA agrees to such changes, the parties shall memorialize such changes in an amendment to this FA. Work shall be delivered in accordance with the schedule and scope identified in this FA unless otherwise agreed to by the parties in writing in an amendment to this FA. If GRANTEE fails to meet milestones or delivery of the Project, LACMTA will have the option to suspend or terminate the FA for default as described in Part II, Sections 2, 9, 10 and 11 herein below. To the extent interim milestone dates are not met but GRANTEE believes and can show documentation acceptable to LACMTA supporting GRANTEE'S ability to make up the time so as to not impact the final milestone date, GRANTEE shall notify LACMTA of such changes in its Quarterly Progress/Expenditure Reports and such interim milestone dates will automatically be amended to the latest interim milestone dates provided in the Quarterly Progress/Expenditure Reports Attachment D-2. In no event can the final milestone date be amended by a Quarterly Progress/Expenditure Report.

7. No changes to this FA, including but not limited to the Funds, and any other source of funds from LACMTA in the Project Funding, Expenditure Plan or the Scope of Work shall be allowed without an amendment to the original FA, approved and signed by both parties.

8. **Attachment D** is the "Project Reporting & Expenditure Guidelines". GRANTEE shall complete the "Quarterly Progress/Expenditure Report". The Quarterly Progress/ Expenditure Report are attached to this FA as Attachment D-2 in accordance with Attachment D – Project Reporting and Expenditure Guidelines.

9. **Attachment E**, the "FTIP PROJECT SHEET (PDF)", is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at https://programmetro.ecointeractive.com/secure2/login.asp. All projects that receive funding through Measure R must be programmed into the FTIP, which includes locally funded regionally significant projects for information and air quality modeling purposes. GRANTEE shall review the Project in ProgramMetro each year and update or correct the Project information as necessary during a scheduled FTIP amendment or adoption. GRANTEE will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after GRANTEE is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should GRANTEE fail to meet this date, it may affect GRANTEE's ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

10. LACMTA anticipates it may need to avail itself of lower cost bonds or other debt, the interest on which is tax exempt for federal tax purposes and/or Build America Bonds as defined in the American Reinvestment and Recovery Act of 2009 or similar types of bonds (collectively, the 'Bonds") to provide at least a portion of its funding commitments under this Agreement to GRANTEE. GRANTEE shall ensure that the expenditure of the Funds disbursed to GRANTEE does not jeopardize the tax-exemption of the interest, the Federal subsidy payment or the tax credit, as applicable, as specified in the Bond Requirements attached as **Attachment F** to this Agreement. GRANTEE agrees to provide LACMTA with

progress reports, expenditure documentation, and any other documentation as reasonably requested by LACMTA and necessary for LACMTA to fulfill its responsibilities as the grantee or administrator or bond issuer of the Funds. With regard to LACMTA debt financing to provide any portion of the Funds, GRANTEE shall take all reasonable actions as may be requested of it by LACMTA's Project Manager for the Project, to assist LACMTA in demonstrating and maintaining over time, compliance with the relevant sections of the Federal Tax Code to maintain such bonds tax status.

11. GRANTEE shall comply with the "Special Grant Conditions" attached as **Attachment H-1 and H-2**.

12. No changes to the (i) Grant amount, (ii) Project Funding, (iii) the Scope of Work (except as provided herein), (iv) Final milestone date or (v) Special Grant Conditions, shall be allowed without a written amendment to this FA, approved and signed by the LACMTA Chief Executive Officer or his/her designee and GRANTEE. Modifications that do not materially affect the terms of this FA, such as redistributing Funds among existing budget line items or non-material schedule changes must be formally requested by GRANTEE and approved by LACMTA in writing. Non-material changes are those changes which do not affect the grant amount or its schedule, Project Funding, or the Scope of Work, including the Work schedule.

13. LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Daryl Chesonis
LACMTA Project Manager
Mail Stop 99-18-2
Phone (213) 922-7311
E-mail Chesonisd@metro.net

14. GRANTEE's Address:

City of South Pasadena
Department of Public Works
1414 Mission Street CA 91030
Bassam Al-Beitawi
Title: Transportation Program Manager
Phone: (626) 403-7354
Email: balbeitawi@southpasadenaca.gov

PART II
GENERAL TERMS OF THE FA

1. TERM

The term of this FA shall commence on the Effective Date of this FA, and shall terminate upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to GRANTEE. All eligible Project expenses as defined in the Reporting and Expenditure Guidelines (Attachment D), incurred after the FA Effective Date shall be reimbursed in accordance with the terms and conditions of this FA unless otherwise agreed to by the parties in writing.

2. SUSPENSION OR TERMINATION

Should LACMTA determine there are insufficient Measure R Funds available for the Project, LACMTA may suspend or terminate this FA by giving written notice to GRANTEE at least thirty (30) days in advance of the effective date of such suspension or termination. If a Project is suspended or terminated pursuant to this section, LACMTA will not reimburse GRANTEE any costs incurred after that suspension or termination date, except those costs necessary to: (i) to return any facilities modified by the Project construction to a safe and operable state; and (ii) suspend or terminate the construction contractor's control over the Project. LACMTA's share of these costs will be consistent with the established funding percentages outlined in this FA.

3. INVOICE BY GRANTEE

Unless otherwise stated in this FA, the Quarterly Progress/ Expenditure Report, with supporting documentation of expenses, Project progress and other documents as required, which has been pre-approved by LACMTA, all as described in Part II, Section 6.1 of this FA, shall satisfy LACMTA invoicing requirements. Grantee shall only submit for payment the LACMTA pre-approved Quarterly Progress/ Expenditure Report Packets to the LACMTA Project Manager at the email address shown in Part I and to LACMTA Accounts Payable Department as shown below.

Submit invoice with supporting documentation to:
ACCOUNTSPAYABLE@METRO.NET (preferable)
or
mail to:
Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, CA 90051-0296
All invoice material must contain the following information:
Re: LACMTA Project ID# MR7.3.6.04 and FA# 9200000000MR73604
Daryl Chesonis; Mail Stop 99-18-2

4. USE OF FUNDS

4.1 GRANTEE shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the specifications for use for the transportation purposes described in the Ordinance.

4.2 Attachment C shall constitute the agreed upon Scope of Work between LACMTA and GRANTEE for the Project. The Funds, as granted under this FA, can only be used towards the completion of the Scope of Work detailed in Attachment C.

4.3 GRANTEE shall not use the Funds to substitute for any other funds or projects not specified in this FA. Further, GRANTEE shall not use the Funds for any expenses or activities above and beyond the approved Scope of Work (Attachment C) without an amendment to the FA approved and signed by the LACMTA Chief Executive Officer or his Designee. To the extent LACMTA provides GRANTEE with bond or commercial paper proceeds, such Funds may not be used to reimburse for any costs that jeopardize the tax exempt nature of such financings as reasonably determined by LACMTA and its bond counsel.

4.4 GRANTEE must use the Funds in the most cost-effective manner. If GRANTEE intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with GRANTEE's contracting procedures and consistent with State law as appropriate. GRANTEE will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.5 GRANTEE'S employee, officers, councilmembers, board member, agents, or consultants (a "GRANTEE Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a GRANTEE Party (b) any member of a GRANTEE Party's immediate family, (c) a partner of a GRANTEE Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.6 If a facility, equipment (such as computer hardware or software), vehicle or property, purchased or leased using the Funds, ceases to be used for the proper use as originally stated in the Scope of Work, or the Project is discontinued, any Funds expended for that purpose must be returned to LACMTA as follows: GRANTEE shall be required to repay the Funds in proportion to the useful life remaining and in an equal proportion of the grant to GRANTEE Funding Commitment ratio.

4.7 If the Project requires the implementation of an Intelligent Transportation Systems ("ITS") project, GRANTEE shall ensure the Project is consistent with the Regional ITS Architecture. Attachment H-1, the Los Angeles County Regional ITS

Architecture (CONNECT-IT) Consistency Self-Certification Form, must be completed and signed for planned ITS projects and/or ITS projects that use local, state, or federal funds programmed or administered through LACMTA. Refer to www.laconnect-it.com to find information about the CONNECT-IT Service Packages.

4.8 If any parking facilities are designed and/or constructed using the Funds, GRANTEE shall coordinate with LACMTA parking program staff (see www.metro.net for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see http://media.metro.net/projects_studies/call_projects/images/09%20Appendix%20D%20Parking%20Policy.pdf

5. REIMBURSEMENT OF FUNDS

Funds will be released on a reimbursement basis in accordance with invoices submitted in support of the Quarterly Progress/Expenditure Reports. LACMTA will make all disbursements electronically unless an exception is requested in writing. Reimbursements via Automated Clearing House (ACH) will be made at no cost to GRANTEE. GRANTEE must register in LACMTA's iSupplier portal and submit an application before grant payments can be made. The link to the portal can be found at http://media.metro.net/uploads/EBB/Vendor Portal Registration.pdf. GRANTEE must provide detailed supporting documentation with its Quarterly Progress/Expenditure Reports. GRANTEE Funding Commitment, if any, must be spent in direct proportion to the Funds with each quarter's payment.

6. REPORTING AND AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS

6.1 GRANTEE shall submit the draft of Quarterly Progress/Expenditure Report (Attachment D-2) within sixty (60) days after the close of each quarter on the last day of the months November, February, May and August to the LACMTA Project Manager for review and pre-approval of the applicable report. LACMTA Project Manager shall review and respond in writing to the draft Quarterly Progress/Expenditure Reports within thirty (30) calendar days from receipt. Grantee shall submit the LACMTA pre-approved Quarterly Progress/Expenditure Report no later than five (5) days after receipt of LACMTA's written approval. Should GRANTEE fail to submit either the draft or pre-approved reports within five (5) days of the due date and/or submit incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, and approved. The Quarterly Progress/Expenditure Reports shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.), and any changes to interim milestone dates that do not impact the final milestone date. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Quarterly Progress/Expenditure Reports indicating no dollars were expended that quarter. If a request for reimbursement exceeds $500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation. Expenses that are not invoiced to LACMTA Accounts Payable

within ninety (90) days after the lapsing date specified in Part II, Section 9.1 below are not eligible for reimbursement.

6.2 GRANTEE shall submit the Project expenditure estimates for the subsequent fiscal year by February of each year. LACMTA will use the estimates to determine the Project budget for the upcoming fiscal year.

6.3 LACMTA, and/or its designee, shall have the right to conduct audits of the Project as deemed appropriate, such as financial and compliance audits, interim audits, pre-award audits, performance audits and final audits. LACMTA will commence a final audit within six (6) months of receipt of acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by GRANTEE and invoiced to LACMTA, and such costs, charges, invoices and proof of payments are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect cost rates for the period covered by the FA period under review). GRANTEE agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work and/or not in compliance with other terms and conditions of this FA. The allowability of GRANTEE's own expenditures and contractors, consultants and suppliers' expenditures submitted to LACMTA through GRANTEE's Quarterly Progress/Expenditures shall be in compliance with Federal Acquisition Regulation (FAR) Subpart 31 and/or 2 CFR Subtitle A, Chapter II, Part 200 (Uniform Guidance), whichever is applicable. Findings of the LACMTA audit are final. When LACMTA audit findings require GRANTEE to return monies to LACMTA, GRANTEE agrees to return the monies within thirty (30) days after the final audit is sent to GRANTEE.

6.4 GRANTEE's records shall include, without limitation, accounting records, written policies and procedures, contract files including procurement records, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records"). Such records shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs (including overhead allocations), as they may apply to costs associated with the Project. These records must be retained by GRANTEE for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed. For further clarity regarding the types of procurement records that the GRANTEE shall retain and provide upon request, please see **Attachment G**.

6.5 GRANTEE shall cause all contractors to comply with the requirements of Part II, Section 5, paragraphs 6.2 and 6.3 above. GRANTEE shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

6.6 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all GRANTEE'S records and its contractors related to the Project, and shall be allowed to interview any employee of GRANTEE and its contractors through final payment to the extent reasonably practicable.

6.7 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of GRANTEE and its contractors, shall have access to all necessary records, including reproduction, at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this FA.

6.8 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service (IRS), as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

6.9 GRANTEE shall be responsible for ensuring all contractors/ subcontractors for the Project comply with the terms of the Ordinance. GRANTEE shall cooperate with LACMTA Management Audit Services Department such that LACMTA can meet its obligations under the Ordinance.

6.10 GRANTEE shall certify each invoice by reviewing all contractor/subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with Federal Acquisition Regulation (FAR) subpart 31 and 2 CFR Subtitle A, Chapter II Part 200 (Uniform Guidance), (whichever is applicable) and the terms and conditions of this FA.

6.11 GRANTEE shall also certify final costs of the Project to ensure all costs are in compliance with Federal Acquisition Regulation (FAR) subpart 31 and 2 CFR Subtitle A, Chapter II Part 200 (Uniform Guidance), (whichever is applicable) and the terms and conditions of this FA.

6.12 In addition to LACMTA's other remedies as provided in this FA, LACMTA may withhold the Funds if the LACMTA audit has determined that GRANTEE failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and /or is severely out of compliance with other terms and conditions as defined by this FA, including the access to records provisions of Part II, Section 6.

7. GRANT

This is a one-time only grant of the Measure R Funds subject to the terms and conditions agreed to herein. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

8. SOURCES AND DISPOSITION OF FUNDS

8.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available as anticipated from Measure R Program revenues, LACMTA will have the right to adjust the cash flow accordingly until such funds become available. LACMTA shall have no obligation to provide any other funds for the Project, unless otherwise agreed to in writing by LACMTA.

8.2 GRANTEE shall fully fund and contribute the Grantee Funding Commitment, if any is identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE may request additional Measure R funds from its sub-region earmark pending support of the sub-region's Governing Board. A particular sub-region's Measure R funds are limited to the amount specified in the Ordinance and is still subject to approval of the LACMTA Board. Nothing in this FA shall obligate, or be construed to obligate the LACMTA Board to approve such request for additional funds. If the Funds are still insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8.3 GRANTEE shall be responsible for any and all cost overruns for the Project pursuant to Section 8.2.

8.4 GRANTEE shall be eligible for the Funds up to the grant amount specified in Part I, Section 2 of this FA subject to the terms and conditions contained herein. Any Funds expended by GRANTEE prior to the Effective Date of this FA shall not be reimbursed nor shall they be credited toward the GRANTEE Funding Commitment requirement, without the prior written consent of LACMTA. GRANTEE Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at GRANTEE's own risk, or as delineated in a Letter of No Prejudice executed by the prospective GRANTEE and LACMTA.

8.5 If GRANTEE receives outside funding for the Project in addition to the Funds identified in the Project Funding and the Expenditure Plan at the time this grant was awarded, this FA shall be amended to reflect such additional funding. If, at the time of final invoice or voucher, funding for the Project (including the Funds, GRANTEE Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this FA as specified in the Project Funding and both the Funds and GRANTEE Funding Commitment required for the Project shall be reduced accordingly. LACMTA shall have the right to use any cost savings associated with the Funds at its sole discretion, including, without limitation, programming the unused Funds to another project or to another grantee. If, at the time of final voucher, it is determined that GRANTEE has received Funds in excess of what GRANTEE should have received for the Project, GRANTEE shall return such overage to LACMTA within 30 days from final voucher.

9. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

9.1 GRANTEE must demonstrate timely use of the Funds by:

(i) Executing this FA within **ninety (90) days** of receiving formal transmittal of the FA from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later; and
(ii) Executing Contracts for Construction or Capital purchase within **twelve (12) months** from the date of completion of design; and
(iii) Delivering Work in accordance with schedule; changes to the schedule will require an Amendment to Attachment C to reflect updated milestone dates. Meeting the Project milestone due dates as agreed upon by the LACMTA and GRANTEE in Attachment C (Scope of Work) of this FA; and
(iv) Submitting the Quarterly Progress/Expenditure Reports as described in Part II, Section 6.1 of this FA; and
(v) Expending the Funds granted under this FA for allowable costs within **three years or 36 months** from July 1 of the Fiscal Year in which the Funds are programmed, unless otherwise stated in this FA. All Funds programmed for FY 2026-27 are subject to lapse by June 30, 2029. All Funds programmed for FY 2027-28 are subject to lapse by June 30, 2030.

9.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 9.1 of this FA, the Project will be reevaluated by LACMTA and the Funds may be reprogrammed to another project by the LACMTA Board of Directors in accordance with the Ordinance. In the event that all the Funds are reprogrammed, this FA shall automatically terminate.

10. DEFAULT

A Default under this FA is defined as any one or more of the following: (i) GRANTEE fails to comply with the terms and conditions contained herein; and/or (ii) GRANTEE fails to perform satisfactorily or make material changes, as determined by LACMTA at its sole discretion, to the Expenditure Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

11. REMEDIES

11.1 In the event of a Default by GRANTEE, LACMTA shall provide written notice of such Default to GRANTEE with a 30-day period to cure the Default. In the event GRANTEE fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this FA; (ii) LACMTA may make no further

disbursements of Funds to GRANTEE; and/or (iii) LACMTA may recover from GRANTEE any Funds disbursed to GRANTEE as allowed by law or in equity.

11.2 Effective upon receipt of written notice of termination from LACMTA, GRANTEE shall not undertake any new work or obligation with respect to this FA unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of GRANTEE.

11.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

12. COMMUNICATIONS

12.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Recipient Communications Guidelines" available online at http://metro.net/partners-civic. The Funding Recipient Communications Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Recipient Communications Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

12.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Recipient Communications Guidelines.

12.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. The preferred logo lock-up for Funding Recipients to use is included in the Funding Recipient Communications Guidelines.

12.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

12.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE's compliance with the terms and conditions of this Section. GRANTEE's failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

13. OTHER TERMS AND CONDITIONS

13.1 This FA, along with its Attachments, constitutes the entire understanding between the parties, with respect to the subject matter herein. The FA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original FA or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

13.2 GRANTEE is obligated to continue using the Project dedicated to the public transportation purposes for which the Project was initially approved. The Project right-of-way, the Project facilities constructed or reconstructed on the Project site, and/or Project property purchased, excluding construction easements and excess property (whose proportionate proceeds shall be distributed in an equal proportion of the grant to GRANTEE Funding Commitment ratio), shall remain dedicated to public transportation use in the same proportion and scope and to the same extent as described in this FA. Equipment acquired as part of the Project, including office equipment, vehicles, shall be dedicated to that use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

13.3 In the event that there is any legal court (e.g., Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this FA, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

13.4 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by GRANTEE under or in connection with any work performed by and or service provided by GRANTEE, its officers, agents, employees, contractors and subcontractors under this FA. GRANTEE shall fully indemnify, defend and hold LACMTA and its subsidiaries, and its officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including without limitation: (i) use of the Funds by GRANTEE, or its officers, agents, employees, contractors or subcontractors; (ii) breach of GRANTEE's obligations under this FA; or (iii) any act or omission of GRANTEE, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services, in connection with the Project including, without limitation, the Scope of Work, described in this FA.

13.5 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this FA.

13.6 GRANTEE shall comply with and ensure that work performed under this FA is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. GRANTEE acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

13.7 GRANTEE agrees that the applicable requirements of this FA shall be included in every contract entered into by GRANTEE or its contractors relating to work performed under this FA and LACMTA shall have the right to review and audit such contracts.

13.8 GRANTEE shall not assign this FA, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee. Any assignment by GRANTEE without said prior consent by LACMTA shall be void and unenforceable.

13.9 This FA shall be governed by California law. If any provision of this FA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

13.10 The covenants and agreements of this FA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

13.11 GRANTEE will advise LACMTA prior to any key Project staffing changes. Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

13.12 GRANTEE, in the performance of the work described in this FA, is not a contractor nor an agent or employee of LACMTA. GRANTEE attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. GRANTEE shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

FTIP #: LA9918928

ATTACHMENT A - PROJECT FUNDING

Measure R Program - Funding Agreement Projects - FA# 9200000000MR73604

Project Title: North South Fair Oaks Intelligent Transportation Systems Deployment Project Project#: MR7.3.6.04

PROGRAMMED BUDGET - SOURCES OF FUNDS

SOURCES OF FUNDS	Prior Years	FY2026-27	FY2027-28	FY2028-29	FY2029-30	FY2030-31	Total Budget	% of Budget
LACMTA PROGRAMMED FUNDING								
MEASURE R FUNDS							$ -	
LACMTA PROGRAMMED FUNDS BY YEAR SUBTOTAL	$ -	$ 4,000,000	$ 6,000,000	$ -	$ -	$ -	$ 10,000,000	**49%**
OTHER SOURCES OF FUNDING:								
LOCAL:	$ 940,000	$ 270,000					$ 1,210,000	6%
STATE:							$ -	0%
FEDERAL:		$ 6,500,000	$ 2,843,000				$ 9,343,000	45%
PRIVATE OR OTHER:							$ -	0%
OTHER FUNDING SUBTOTAL	$ 940,000	$ 6,770,000	$ 2,843,000	$ -	$ -	$ -	$ 10,553,000	**51%**
TOTAL PROJECT FUNDS	$ 940,000	$ 10,770,000	$ 8,843,000	$ -	$ -	$ -	$ 20,553,000	**100%**

ATTACHMENT B
MEASURE R EXPENDITURE PLAN GUIDELINES
PROJECT DEVELOPMENT AND RIGHT OF WAY

State Law Requires All Measure R Project and Program Sponsors to Submit an Expenditure Plan

To be eligible to receive Measure R revenues, an agency sponsoring a capital project or program must by state law (AB 2321) submit an expenditure plan that is acceptable to the Los Angeles County Metropolitan Transportation Authority (LACMTA). Pursuant to this law, LACMTA cannot release Measure R funds to capital project or program sponsors until an expenditure plan containing the following elements is submitted, reviewed and deemed satisfactory by LACMTA. LACMTA staff will request that an expenditure plan be submitted before making a recommendation to the LACMTA Board to program funds to that project:

- The estimated total cost for each project and program and/or each project or program activity;
- Funds other than Measure R that the project or program sponsor anticipates will be expended on the projects and programs and/or each project or program activity;
- The schedule during which the project sponsor anticipates funds will be available for each project and program and/or each project or program activity; and,
- The expected completion dates for each project and program and/or project or program activity.

Each of the above elements must be provided in enough detail to determine consistency with Measure R, the Long Range Transportation Plan for Los Angeles County, and the Los Angeles County Transportation Improvement Program (also a statutorily mandated function), as follows:

- Project or program scope of work, including sufficient information to determine funding eligibility, including, but not limited to, the anticipated proportional use of current rail rights-of-way, state highways, and below-ground subways versus any other rights-of-way or above-ground work;
- A current-year cost estimate breakdown of the major sub-elements of the project such as overhead, environmental and permit work, design and engineering, right-of-way, construction/installation (including maintenance facilities, rail yard, equipment and other major components), construction/installation support, interest costs, rolling stock, and other supporting components;
- Any extraordinary project cost escalation issues, such as extraordinary commodity, right-of-way, surety, energy costs, etc.;
- A specific and accurate description of the source, commitment, and anticipated annual availability of any federal, state, local, or private funding identified for the project if applicable including a 3% local funding contribution to rail projects if indicated in Measure R and necessary to meet project expenses, and if the source funds are in current or year-of-expenditure dollars;

- An annual schedule, in current dollars, of anticipated costs by the cost estimate categories described above; and;
- The expected completion by month and year of project or program completion.

Below is an excerpt of AB 2321 (2008, Feuer), the state legislation that requires the expenditure plan.

<u>What AB 2321 (2008, Feuer) Says About the Expenditure Plan:</u>

Section b (3) B

(f) Prior to submitting the ordinance to the voters, the MTA shall adopt an expenditure plan for the net revenues derived from the tax. The expenditure plan shall include, in addition to other projects and programs identified by the MTA, the specified projects and programs listed in paragraph (3) of subdivision (b), the estimated total cost for each project and program, funds other than the tax revenues that the MTA anticipates will be expended on the projects and programs, and the schedule during which the MTA anticipates funds will be available for each project and program. The MTA shall also identify in its expenditure plan the expected completion dates for each project described in subparagraph (A) of paragraph (3) of subdivision (b). To be eligible to receive revenues derived from the tax, an agency sponsoring a capital project or capital program shall submit to te MTA an expenditure plan for its project or program containing the same elements as the expenditure plan that MTA is required by this subdivision to prepare.

(k) No later than 365 days prior to the adoption of an amendment described in paragraph (1) to an expenditure plan adopted pursuant to subdivision (f), including, but not limited to, the expenditure plan adopted by the MTA board as "Attachment A" in Ordinance #08-01 adopted by the board on July 24, 2008, and in addition to any other notice requirements in the proposing ordinance, the board shall notify the Members of the Legislature representing the County of Los Angeles of all of the following:
(1) A description of the proposed amendments to the adopted expenditure plan that would do any of the following:
(A) Affect the amount of net revenues derived from the tax imposed pursuant to this act that is proposed to be expended on a capital project or projects identified in the adopted expenditure plan.
(B) Affect the schedule for the availability of funds proposed to be expended on a capital project or projects identified in the adopted expenditure plan.
(C) Affect the schedule for the estimated or expected completion date of a capital project or projects identified in the adopted expenditure plan.
(2) The reason for the proposed amendment.
(3) The estimated impact the proposed amendment will have on the schedule, cost, scope, or timely availability of funding for the capital project or projects contained in the adopted expenditure plan.

ATTACHMENT B-1 - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure R Program - Funding Agreement Projects - FA# 9200000000MR73604

Project Title: North South Fair Oaks Intelligent Transportation Systems Deployment Project Project#: MR 7.3.6.04

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2025-26 Qtr 1	FY 2025-26 Qtr 2	FY 2025-26 Qtr 3	FY 2025-26 Qtr 4	FY 2026-27 Qtr 1	FY 2026-27 Qtr 2	FY 2026-27 Qtr 3	FY 2026-27 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE R FUNDS:									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support						$200,000	$600,000	$600,000	$1,400,000
RW									$0
Construction						$500,000	$3,090,000	$2,660,000	$6,250,000
Total MEASURE R	$0	$0	$0	$0	$0	$700,000	$3,690,000	$3,260,000	$7,650,000
SUM PROG LACMTA FUNDS:	$0	$0	$0	$0	$0	$700,000	$3,690,000	$3,260,000	$7,650,000
OTHER NON LACMTA FUNDING:									
LOCAL: City Local Funds									
PAED	$190,000								$190,000
PS&E		$200,000	$250,000	$300,000	$200,000	$70,000			$1,020,000
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total LOCAL	$190,000	$200,000	$250,000	$300,000	$200,000	$70,000	$0	$0	$1,210,000
FEDERAL:									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction						$1,000,000	$2,500,000	$3,000,000	$6,500,000
Total FEDERAL	$0	$0	$0	$0	$0	$1,000,000	$2,500,000	$3,000,000	$6,500,000
SUM NON-LACMTA FUNDS :	$190,000	$200,000	$250,000	$300,000	$200,000	$1,070,000	$2,500,000	$3,000,000	$7,710,000
PROJECT FUNDING FY26-27 and FY27-28	$190,000	$200,000	$250,000	$300,000	$200,000	$1,770,000	$6,190,000	$6,260,000	$15,360,000

SOURCES OF FUNDS	FY 2027-28 Qtr 1	FY 2027-28 Qtr 2	FY 2027-28 Qtr 3	FY 2027-28 Qtr 4	FY 2028-29 Qtr 1	FY 2028-29 Qtr 2	FY 2028-29 Qtr 3	FY 2028-29 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE R FUNDS:									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support	$400,000	$200,000							$600,000
RW									$0
Construction	$1,000,000	$750,000							$1,750,000
Total MEASURE R	$1,400,000	$950,000	$0	$0	$0	$0	$0	$0	$2,350,000
PROP C 25%									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total PROP C 25%	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUM PROG LACMTA FUNDS:	$1,400,000	$950,000	$0	$0	$0	$0	$0	$0	$2,350,000
OTHER NON LACMTA FUNDING:									
Total STATE	$0	$0	$0	$0	$0	$0	$0	$0	$0
FEDERAL: ?									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction	$2,500,000	$343,000							$2,843,000
Total FEDERAL	$2,500,000	$343,000	$0	$0	$0	$0	$0	$0	$2,843,000
SUM NON-LACMTA FUNDS :	$2,500,000	$343,000	$0	$0	$0	$0	$0	$0	$2,843,000
PROJECT FUNDING FY28-29 and FY29-30	$3,900,000	$1,293,000	$0	$0	$0	$0	$0	$0	$5,193,000

SOURCES OF FUNDS	FY 2029-30 Qtr 1	FY 2029-30 Qtr 2	FY 2029-30 Qtr 3	FY 2029-30 Qtr 4	FY 2030-31 Qtr 1	FY 2030-31 Qtr 2	FY 2030-31 Qtr 3	FY 2030-31 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
SUM NON-LACMTA FUNDS :	$0	$0	$0	$0	$0	$0	$0	$0	$0
PROJECT FUNDING FY32-33 and FY33-34	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUMMARY OF ALL FUNDS									
PAED	$190,000	$0	$0	$0	$0	$0	$0	$0	$190,000
PS&E	$0	$200,000	$250,000	$300,000	$200,000	$70,000	$0	$0	$1,020,000
RW Support	$0	$0	$0	$0	$0	$0	$0	$0	$0
Const. Support	$400,000	$200,000	$0	$0	$0	$200,000	$600,000	$600,000	$2,000,000
RW	$0	$0	$0	$0	$0	$0	$0	$0	$0
Construction	$3,500,000	$1,093,000	$0	$0	$0	$1,500,000	$5,590,000	$5,660,000	$17,343,000
TOTAL MILESTONES	$4,090,000	$1,493,000	$250,000	$300,000	$200,000	$1,770,000	$6,190,000	$6,260,000	$20,553,000
SUM PROG LACMTA FUNDS	$1,400,000	$950,000	$0	$0	$0	$700,000	$3,690,000	$3,260,000	$10,000,000
SUM NON-LACMTA FUNDS	$2,690,000	$543,000	$250,000	$300,000	$200,000	$1,070,000	$2,500,000	$3,000,000	$10,553,000
TOTAL PROJECT FUNDING	$4,090,000	$1,493,000	$250,000	$300,000	$200,000	$1,770,000	$6,190,000	$6,260,000	$20,553,000

ATTACHMENT C
SCOPE OF WORK

PROJECT TITLE:
North South Fair Oaks Intelligent Transportation Systems Deployment Project

PROJECT LOCATION:
The project is located on Fair Oaks Avenue in the City of South Pasadena

PROJECT LIMITS:
This project limits are Columbia Street and Huntington Drive

NEXUS TO HIGHWAY OPERATION, DEFINITION/PROJECT PURPOSE:
The purpose of this project is to construct, repair, modify and improve traffic signals, curb ramps, Intelligent Transportation System (ITS) elements and fiber optic cabling infrastructure to improve multimodal circulation.

PROJECT BACKGROUND:
Fair Oaks Avenue is a primary North-South regional mobility corridor and serves as a primary route connecting South Pasadena to Pasadena and the wider Los Angeles area.

The City of South Pasadena implemented upgrades to the traffic signal system along Fair Oaks Avenue from Hope Street to Huntington Drive in 2023 to include controller upgrades, along with video detection/associated sensors, and CCTV camera installations.

The new North-South Fair Oaks Intelligent Transportation Systems Project (Project) will now upgrade the entire traffic signal system along Fair Oaks Avenue to accommodate new Intelligent Transportation System (ITS) elements to improve traffic operations along this important arterial corridor.

The design of the Project is currently nearly complete, and funding is being requested to supplement federal RABA funds that have been awarded. The PA/ED and PS&E were paid for by City local funds.

PROJECT BUDGET:

Phase	Measure R Funds	City Local Funds	Federal Funds (Rogan)	Total
PAED		$190,000		$190,000
PS&E		$1,020,000		$1,020,000
Construction Support	$2,000,000			$2,000,000
Construction Capital	$8,000,000		$9,343,000	$17,343,000
Total Budget Cost	$10,000,000	$1,210,000	$9,343,000	$20,553,000

SCOPE:
The Project features include, but are not limited to, the following: installation of new traffic signal poles, mast arm, 12-inch signal heads, Internally Illuminated Street Name Signs (IISNS), vehicular, pedestrian and bicycle Video Detection Systems (VDS), interconnect cable, signal controllers and cabinets, Emergency Vehicle Preemption (EVP) and Transit Priority Systems.

In addition to the ITS installation, the Project will rebuild curb ramps and paint crosswalks to satisfy ADA compliance requirements and increase pedestrian mobility at intersections. The Project also includes reconstruction of some landscape medians at several locations to increase visibility of oncoming traffic for left-turning vehicles.

DESIGN:

I. Preliminary Design

Tasks performed included the following:

A. Field visits of the project area to identify design issues. Recorded existing site conditions in photographs and notes.
B. Layout plans provided for the final design.
C. Conducted a survey of the project area, establishing horizontal and vertical control for the project.
D. Identified and coordinated with all utilities in the project area to facilitate the final design of the Project.
E. Identified right-of-way acquisitions, and/or vacations to provide for the work to be implemented.

II. Environmental Analysis

Tasks performed included the following:

A. Defined a complete and detailed project description and delineated project study areas that will meet the needs of technical analyses for a NEPA Categorical Exclusion
B. Conduct the required technical analysis for the project, which included Area of Potential Effects Maps, Historic Property Survey Reports, an Archeological Survey Report and Historic Resources Evaluation Report.
C. Prepare CEQA Categorical Exemption

III. Final Design – Plans, Specifications and Estimates

Tasks performed included the following:

A. Design the signal and street improvements for the Project
B. Prepare civil roadway plans for the required improvements, consistent with City format. At a minimum, the plan set shall include Title Sheet, Site Plan, General Construction Notes, Horizontal Control, Typical Sections and Details, Street Improvement Plans, Traffic Signal Modification Plans, Fiber Optic Plans, Signing and Striping Plans, and Irrigation Plans.
C. Submittal of plan set shall be delivered at 50% and 90% complete, in digital format. When project is complete, the Consultant shall provide AutoCAD files for all plan sheets.
D. Prepare construction specifications consistent with City format (SSPWC "Greenbook" APWA, current edition with updates).
E. Submittal of specifications shall be delivered to the City at 90% complete and final. When project is complete, the Consultant shall provide a digital file of the specifications package in Microsoft Word format for Windows.

F. Prepare an engineer's construction cost estimate based on the itemized quantity take-off from the contract documents.
G. Submittal of the engineer's construction cost estimate shall be delivered to the City at 90% complete and final in a spreadsheet format.
H. Provide Caltrans compliant Systems Engineering Management Plan and Concept of Operations.

IV. Project Management and Preparation of Periodic Updated Schedule, Deliverables and Meetings

Tasks performed included the following:

A. Meet as needed with the City to accomplish Project tasks as outlined. Meetings expected between the Consultant and City, shall be and not be limited to: Project Kick-off Meeting, and progress meetings.
B. Provide periodic schedule updates on deliverables and meetings as changes to original schedule occur or as needed based on the needs of the project.

RIGHT-OF-WAY:

Right-of-Way Support:
Tasks performed included the following:

A. Map out City and other right of way lines within project limits to determine if any acquisitions or vacations are necessary to complete the Project.
B. Meet as needed with the City to accomplish Project tasks as outlined. Meetings expected between the Consultant and City, shall be and not be limited to: Project Kick-off Meeting, site visits, progress meetings and preparation for City Council meetings.

CONSTRUCTION:

Grantee expects to provide construction oversight, procure a consultant for construction management/inspection, and award a contract for construction to perform the following tasks:

A. Contract with an engineering firm to provide Construction Management and Inspection for the Project. This will be accomplished through an RFP.
B. Contract with a Contractor for construction.

The Design Consultant shall meet as needed with the Grantee to accomplish Project tasks as outlined. Meetings expected between the Consultant and Grantee shall include, but not be limited to, Pre-Construction Meeting, progress meetings and preparation of responses to RFIs.

MILESTONES: The implementation schedule for this project is as follows.

	START DATE	COMPLETION DATE
DESIGN SOLICITATION (BID/PROPOSAL)		
Develop Solicitation Package	3/11/21	4/12/21

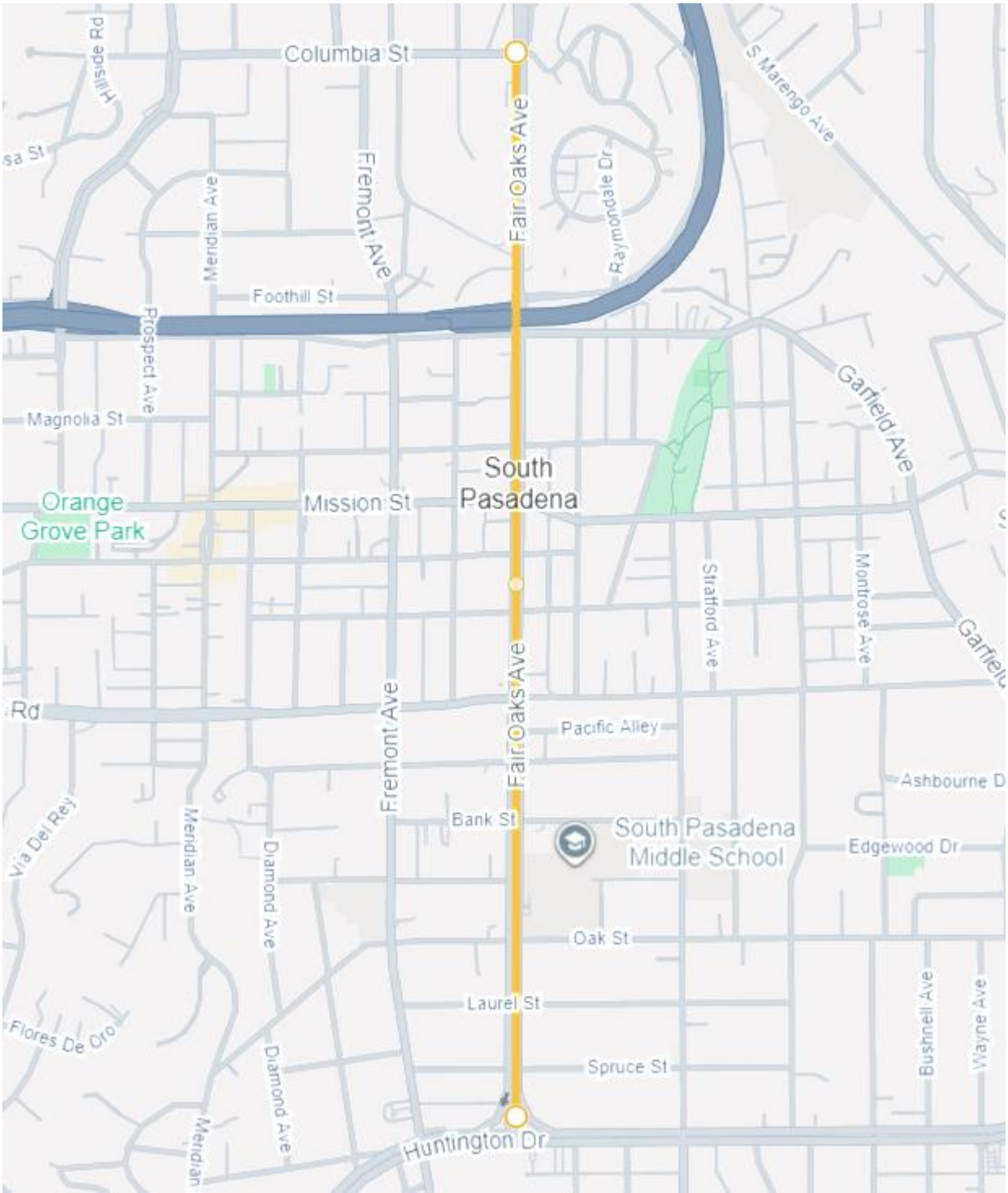
Solicitation Response	4/12/21	4/12/21
Evaluations	4/11/21	4/29/21
Selection	4/29/21	5/5/21
City Council Approval	8/18/21	8/18/21
Contract Award	8/18/21	8/18/21
Fully Executed Contract	8/18/21	8/18/21
PLANNING		
Collect field and desk data	8/18/21	9/18/21
Intelligent Transportation System (ITS)	9/18/21	10/18/21
Feasibility Study	10/18/21	11/4/21
PRELIMINARY DESIGN		
Prepare Concept Plans	11/4/21	6/4/25
Prepare Project Cost Estimate	11/4/21	6/4/25
Intelligent Transportation System (ITS)		
Concept of Operations	5/7/26	7/30/26
System Requirements	5/7/26	7/30/26
PA&ED		
Prepare NEPA Categorical Exclusion	07/01/25	01/13/26
Scoping	07/01/25	8/15/25
Technical Studies	07/01/25	12/18/25
Draft Environmental Document	12/18/25	12/30/25
Final Environmental Document	12/30/25	01/13/25
Intelligent Transportation System (ITS)		
Categorical Exemption Filing	10/22/25	10/30/25
PS&E		
50% PS&E		
Preliminary Investigations	11/21/21	8/15/25
Right-of-Way	11/12/21	8/15/25
Estimating	11/21/21	8/15/25
Civil Design	11/21/21	8/15/25
90% PS&E	6/4/25	5/7/26
100% PS&E	5/7/26	8/14/26

CONSTRUCTION MILESTONES: The implementation schedule for this project will be as follows.

	START DATE	COMPLETION DATE
SOLICITATION (BID/PROPOSAL)		
Develop Solicitation Package	11/21/21	8/14/26
Solicitation Response	8/17/26	9/17/26
Evaluations	9/18/26	10/1/26
Selection	10/1/26	10/7/26
City Council Approval Process	10/7/26	10/21/26
Contract Award	10/7/26	10/21/26
Fully Executed Contract	10/21/26	11/5/26
EXCAVATION		
Clear/Grub	N/A	N/A
Survey	11/6/26	11/11/26
Sample Borings	11/6/26	11/30/26
Grading	N/A	N/A
Compaction	N/A	N/A
Drainage	11/6/26	12/14/26
ENVIRONMENTAL		
Hazardous Materials Handling	N/A	N/A
Archaeological	N/A	N/A
Air Quality Monitoring	N/A	N/A
CONCRETE		
Form Work	12/14/26	12/28/26
Rebar Placement	N/A	N/A
Pole Placement	12/28/26	8/2/27
TRAFFIC CONTROL		
TMP	12/14/26	8/2/27
STRUCTURAL		
False Work	N/A	N/A
Iron Placement	N/A	N/A
Pole Placement	12/28/26	8/2/27
UTILITIES		
DWP	N/A	N/A
SCE	N/A	N/A
LADOT	N/A	N/A
City Water	08/14/26	9/14/26
MATERIALS		
Long-Lead Equipment	11/6/26	01/11/27
Staging	11/6/26	12/14/26
Material Lay Down Area	11/6/26	12/14/26
Signage	11/6/26	04/01/27
ELECTRICAL		
Power U/G Communication	01/11/27	03/15/27
A/G Testing/Acceptance	03/15/27	8/2/27

	START DATE	COMPLETION DATE
LANDSCAPE		
Clearing	11/6/26	8/2/27
Planting	8/2/27	9/7/27
Plant Establishment	9/7/27	9/7/28
Irrigation	7/2/27	8/2/27
Testing	8/2/27	9/7/27
General Construction/close out project	9/7/27	2/7/28
CHANGE ORDERS		
P.O. Processing Time	N/A	N/A
Weather	N/A	N/A
Third Party Issues	N/A	N/A
Strike Labor Walk Outs	N/A	N/A
Force Majeure	N/A	N/A
Claims	N/A	N/A

ATTACHMENT C – Location Map
Fair Oaks Avenue from Columbia Street to Huntington Drive, South Pasadena CA



FA ATTACHMENT D
PROJECT REPORTING & EXPENDITURE GUIDELINES

REPORTING PROCEDURES

- Quarterly Progress/Expenditure Report (**Attachment D-2**) are required for all projects. The GRANTEE shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, GRANTEE will submit the Quarterly Expenditure Report to the LACMTA, after receiving LACMTA Project Manager's acceptance of the draft report, at ACCOUNTSPAYABLE@METRO.NET or by mail to **Los Angeles Metropolitan Transportation Authority, Accounts Payable, P. O. Box 512296, Los Angeles, California 90051-0296.** Please note that letters or other forms of documentation may **not** be substituted for this form.

- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that GRANTEE provides complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project.

- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.

- GRANTEE is required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter.

- The draft Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

Quarter	*Report Due Date*
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

LACMTA Project Manager shall review and respond in writing to the draft Quarterly Expenditure Report within thirty (30) calendar days from receipt.

Upon completion of the Project a final report that includes project's final evaluation must be submitted.

EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope of Work (FA Attachment C) **is considered ineligible** and will not be reimbursed by the LACMTA unless **prior written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.

- Any expense charged to the grant must be clearly and directly related to the project.

- Administrative cost is the ongoing expense incurred by the GRANTEE for the duration of the project and for the direct benefit of the project as specified in the Scope of Work (Attachment C). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.

- LACMTA is not responsible for, and will not reimburse any costs incurred by the GRANTEE prior to the Effective Date of the FA, unless **written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.

DEFINITIONS

- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.

- Excessive Cost: Any expense deemed "excessive" by LACMTA staff would be adjusted to reflect a "reasonable and customary" level. For detail definition of "reasonable cost", please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.

- Ineligible Expenditures: Any activity or expense charged above and beyond the approved Scope of Work is considered ineligible.

LACMTA FA MEASURE R ATTACHMENT D-2

QUARTERLY PROGRESS / EXPENSE REPORT

Grantee To Complete
Invoice #
Invoice Date
FA#
Quarterly Report #

GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO
ACCOUNTSPAYABLE@METRO.NET
or submit by mail to:
Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, California 90051-0296
after the close of each quarter, but no later than November 30, February 28, May 31 and August 31. Please note that letters or other forms of documentation may **not** be substituted for this form. Refer to the Reporting and Expenditure Guidelines (Attachment D) for further information.

SECTION 1: QUARTERLY EXPENSE REPORT

Please itemize grant-related charges for this Quarter on Page 5 of this report and **include totals in this Section.**

	LACMTA Measure R Grant $
Project Quarter Expenditure	
This Quarter Expenditure	
Retention Amount	
Net Invoice Amount (Less Retention)	$ -
Project-to-Date Expenditure	
Funds Expended to Date (Include this Quarter)	
Total Project Budget	
% of Project Budget Expended to Date	
Balance Remaining	

SECTION 2: GENERAL INFORMATION

PROJECT TITLE: _____

FA #: _____

QUARTERLY REPORT SUBMITTED FOR:

Fiscal Year :

☐ 2026-2027 ☐ 2027-2028 ☐ 2028-2029
☐ 2029-2030 ☐ 2030-2031 ☐ 2031-2032

Quarter :

☐ Q1: Jul - Sep ☐ Q2: Oct - Dec
☐ Q3: Jan - Mar ☐ Q4: Apr - Jun

DATE SUBMITTED: _____

LACMTA MODAL CATEGORY:

☐ RSTI ☐ Pedestrian ☐ Signal Synchronization
☐ TDM ☐ Bicycle ☐ Goods Movement
☐ Transit ☐ Highways

LACMTA Project Manager	Name:	
	Phone Number:	
	E-mail:	

Project Sponsor Contact / Project Manager	Contact Name:	
	Job Title:	
	Department:	
	City / Agency:	
	Mailing Address:	
	Phone Number:	
	E-mail:	

SECTION 3 : QUARTERLY PROGRESS REPORT

1. DELIVERABLES & MILESTONES

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. ***DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2ND AND 3RD COLUMNS BELOW.***

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.

FA Milestones	Original FA Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
Environmental Clearance				
Design Bid & Award				
Design				
Right-of-Way Acquisition				
Construction Bid & Award				
Ground Breaking Event				
Construction				
Ribbon Cutting Event				
Total Project Duration (Months)				

2. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

☐ On schedule per original FA schedule
☐ Less than 12 months behind original schedule
☐ Between 12-24 months behind original schedule
☐ More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

☐ Yes ☐ No ☐ Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

☐ Yes ☐ No ☐ Not Applicable

3. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.

4. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

5. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER

All expenses and charges must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

	ITEM	INVOICE #		TOTAL EXPENSES CHARGED TO LACMTA MEASURE R GRANT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
TOTAL				

Note:
All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

Invoice Payment Information:

LACMTA will make all disbursements electronically unless an exception is requested in writing.
ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.
ACH Request Forms can be found at www.metro.net/callforprojects.
Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of _____ and that to the best of my knowledge and belief the information stated in this report is true and correct.

Signature *Date*

Name *Title*

Attachment E
Los Angeles Metropolitan Transportation Authority
2025 Federal Transportation Improvement Program ($000)

TIP ID **LA9918928** Implementing Agency **South Pasadena, City of**

Project Description: Deploy advanced adaptive traffic management system along the north south Fair Oaks Avenue and adjacent Fremont corridor from the north City limit to Huntington Drive (12 Signals: 11 South Pasadena and 1 Pasadena). The all traffic signal systems need full scale upgrades to accommodate intelligent transportation systems technologies. The project includes ADA upgrades and changeable message signs to provide real time information for drivers to deploy Integrated Corridor Management strategies.

SCAG RTP Project #: LAOB422
Study:N/A Is Model: YES Model #:
PM: Kristine Courdy - (714)916-1250

LS: N LS GROUP#:
Conformity Category: TCM Committed

System :Local Hwy | Route : | Postmile: | Distance: | Phase: Engineering/Plans, Specifications and Estimates (PS&E) | Completion Date 12/31/2026

Lane # Extd: 2 Lane # Prop: 2 Imprv Desc: Signal Synchronization | Air Basin: SCAB | Envir Doc: CATEGORICAL EXCLUSION -- NEPA - 01/13/2026

Toll Rate: 0.00 | Toll Colc Loc: | Toll Method: | Hov acs eg loc: | Uza: Los Angeles-Long Beach-Santa Ana | Sub-Area: | Sub-Region: Arroyo Verdugo

CTIPS ID: | EA #: | PPNO:

Program Code: ITS02 - SIGNAL SYNCHRONIZATION Stop Loc:

	PHASE	PRIOR	24/25	25/26	26/27	27/28	28/29	29/30	BEYOND	PROG TOTAL
5394 - Rogan HR	PE		$0							$0
	RW		$0							$0
	CON		$9,343							$9,343
	SUBTOTAL		$9,343							$9,343
CITY - City Funds	PE		$1,210							$1,210
	RW		$0							$0
	CON		$0							$0
	SUBTOTAL		$1,210							$1,210
MR20H - Measure R 20% Highway	PE		$0	$0						$0
	RW		$0	$0						$0
	CON		$1,210	$8,790						$10,000
	SUBTOTAL		$1,210	$8,790						$10.000
	TOTAL		**$11,763**	**$8,790**						**$20,553**

TOTAL PE: $1,210 **TOTAL RW: $0** **TOTAL CON: $19,343** **TOTAL PROGRAMMED: $20,553**

- General Comment:
- Modeling Comment: .
- TCM Comment:
- Amendment Comment:
- CMP Comment:
- Narrative:

Last Revised **Amendment 25-34 - Submitted** **Change reason**:COST INCREASE **Total Project Cost** **$20,553**

ATTACHMENT F
BOND REQUIREMENTS

The provisions of this Attachment F apply only if and to the extent some or all of the Funds are derived from LACMTA issued Bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds").

GRANTEE acknowledges that some or all of the Funds may be derived from Bonds, the interest on which is tax-exempt for federal tax purposes or with respect to which LACMTA receives a Federal subsidy for a portion of the interest cost or the investor receives a tax credit. GRANTEE further acknowledges its understanding that the proceeds of the Bonds are subject to certain ongoing limitations relating to the use of the assets financed or provided with such proceeds ("Project Costs" or "Project Components") in the trade or business of any person or entity other than a governmental organization (any such use by a person or entity other than a governmental organization is referred to as "Private Use"). Private Use will include any sale, lease or other arrangement pursuant to which a nongovernmental person or entity receives a legal entitlement of a Project Component and also includes certain agreements pursuant to which a nongovernmental person will operate or manage a Project Component. Each quarterly invoice submitted by GRANTEE to reimburse prior expenditures (or to be received as an advance) shall provide information regarding the specific Project Costs or Project Components to which the Funds which pay that invoice will be allocated and whether there is or might be any Private Use associated with such Project Costs or Project Components. GRANTEE will, for the entire time over which LACMTA's Bonds or other debt remains outstanding, (1) notify and receive LACMTA' s approval prior to entering into any arrangement which will or might result in Private Use and (2) maintain records, including obtaining records from contractors and subcontractors as necessary, of all allocations of Funds to Project Costs or Project Components and any Private Use of such Project Costs or Project Components in sufficient detail to comply and establish compliance with Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), or similar code provision then in effect and applicable, as determined by the LACMTA in consultation with its bond counsel.

GRANTEE will designate one or more persons that will be responsible for compliance with the obligations described in this Attachment F and notify LACMTA of such designations.

ATTACHMENT G
List of Procurement Documents

The following is the list of procurement documents that LACMTA auditors typically request. However, the list is not all-inclusive, and LACMTA auditors may request additional documents during the audit, based on the GRANTEE's practice.

GRANTEE should provide comprehensive supporting documentation to demonstrate that the contractor(s)' procurement process used for LACMTA's project was conducted transparently and in accordance with GRANTEE's procurement policies and procedures and any relevant regulatory code(s), as applicable.

1. Contract(s) or Task Order(s), including the Scope of Work that aligns with LACMTA's Project Funding Agreement

2. Advertisement of Request for Bid/Request for Proposal

3. Proposal Evaluations:
   a) Score cards, interview notes, etc. The documents should be signed and dated by each evaluator.
   b) If sole source, single source, or with special circumstance, provide a justification document and approval of the justification.

4. If the Contract(s) or Task Order(s) amount exceeds the GRANTEE's authorized threshold, provide GRANTEE's Governing Board approval of Contract(s) or Task Order(s), such as Governing Board reports and meeting minutes

5. Executed Contract(s) or Task Order(s), Amendment(s) or Change Order(s)
   a) Justification document and required approval.
   b) During the duration of the LACMTA's project, all Contract(s) or Task Order(s), Amendment(s), Change Order(s) should be active and valid.
   c) The incurred costs charged to LACMTA's project should not exceed the approved final contract amount, including executed Contract Amendment(s) or Change Order(s).
   d) Schedule of agreed and approved billing rates.

ATTACHMENT H-1
SPECIAL GRANT CONDITIONS
LOS ANGELES COUNTY REGIONAL ITS ARCHITECTURE (CONNECT-IT)
CONSISTENCY SELF-CERTIFICATION POLICY FORM

This Los Angeles County Regional ITS Architecture (CONNECT-IT) consistency self-certification form should be completed and executed for all ITS Projects or Projects with ITS elements. The form should be sent to LACMTA for any planned ITS projects or proposed funding involving Local, State or Federal funds programmed or administered through the LACMTA.

1. **Project Title:** North South Fair Oaks Intelligent Transportation Systems Deployment Project
2. **Name of Sponsoring Agency:** City of South Pasadena
3. **Contact Name:** Bassam AL-Beitawi, Transportation Program Manager
4. **Contact Phone:** 626-403-7354
5. **Contact Email:** balbeitawi@southpasadenaca.gov

6. **Project Description:**
   The Project features include, but are not limited to, the following: installation of new traffic signal poles, mast arms, 12-inch signal heads, Internally Illuminated Street Name Signs (IISNS), vehicular, pedestrian and bicycle Video Detection Systems (VDS), interconnect cable, signal controllers and cabinets, Emergency Vehicle Preemption (EVP) and Transit Priority Systems. In addition to the ITS installation, the Project will rebuild curb ramps and paint crosswalks to satisfy ADA compliance requirements and increase pedestrian mobility at intersections. The Project also includes reconstruction of some landscape medians at several locations to increase visibility of oncoming traffic for left-turning vehicles.

7. **Identify the ITS elements being implemented and the relevant CONNECT-IT Service Package(s), see Exhibit A.**
   PS03-Emergency Vehicle Preemption, DM02 Performance Monitoring, MC05 Roadway Maintenance and Construction, MC06 Work Zone Management.

8. **Outline of the concept of operations for the project.**
   This Concept of Operations addresses upgrades to the City's ITS master plan through the North-South Corridor Intelligent Transportation System Deployment Project on Fair Oaks Avenue, from Huntington Drive to Columbia Street, with the goals of improving traffic signal management, upgrading safety and accessibility, and applying current technologies to improve traffic circulation and coordination. The project corridor runs the entire length of Fair Oaks Avenue within the City, a north-south arterial of approximately 1.4 miles containing 12 signalized intersections.
   The goals will be achieved through the following scope of work:
   • Upgrade traffic signal cabinets

- Enhance ADA curb ramps, crosswalks, and pedestrian systems
- Install hybrid radar/video detection systems
- Implement a travel-time monitoring system
- Install CCTV cameras and management system
- Provide emergency vehicle preemption along the corridor
- Upgrade the advanced transportation management system (ATMS)

9. Identify participating agencies roles and responsibilities.

- City of South Pasadena: system owner and manager. Maintenance of the ATMS central servers. Maintenance of traffic signals and communication.
- City of Pasadena: connectivity to the traffic signal at Fair Oaks Avenue and Columbia Street. No management or maintenance of the signal.
- Caltrans: right-of-way maintenance between State Street and Grevelia Street. May monitor signals within the City of South Pasadena upon request.
- County of Los Angeles: future connectivity to the City's system identified on previously designed plans that have been delayed for the time being.
- LA Metro; funding distributor and system architecture provider. RIITS system architecture and operational manager.

By signing and self-certifying this form, the agency commits itself to follow the ITS requirements listed below during project design and implementation. Please be advised that your project may be subject to further review and documentation by Metro and the CONNECT-IT Maintenance Team during project design and implementation phases:

- Perform a lifecycle analysis for the ITS project elements and incorporate these costs into the Operations and Maintenance plan as part of the system engineering process,
- Maintain and operate the system according to the recommendations of the operations and Maintenance plan upon project completion,
- Use the systems engineering process and document the system engineering steps, and
- Use the CONNECT-IT interface standards, if required, and conform to the regional configuration management process.

Signature:

Bassam AL-Beitawi _____ 8/27/2026

Agency Representative Date

Exhibit A

Architecture Reference for CONNECT-IT Service Packages

The table below is the architecture reference for the CONNECT-IT service packages. For additional information on the service packages below, to view interconnect diagrams for each service package or to suggest updates to CONNECT-IT, visit www.laconnect-it.com.

Service Package Area	Short Name	Name
Commercial Vehicle Operations	CVO01	Carrier Operations and Fleet Management
	CVO02	Freight Administration
	CVO03	Electronic Clearance
	CVO04	CV Administrative Processes
	CVO05	International Border Electronic Clearance
	CVO06	Freight Signal Priority
	CVO07	Roadside CVO Safety
	CVO08	Smart Roadside and Virtual WIM
	CVO09	Freight-Specific Dynamic Travel Planning
	CVO11	Freight Drayage Optimization
	CVO12	HAZMAT Management
	CVO14	CV Driver Security Authentication
	CVO15	Fleet and Freight Security
Data Management	DM01	ITS Data Warehouse
	DM02	Performance Monitoring
Maintenance and Construction	MC01	Maintenance and Construction Vehicle and Equipment Tracking
	MC02	Maintenance and Construction Vehicle Maintenance
	MC05	Roadway Maintenance and Construction
	MC06	Work Zone Management
	MC07	Work Zone Safety Monitoring
	MC08	Maintenance and Construction Activity Coordination
Parking Management	PM01	Parking Space Management
	PM02	Smart Park and Ride System
	PM03	Parking Electronic Payment
	PM04	Regional Parking Management
	PM05	Loading Zone Management
Public Safety	PS01	Emergency Call-Taking and Dispatch
	PS02	Routing Support for Emergency Responders
	PS03	Emergency Vehicle Preemption
	PS04	Mayday Notification
	PS05	Vehicle Emergency Response
	PS06	Incident Scene Pre-Arrival Staging Guidance for Emergency Responders
	PS07	Incident Scene Safety Monitoring

Service Package Area	Short Name	Name
	PS08	Roadway Service Patrols
	PS10	Wide-Area Alert
	PS11	Early Warning System
	PS12	Disaster Response and Recovery
	PS13	Evacuation and Reentry Management
	PS14	Disaster Traveler Information
Public Transportation	PT01	Transit Vehicle Tracking
	PT02	Transit Fixed-Route Operations
	PT03	Dynamic Transit Operations
	PT04	Transit Fare Collection Management
	PT05	Transit Security
	PT06	Transit Fleet Management
	PT07	Transit Passenger Counting
	PT08	Transit Traveler Information
	PT09	Transit Signal Priority
	PT10	Intermittent Bus Lanes
	PT11	Transit Pedestrian Indication
	PT14	Multi-modal Coordination
	PT16	Route ID for the Visually Impaired
	PT17	Transit Connection Protection
	PT18	Integrated Multi-Modal Electronic Payment
Support	SU01	Connected Vehicle System Monitoring and Management
	SU02	Core Authorization
	SU03	Data Distribution
	SU04	Map Management
	SU05	Location and Time
	SU06	Object Registration and Discovery
	SU07	Privacy Protection
	SU08	Security and Credentials Management
	SU09	Center Maintenance
	SU10	Field Equipment Maintenance
	SU11	Vehicle Maintenance
	SU12	Traveler Device Maintenance
Sustainable Travel	ST01	Emissions Monitoring
	ST02	Eco-Traffic Signal Timing
	ST03	Eco-Traffic Metering
	ST04	Roadside Lighting
	ST05	Electric Charging Stations Management
	ST06	HOV/HOT Lane Management
	ST08	Eco-Approach and Departure at Signalized Intersections
	ST09	Connected Eco-Driving
Traffic Management	TM01	Infrastructure-Based Traffic Surveillance

Service Package Area	Short Name	Name
	TM02	Vehicle-Based Traffic Surveillance
	TM03	Traffic Signal Control
	TM04	Connected Vehicle Traffic Signal System
	TM05	Traffic Metering
	TM06	Traffic Information Dissemination
	TM07	Regional Traffic Management
	TM08	Traffic Incident Management System
	TM09	Integrated Decision Support and Demand Management
	TM10	Electronic Toll Collection
	TM11	Road Use Charging
	TM12	Dynamic Roadway Warning
	TM13	Standard Railroad Grade Crossing
	TM14	Advanced Railroad Grade Crossing
	TM15	Railroad Operations Coordination
	TM16	Reversible Lane Management
	TM17	Speed Warning and Enforcement
	TM19	Roadway Closure Management
	TM20	Variable Speed Limits
	TM21	Speed Harmonization
	TM22	Dynamic Lane Management and Shoulder Use
Traveler Information	TI01	Broadcast Traveler Information
	TI02	Personalized Traveler Information
	TI03	Dynamic Route Guidance
	TI04	Infrastructure-Provided Trip Planning and Route Guidance
	TI05	Travel Services Information and Reservation
	TI06	Dynamic Ridesharing and Shared Use Transportation
	TI07	In-Vehicle Signage
Vehicle Safety	VS01	Autonomous Vehicle Safety Systems
	VS02	V2V Basic Safety
	VS03	V2V Situational Awareness
	VS04	V2V Special Vehicle Alert
	VS05	Curve Speed Warning
	VS08	Queue Warning
	VS09	Reduced Speed Zone Warning / Lane Closure
	VS10	Restricted Lane Warnings
	VS11	Oversize Vehicle Warning
	VS12	Pedestrian and Cyclist Safety
	VS13	Intersection Safety Warning and Collision Avoidance
	VS14	Cooperative Adaptive Cruise Control
	VS15	Infrastructure Enhanced Cooperative Adaptive Cruise Control
	VS16	Automated Vehicle Operations
	VS17	Traffic Code Dissemination

Service Package Area	Short Name	Name
Note: CONNECT-IT service packages may differ from service packages identified in the National ITS Reference Architecture (ARC-IT). For any service packages not represented in CONNECT-IT, refer to ARC-IT by accessing www.arc-it.net. Contact the administrator at sharmas@metro.net for questions regarding CONNECT-IT.		

ATTACHMENT H-2
SPECIAL GRANT CONDITIONS
SIGNAL SYNCHRONIZATION, INTELLIGENT TRANSPORTATION SYSTEMS (ITS), AND TRANSPORTATION TECHNOLOGY IMPROVEMENTS

1. Grantee is required to attend the LACMTA Arterial ITS Committee Meetings quarterly. Grantee shall coordinate through the Arterial ITS Committee, the Coalition for Transportation Technology and/or other appropriate and recognized forums to ensure consistency with local, subregional and regional ITS plans. Grantee shall provide the opportunity to LACMTA staff and other affected agencies to review, comment and participate on all aspects of the Project implementation to achieve multi-jurisdictional consensus, including, but not limited to, scope of work, consultant selection, PS&E, system design, bid documents and Project deliverables.

2. Grantee shall coordinate with LA County Public Works when applicable and shall not advertise the Project for bid to begin construction before all affected agencies have fully executed an agreement regarding the maintenance and operation of traffic signal synchronization system(s) along multi-jurisdictional corridor(s). Grantee shall deliver or email a copy of the fully executed agreement to LACMTA within seven (7) days from the date of full execution.

3. Grantee shall commit and/or secure non-LACMTA funds to maintain and operate the Project improvements. Operations and maintenance plans shall be developed for all ITS projects. For multi-jurisdictional projects, multi-agency agreements shall be executed committing to the long-term operations and maintenance of shared project elements.

4. Grantee's Project shall not make major equipment or timing-plan changes on other Metro funded projects, within the first two years of Grantee's Project implementation/system operation without LACMTA or lead agency prior written approval.

5. For all central traffic control system projects, Grantee shall coordinate the system design through LACMTA staff to allow communication with the Regional Integration of ITS (RIITS) to facilitate multi-jurisdictional traffic management and data sharing.

6. Grantee shall ensure Countywide Signal Priority (CSP) capabilities are maintained when Grantee's Project is in an existing and planned CSP corridor.

7. Grantee shall ensure Integrated Corridor Management (ICM) capabilities are maintained when Grantee's Project is in an existing and planned corridor.

8. Grantee shall make available all data from the Project, including, without limitation, improvements and inventory data, to LACMTA upon request.

Grantee shall:

a. provide real-time traffic data from the Project, if available, to the Regional Integration of ITS (RIITS)
b. allow for archiving through the Regional Integration of ITS (RIITS) Network or any regional ITS software to support regional transportation planning and operations
c. populate ITS Field Inventory Resource Sharing Tool (ITS FIRST) with data upon completion of project

9. Grantee shall ensure that the project uses a generally accepted system engineering approach to maintain the integrity and quality of completed projects.

10. Grantee's project shall adhere to existing Metro guidelines for specific subprograms as applicable.

The obligations set forth in this section shall survive the expiration or termination of this Agreement.

Attachment No. 2

CITY OF SOUTH PASADENA
RESOLUTION NO. 8032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE FISCAL YEAR 2026-2027 ADOPTED CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2026-2027 Budget on June 17, 2026, establishing the City's financial plan for the fiscal year beginning July 1, 2026 and ending June 30, 2027; and

WHEREAS, subsequent to adoption, the City has identified a need to appropriate additional funds from Fund 243 – Measure R to increase available funding for the construction of the North South Corridor Intelligent Transportation Systems Deployment on Fair Oaks Avenue Project.

WHEREAS, the proposed amendments are necessary to ensure the continuation of the capital improvement plan, maintain fiscal responsibility, and align City resources with City Council priorities; and

WHEREAS, the City Council has reviewed the proposed amendments and finds them to be in the best interest of the City and its residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are hereby declared to be true and correct and are incorporated herein as if set forth in full.

SECTION 2. The Fiscal Year 2026-2027 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	**Description**	**Amount**
	NOT APPLICABLE	
TOTAL:		

Expenditure Account No.	Description	Amount
243-9010-9161-8170-000	North South Corridor Intelligent Transportation Systems Deployment on Fair Oaks Avenue Project	$10,000,000
Total:		**$10,000,000**

SECTION 3. The City Manager, or their designee, is authorized and directed to implement the budget amendments, including transfers, appropriations, and related accounting entries, in accordance with this resolution.

SECTION 4. The City Manager is further authorized to make minor adjustments and technical corrections consistent with the intent of this resolution.

SECTION 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 7th day of October 2026.

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. 8032 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th of October 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Nikima S. Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 12

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Michael Lau, CIP Project Manager

SUBJECT: **CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE FILING OF THE NOTICE OF COMPLETION FOR THE LIBRARY NORTHEAST RAMP PROJECT NO. 5149, AND AUTHORIZE RELEASE OF RETENTION PAYMENT TO RAMCO GENERAL ENGINEERING CONTRACTORS INC. IN THE AMOUNT OF $4,167.35**

Recommendation

It is recommended that the City Council:

a. Accept the Library Northeast Ramp Lighting Project (Project No. 5149) as complete; and
b. Authorize the recordation of the Notice of Completion (NOC) (Attachment No. 1) with the Los Angeles County Registrar-Recorder/County Clerk; and
c. Authorize release of retention payment to Ramco General Engineering Contractors, Inc. (Contractor) in the amount of $4,167.35.

Executive Summary

This item requests approval to close out the completed Library Northeast Ramp Lighting Project (Project). Accepting a public works project and recording a Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder/County Clerk marks the formal transition from construction to the closeout phase and provides for the completion of the remaining administrative requirements. By officially accepting the Project, the City Council acknowledges that the work has been performed in accordance with the contract documents and establishes the start of any applicable warranty periods.

Background

On April 15, 2026, the City Council awarded a construction contract to Ramco General Engineering Contractors, Inc. (Contractor) in an amount not to exceed $91,885.00 for the Library Northeast Ramp Lighting Project.

The completed Project provides pathway lighting bollards, new ADA compliant handrails with integrated lighting, and enhanced site drainage improving the facility's suitability for use during evening events, safety, and drainage.

Analysis
The City owns and operates the Library and Community Room as a community resource and gathering space for public meetings, private events, and other programming. Prior to this Project, the ramp servicing the community room lacked Americans with Disabilities Act (ADA) compliant handrailing, sufficient lighting, and proper drainage.

The Project work consisted of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements, which included new handrails, lighting, building exterior wall waterproofing, and the construction of a concrete drainage swale.

Staff has verified that the installed improvements are fully operational and that the Project has been completed in accordance with the approved scope of work, plans, and specifications. No outstanding contract items remain.

Acceptance of the Project by the City Council will authorize staff to proceed with the project closeout process, including recordation of the NOC with the Los Angeles County Registrar-Recorder/County Clerk. Recording the NOC formally establishes completion of the Project and begins the applicable statutory period for potential lien claims. Upon expiration of the applicable statutory period, the Project will be administratively closed, subject to any applicable warranty obligations under the agreement.

Staff recommends that the City Council accept the Library Northeast Ramp Lighting Project as complete, authorize the recordation of the Notice of Completion, and approve the release of retention payment to Contractor in the amount of $4,167.35.

Fiscal Impact
The construction contract was awarded to Ramco General Engineering Contractors, Inc. for a not-to-exceed amount of $91,885.00 (which included a base bid of $79,900.00 and a 15% contingency of $11,985.00). The Project was completed within the approved project budget using funds appropriated in Fund 105 for FY 2025-2026 under the Library Northeast Ramp CIP Project (No. 5149), utilizing Project Account No. 105-9004-9322-8170-000.

Approval of the recommended actions will complete the administrative closeout of the Project and will have no additional fiscal impact.

Key Performance Indicators and Strategic Plan
This item is related to 2025 City Council Goal 2C (Infrastructure - Library Improvements).

Commission Review and Recommendation
This item was not reviewed by a City Commission.

Public Notification
Public notice of this item was provided through publication of the City Council agenda in accordance with the Brown Act, including posting of the agenda and supporting staff reports on the City's website.

Environmental Analysis
The Project involved maintenance to the Library ADA Ramp. Staff evaluated the project for potential environmental impacts and determined that it qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA) pursuant to Section 21084 of the

Public Resources Code and State CEQA Guidelines Article 19, Section 15301, Class 1 (Existing Facilities), as the Project consists of repair and maintenance of existing facilities involving no expansion of use.

Attachment:
Attachment No. 1 - Notice of Completion Draft

RECORDING REQUESTED BY:

City of South Pasadena

AND WHEN RECORDED MAIL TO:

1414 Mission Street
South Pasadena, CA 91030

SPACE ABOVE FOR RECORDER'S USE ONLY

A.P.N.: Order No.: Escrow No.:

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.

2. The FULL NAME of the OWNER is City of South Pasadena

3. The FULL ADDRESS of the OWNER is 1414 Mission Street, South Pasadena, CA 91030

4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: Public Works Director (Agent) in fee.

5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

Name: Address:
Name: Address:
Name: Address:
Name: Address:

6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

Name: Address:
Name: Address:
Name: Address:
Name: Address:

7. A work of improvement on the property hereinafter described was COMPLETED April 16, 2026

8. The work of improvement completed is described as follows: Installation of handrails, lighting, waterproofing, and misc. concrete work.

9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is: Ramco General Engineering Contractors,

10. The street address of said property is: 1100 Oxley St, South Pasadena, CA 91030

11. The property on which said work of improvement was completed is in the City of South Pasadena, County of Los Angeles, State of California, and is described as follows:

South Pasadena Library Exterior, North East Ramp.

Date: October 7, 2026 _____

(Signature of Owner or agent of owner)

Verification for INDIVIDUAL owner : I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date: October 7, 2026 _____

(Signature of owner named in Paragraph 2)

Place South Pasadena

Verification for NON-INDIVIDUAL owner : I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the **Agent** ("PRESIDENT, PARTNER, MANAGER, AGENT, ETC.") of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date: October 7, 2026 _____

(Signature of person signing on behalf of owner)

Place: South Pasadena

City Council Agenda Report

ITEM NO. 13

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Matthew Patsel, Library Director

SUBJECT: **CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8035 APPROVING THE ANNUAL LIBRARY SPECIAL TAX REPORT AND AUTHORIZING THE COLLECTION OF THE TAX AT THE FISCAL YEAR 2026-2027 RATES**

Recommendation

It is recommended that the City Council:

1. Adopt Resolution No. 8035 (Attachment No.1) approving the Library Special Tax Annual Report; and
2. Authorize the collection of the Tax by the County of Los Angeles at the rates established for Fiscal Year 2026-2027.

Executive Summary

The City of South Pasadena levies an annual Library Special Tax, established by voter approval, to provide funding for certain library services. The City currently contracts with NBS Government Finance Group ("NBS") to prepare an Annual Report and the tax levy listing for the Library Special Tax ("Tax"). NBS submits the levy list to the County of Los Angeles Department of the Auditor-Controller ("County"), which collects the taxes on the City's behalf. The annual report presents the Tax rates for the new Fiscal Year, and the total amount of the levy, which in Fiscal Year 2026-2027 is $448,812.20, an increase of $14,457.04 over Fiscal Year 2025-2026.

Background

On June 7, 1994, South Pasadena voters established the City of South Pasadena's Library Special Tax. The Tax was renewed by voters in 1999, 2005, 2009, and in 2015, when an annual Consumer Price Index-based increase to the Tax rates was also approved. On November 8, 2022, voters again extended the Tax, maintaining the annual CPI-based increase, and approving the Tax to be levied annually until terminated by a majority vote of the electorate in South Pasadena.

Until the 2016-2017 Fiscal Year, the Tax rates were fixed at the amount approved by voters in 1994. At the November 3, 2015, General Election, South Pasadena voters approved setting a new base Tax amount adjusted for inflation, to be increased each year going forward based on any annual increase of the June Los Angeles-Long Beach-Anaheim area All Urban Consumers Consumer Price Index (CPI-U). The Fiscal Year 2016-2017 new base rates ranged from $16.00 to $128.00, depending on the property's buildable square footage (single

family residential), the size of the parcel (non-residential), or number of units (multi-family residential). The Tax has increased every year since then, based on the CPI-U.

Collection of the Library Special Tax is contingent upon the City adopting an operating budget for the Library Department that meets or exceeds the minimum "Required Amount" set by Section 2.89-5(b)(1) of the South Pasadena Municipal Code (SPMC). The Required Amount must be adequate to provide for all the elements of a "foundation program" of library services, as defined by the State of California Education Code Section 18015. The Required Amount is calculated each year by applying any annual increase of the June CPI-U to the prior year's Required Amount, beginning with an initial base Required Amount in Fiscal Year 1994-1995 of $760,529.00.

As described in Section 2.89-2 of the Municipal Code, the following property types and property owners are exempt from the Tax: Vacant properties, parcels owned by governmental agencies, houses of worship or charitable service organizations which qualify for an exemption from ad valorem taxation under California Law, and individual property owners that have income, adjusted for family size, at or below eighty percent of the area median income.

Analysis

The City engaged NBS Government Finance Group to calculate the Fiscal Year 2026-2027 Special Tax rates, prepare and submit the Tax levy listing to the County, and prepare an Annual Report (Exhibit "A" to the Resolution). The levy was submitted by NBS by the August 10, 2026, deadline. The County has prepared a new tax roll that includes direct assessments submitted by taxing agencies, which includes South Pasadena. The following summarizes Fiscal Year 2026-2027 Library Special Tax information.

CPI-U

The June 2026 CPI-U number was released in July 2026 by the United States Department of Labor, Bureau of Labor Statistics. The number (354.325), represents an increase of 3.29% over the prior year's CPI-U.

Levy and Revenue

The total levy amount reported to the County is $448,812.20, which is $14,457.04 more than the prior Fiscal Year's levy. The City's Fiscal Year 2026-2027 Adopted Budget projected Library Special Tax revenue in the amount of $444,950.00. This estimate was made prior to the publication of the June 2026 CPI-U number. The tax roll submitted to the County exceeds the budget by $3,862.00.

Tax Rates

After applying the 3.29% CPI-U increase, the Tax rates submitted to the County range from $22.69 to $181.56, depending on type and/or size of property. The following table shows the Fiscal Year 2026-2027 Tax rates and the amount they increased over the prior fiscal year.

Land Use	Prior FY Tax Rate	FY 2025-2026 Tax Rate	Tax Rate Increase	Basis
SFRC[1] <=2,000 SF	$43.94	$45.38	$1.44	Per Dwelling Unit

SFRC 2,001 to <=4,000 SF	$65.91	$68.08	$2.17	Per Dwelling Unit
SFRC >4,000 SF	$87.88	$90.78	$2.90	Per Dwelling Unit
MFR[2]	$21.97	$22.69	$0.72	Per Dwelling Unit
NR[3] <=1/4 acre lot	$43.94	$45.38	$1.44	Per Parcel
NR >1/4 to <= 1/2 acre lot	$87.88	$90.78	$2.90	Per Parcel
NR >1/2 to <= 3/4 acre lot	$131.83	$136.16	$4.33	Per Parcel
NR >3/4 acre lot	$175.77	$181.56	$5.79	Per Parcel

[1]SFRC=Single-Family Residence/Condo

[2]MFR=Multi-Family Residence

[3]NR=Non-Residential

Fiscal Impact
For Fiscal Year 2026-2027, the Required Amount that the City must allocate to the Library Department's budget in order to collect the Special Tax must equal or exceed $1,740,790.94. The City's Adopted Budget for the Library is $2,841,726.00, which exceeds the Required Amount by more than one million dollars, therefore the City has met the requirement to allow for the collection of the Tax in Fiscal Year 2026-2027. The Library Special Tax revenue will provide approximately 15.79% of the Library's Fiscal Year 2026-2027 operating budget.

Commission Review and Recommendation
The Library Board of Trustees was informed of the Special Tax levy for 2026-2027 via email on September 24th, 2026. The Board is not required to take any action related to this matter.

Attachment:
Attachment No. 1 - Resolution No. 8035
Attachment No. 2 - Exhibit A - Library Special Tax Annual Report

CITY OF SOUTH PASADENA
RESOLUTION NO. 8035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING THE ANNUAL LIBRARY SPECIAL TAX REPORT AND AUTHORIZING THE COLLECTION OF THE TAX AT THE FISCAL YEAR 2026-2027 RATES.

WHEREAS, on November 8, 2022, the voters of the City of South Pasadena approved the extension of the Library Special Tax to be levied annually until terminated by a majority vote of the electorate in South Pasadena at a municipal election; and

WHEREAS, that approval also extends Chapter 2, Article VI of the South Pasadena Municipal Code (SPMC) which established procedures for determining the rate and method of apportionment of the Library Special Tax, the maximum rate to be levied, and enabling the collection of such tax; and

WHEREAS, the City Council has caused to be prepared by a government finance consultant an Annual Report entitled “City of South Pasadena Fiscal Year 2026/27 Final Levy Summary Report for Library Special Tax”, which is presented to the City Council and attached hereto as Exhibit “A”; and

WHEREAS, the City Council has budgeted and appropriated the Required Amount to provide all the elements of a foundation program of library services consistent with the California Education Code Section 18015.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council has duly considered the Library Special Tax Annual Report, attached hereto as Exhibit “A” and incorporated herein for reference, and hereby approves said report as filed.

SECTION 2. The City Council has adopted the Budget for Fiscal Year 2026-2027 which provides for a total Library Budget in the amount of $2,841,726.

SECTION 3. The City Council hereby establishes the tax rates as set forth in the Annual Report for the Fiscal Year commencing July 1, 2026 and ending June 30, 2027.

SECTION 4. The City Council hereby resolves that proceeds from any funds collected from the Library Special Tax shall be expended only for library services in accordance with SPMC Section 2.89-4.

SECTION 5. The City Council hereby declares that the Library Special Tax shall be collected in the same manner and subject to the same penalties as other charges and taxes collected on behalf of the City by the County of Los Angeles.

SECTION 6. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 7h day of October 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th of October 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Nikima S. Newsome, Chief City Clerk

CITY OF SOUTH PASADENA

Fiscal Year 2026/27 Final Levy Summary Report For:

Library Special Tax

September 2026

Prepared by:

NBS
helping communities fund tomorrow

nbsgov.com

Corporate Headquarters
32605 Temecula Parkway, Suite 316
Temecula, CA 92592
Toll free: 800.676.7516

FISCAL YEAR 2026/27 LEVY SUMMARY

The City of South Pasadena (the "City") first levied the City of South Pasadena Library Special Tax (the "Special Tax") after it was approved by registered voters on June 7, 1994. The Special Tax was renewed by voters again in 1999, 2005, 2009, and 2015. On November 8, 2022, voters renewed the Special Tax, to be levied annually until terminated by majority vote of the South Pasadena electorate at a municipal election.

The purpose of the Special Tax is to provide funds to the City to pay for maintenance and operation costs of the South Pasadena Public Library.

The following table provides a summary of the Fiscal Year 2026/27 Special Tax levy, prepared in accordance with the Special Tax formula and updated based upon the records of the Los Angeles County Assessor.

Special Tax Category	Parcel/Unit Count [1]	Special Tax Rate Basis	Special Tax Rate [2]	FY 2026/27 Total Levy [3]
Single-Family Residential and Condominiums				
<= 2,000 sf Residence	3,303	per Dwelling Unit	$45.38	$149,890.14
2,001 sf <= 4,000 sf Residence	1,997	per Dwelling Unit	68.08	135,955.76
> 4,000 sf Residence	207	per Dwelling Unit	90.78	18,791.46
Multi-Family Residential [4]	5,425	per Dwelling Unit	22.69	123,115.50
Non-Residential				
<= ¼ acre lot	145	per Parcel	45.38	6,580.10
> ¼ <= ½ acre lot	76	per Parcel	90.78	6,899.28
> ½ <= ¾ acre lot	17	per Parcel	136.16	2,314.72
> ¾ acre lot	29	per Parcel	181.56	5,265.24
Totals:				**$448,812.20**

(1) Unit counts are shown for residential categories, and parcel counts are shown for non-residential categories.
(2) Special Tax rates are escalated annually based upon the annual (June to June) change in the Consumer Price Index for All Urban Consumers ("CPI-U") in the Los Angeles-Long Beach-Anaheim area. The Special Tax rates increased by 3.295% in Fiscal Year 2026/27, based upon the annual change in CPI-U.
(3) The total levy amounts include even-cent installment rounding for submission to the County tax roll. The special tax rate per parcel/unit count could differ from the total levy amount due to rounding.
(4) The Multi-Family Residential fully extended rate is $22.69595539 per unit. The total per-parcel levy is rounded down to the nearest even-cent.

Properties subject to the Special Tax are levied based upon the Special Tax rates identified in the special tax formula, which are escalated annually based upon the change in the Consumer Price Index for All Urban Consumers ("CPI-U") for the Los Angeles area as of June each year. The Fiscal Year 2026/27 Special Tax rates increased by 3.295% based upon the change in CPI-U.

The following table outlines the historical changes in the CPI-U for the Los Angeles area:

Fiscal Year	June CPI-U Value	Annual CPI-U Increase [1]
2017/18	255.275	2.20%
2018/19	265.522	4.01%
2019/20	274.380	3.34%
2020/21	278.121	1.36%
2021/22	289.218	3.99%
2022/23	314.072	8.59%
2023/24	322.055	2.54%
2024/25	332.357	3.19%
2025/26	343.024	3.21%
2026/27	354.325	3.30%

(1) The CPI-U Increase, as displayed in this table, is a rounding of the actual CPI-U Increase. The maximum Special Tax rates are calculated by using the actual CPI-U Increase, not the rounding of the actual CPI-U Increase.

NBS

Kathy Le, Administrator
Jason Roth, Project Manager

FISCAL YEAR 2026/27 FINAL BILLING DETAIL REPORT

The Fiscal Year 2026/27 Final Billing Detail Report is published as a separate document.

City Council Agenda Report

ITEM NO. 14

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Joseph Cisneros, Deputy Director of Public Works
Christopher Diaz, Superintendent of Public Works

SUBJECT: **APPROVAL OF A FIRST AMENDMENT TO EXTEND THE MAINTENANCE AGREEMENT WITH ACCO ENGINEERED SYSTEMS, INC. FOR HVAC MAINTENANCE AND REPAIR SERVICES AND INCREASE THE COMPENSATION FOR THE EXTENDED TERM; RATIFY THE EMERGENCY HVAC SERVICES AND FIND THAT EXTENSION OF THE AGREEMENT IS IN THE BEST INTEREST OF THE CITY**

Recommendation

It is recommended that the City Council:

a. Approve the First Amendment (Attachment 1) to the Maintenance Agreement with ACCO Engineered Systems, Inc. (Attachment 2), extending the term through June 30, 2027, incorporating the Fiscal Year (FY) 2026–27 rates, and increasing the agreement maximum by $209,715.94, from $150,000 to a cumulative amount not to exceed $359,715.94, including $58,647.94 for urgent HVAC services performed in July 2026 and $151,068.00 in contract authority for routine maintenance and future on-call repairs for the remainder of FY 2026–27; authorize the City Manager to execute the amendment, subject to approval as to form by the City Attorney;
b. Ratify emergency HVAC services performed in July 2026 in an amount not to exceed $58,647.94; and
c. Find that extension of the Agreement with ACCO Engineered Systems, Inc., for an additional year without competitive bidding is in the best interest of the City to ensure continued HVAC maintenance and repair services based on operational continuity and ACCO's familiarity with the City's Pelican control system.

Executive Summary

The City contracts with ACCO Engineered Systems, Inc. (ACCO) for heating, ventilation, and air conditioning (HVAC) preventive maintenance, water-treatment support, diagnostics, repairs, and on-call services at City facilities. The original agreement covered Fiscal Year 2025–26, had a not-to-exceed amount of $150,000, through June 30, 2026. Staff recommends a one-year extension through June 30, 2027, incorporating ACCO's updated rates and ratifying urgently required work performed in July 2026 after the original agreement end date as the City do not have an active agreement at this time. The proposed amendment would add $209,715.94 and establish a cumulative agreement maximum of $359,715.94. Before the extension ends, staff intends to conduct a competitive procurement for a new three-year

HVAC maintenance and repair agreement.

Background
On July 1, 2025, the City entered into a Maintenance Agreement with ACCO for HVAC maintenance and repair services pursuant to an informal cost comparison process based on contractor rates and ACCO's specialized expertise with the City's Pelican Wireless climate management system. The agreement established a $150,000 maximum for services through June 30, 2026. The planned annual program included monthly cooling-tower service, quarterly facility HVAC inspections, and an allowance for call-out work and repairs.

The original agreement expired on June 30, 2026, and the City does not currently have an active contract for ongoing HVAC maintenance and repair services. Because HVAC support is necessary to maintain safe and functional City facilities, ACCO continued responding to urgent service needs in July 2026 while staff prepared the proposed one-year extension.

Analysis
ACCO provides HVAC maintenance, repair, retrofit, engineering, energy-management, and building-controls services. As the installer of the City's Pelican climate-control system, ACCO is familiar with its configuration, connected HVAC equipment, and operating history. This specialized knowledge allows ACCO to efficiently diagnose issues, make compatible adjustments, and maintain continuity between system monitoring, maintenance, and repairs.

Following expiration of the agreement, multiple HVAC failures and operational issues arose at the War Memorial Building, Fire Department, City Hall, Police Station, and other City facilities. Staff directed ACCO to respond promptly to maintain cooling, protect equipment, and preserve the safe and continuous operation of essential public facilities. Urgent HVAC services performed in July 2026 totaled $58,647.94. The work addressed active cooling failures, leaks, control and mechanical-system issues, and related conditions at occupied City facilities. Delaying the work could have caused additional equipment damage, disruption of facility operations, and unsafe or unsuitable indoor conditions for employees and the public. Staff therefore recommends that the City Council ratify these services.

Staff recommends that the City Council find that the proposed one-year extension with ACCO to maintain continuity of essential HVAC services is in the best interest of the City and therefore is not subject to competitive bidding. In this case, ACCO is familiar with the City's facilities, equipment, service history, and Pelican climate-control system, allowing the contractor to respond efficiently while minimizing service disruptions and transition costs. This extension is intended as an interim measure. Before the agreement expires on June 30, 2027, staff will issue a competitive Request for Proposals for HVAC maintenance and repair services for a new three-year agreement.

Fiscal Year 2026–27 Services and Rates
ACCO proposed updated rates for Fiscal Year 2026–27 (Attachment 3). Routine service costs increase from $35,604 to $36,672 annually. In addition to the $46,235 in urgent HVAC services performed in July 2026, staff recommends establishing $151,068 in additional contract authority for routine maintenance and future on-call repairs for the remainder of Fiscal Year 2026–27. This amount includes $36,672 for routine maintenance and a $114,396 allowance for future call-out work.

Amendment Amount

Component	Provisional Amount
July 2026 urgent HVAC services	$58,647.94
Remaining FY 2026–27 routine and future call-out authority	$151,068.00
Proposed increase	**$209,715.94**
Original agreement maximum	$150,000.00
Amended cumulative maximum	**$359,715.94**

Fiscal Impact

The amendment would increase the agreement by $209,715.94, consisting of $58,647.94 for urgent HVAC services performed in July 2026 and $151,068.00 in additional authority for routine maintenance and future on-call repairs for the remainder of FY 2026–27. The amendment would result in a cumulative agreement maximum of $359,715.94 through June 30, 2027.

Sufficient funding for these services has been identified in the Adopted FY 2026-27 Budget using GL account 105-6010-6601-8180 Facilities Maintenance and Improvement Fund, Contract Services.

Attachment:

Attachment 1 - First Amendment to the Professional Services Agreement with ACCO

Attachment 2 - Original Professional Services Agreement with ACCO

Attachment 3 - FY 2026-27 ACCO Maintenance Scope and Rates

FIRST AMENDMENT TO MAINTENANCE AGREEMENT

This First Amendment ("Amendment") is made and entered into on this 1st day of July, 2026, by and between the City of South Pasadena ("City") and ACCO Engineered Systems, Inc. ("Contractor").

RECITALS

WHEREAS, on July 1, 2025, the City and Contractor entered into an Agreement for Maintenance Services ("Agreement") for Contractor to perform heating, ventilation, and air conditioning (HVAC) maintenance and repair services; and

WHEREAS, the City desires to amend Exhibit A and replace Exhibit B to the Agreement with the revised Exhibit B attached to this Amendment; and

WHEREAS, the Agreement established a not-to-exceed amount of $150,000.00, with a Termination Date of June 30, 2026; and

WHEREAS, the City desires to amend the Agreement to increase the Maximum Amount to a not-to-exceed amount of $359,716 and extend the Termination Date of the Agreement through June 30, 2027.

NOW THEREFORE, THE CITY AND THE CONTRACTOR AGREE AS FOLLOWS:

Section 1. Exhibit A to the Agreement is hereby amended by adding the following text at the end of the heading entitled "Planned Routine Scope of Work (Monthly & Quarterly)" to read as follows:

"GENERAL - ALL ABOVE MAINTENCE ACTIVITIES:

- Record and report abnormal conditions, measurements taken, etc.
- Review ACCO logs with customer for operational problems and trends.
- Automatically email work tickets after each site visit.
- Write up any recommended repairs and present to customer.
- Technician hourly rates will be based on the area of the location
- All maintenance to be performed during normal business hours (6AM-4PM)"

Section 2. Exhibit B to the Agreement is hereby deleted and replaced in its entirety with the revised Exhibit B attached hereto and incorporated herein by this reference.

Section 3. Section 3.4 “Maximum Amount” of the Agreement is hereby amended to read as follows:

> ““Maximum Amount”: The highest total compensation and cost payable to Contractor by the City under this agreement. The Maximum Amount under this Agreement is $359,716.”

Section 4. Section 3.6 “Termination Date” of the Agreement is hereby amended to read as follows:

> ““Termination Date”: June 30, 2027.”

Section 5. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City” City of South Pasadena	“Consultant” AACCO Engineered Systems, Inc.
By:_____ Todd Hileman City Manager	By:_____ Greg Guizado Sales Manager

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

REVISED EXHIBIT B

Beginning on July 1, 2026, Contractor shall invoice the City every 90 days for maintenance services provided under the Agreement in the amount of $7,824.00 as more particularly described herein.

Beginning on July 1, 2026, Contractor shall invoice the City monthly for water treatment services in the amount of $448.00 as more particularly described herein.

HVAC Maintenance

Location	# of Equipment	Price per Quarterly Visit	Extended Annual Price
City Hall	3	$660.00	$2,640.00
Council Chamber	3	$346.00	$1,384.00
Fire Department	4	$352.00	$1,408.00
Garfield Reservoir	1	$344.00	$1,376.00
Garfield Youth House	1	$228.00	$912.00
Grand Reservoir	1	$344.00	$1,376.00
Iron Works Museum	2	$276.00	$1,104.00
Library	7	$876.00	$3,504.00
Orange Grove Rec. Center	4	$492.00	$1,968.00
Police Department	15	$1,328.00	$5,312.00
PW Operations Yard	6	$770.00	$3,080.00
Senior Center	6	$788.00	$3,152.00
War Memorial	8	$832.00	$3,328.00
Wilson Reservoir	1	$188.00	$752.00
	Total:	**$7,824.00**	**$31,296.00**

Cooling Tower Water Treatment (Monthly)

Location	Quantity of Equipment	Price per Monthly Visit	Extended Annual Price
817 Mound Ave.	1	$448.00	$5,376.00
Total	**1**	**$448.00**	**$5,376.00**

ACCO Billing Rates

Rate	Fee
Maintenance Technician - Standard Time (Regular Working Hours per Scope of Services)	$194 per hour
Maintenance Technician - Overtime	$291 per hour

MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / *ACCO Engineered Systems, Inc.*)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT ("Agreement") is entered into by and between the City of **South Pasadena, a California municipal corporation** ("City"), and **ACCO Engineered Systems, Inc.**, a corporation ("Contractor").

2. RECITALS

2.1. City has determined that it requires the following recurring maintenance services from a contractor: **heating, ventilation, and air conditioning (HVAC) repair services, and Water Tower Cooling maintenance.**

2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": Such maintenance services as are set forth in the attached scope of work attached hereto as **Exhibit A** and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is **Anteneh Tesfaye, Public Works Deputy Director**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor

3.3. "Cost of Services": see **Exhibit B**.

3.4. "Maximum Amount": The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is **One Hundred Fifty-Thousand Dollars ($150,000.00)**.

3.5. "Commencement Date": **July 1, 2025**.

3.6. "Termination Date": **June 30, 2026**.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 15 ("Termination") below.

5. CONTRACTOR'S DUTIES

5.1. **Services**. Contractor shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Appropriate Personnel.** Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. **Eric Berman** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

5.7. **Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

5.8. **Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.

5.9. **Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

5.10. **Records.** Contractor 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 City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

6.1. **General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. Contractor Responsible. Contractor shall be responsible to City for all services to be performed under this Agreement.

6.3. Subcontracting. Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.

6.4. Compensation for Subcontractors. Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. General. City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. Invoices. Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.

7.3. Taxes. City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. Disputes. The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. LABOR CODE

8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.

8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars ($200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

8.4. **Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.

8.5. **Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

8.6. 8-Hour Work Day. This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City $25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

10.1. General. Contractor is, and shall at all times remain as to City, a wholly independent contractor.

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees

Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1. Definitions. For purposes of this Section 11, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

11.3. Scope of Indemnity. Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4. Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5. Waiver of Statutory Immunity. The obligations of Contractor under this Section 12 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.6. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.7. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: **heating, ventilation, and air conditioning (HVAC) maintenance and repair services**.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: $2,000,000 per occurrence, $4,000,000 aggregate
- General Liability:
  - General Aggregate: $4,000,000
  - Products Comp/Op Aggregate $4,000,000
  - Personal & Advertising Injury $2,000,000

- Each Occurrence $2,000,000
- Fire Damage (any one fire) $ 100,000
- Medical Expense (any 1 person) $ 10,000

- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident $1,000,000
  - EL Disease - Policy Limit $1,000,000
  - EL Disease - Each Employee $1,000,000

- Automobile Liability
  - Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. General Liability Insurance. Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. Worker's Compensation Insurance. Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. Automobile Liability Insurance. Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Claims-Made Policies. If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.8. Additional Insured Endorsements. The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.9. Failure to Maintain Coverage. In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.10. Insurance Notices. Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030**.

12.11. Contractor's Insurance Primary. The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

12.12. Waiver of Subrogation. Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductables and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Anteneh Tesfaye, Public Works Deputy Director
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7378
Facsimile: (626) 403-7241

If to Contractor:

Eric Berman, Project Manager
ACCO Engineered Systems, Inc.
265 McCormick Avenue
Costa Mesa, CA 92626
Telephone: (714) 453-7013

With courtesy copy to:

Roxanne Diaz, Esq.
South Pasadena City Attorney
Richards Watson Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213)-626-8484
Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. City Termination. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. Contractor Termination. Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. Compensation Following Termination. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. Remedies. City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. Integration of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.

17.3. Headings. The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. Pronouns. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. Confidentiality. All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. Conflicts of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. Non-assignment. Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.4. Binding on Successors. This Agreement shall be binding on the successors and assigns of the parties.

18.5. No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. Time of the Essence. Time is of the essence for each and every provision of this Agreement.

18.7. Non-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical

condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. Waiver. No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. Excused Failure to Perform. Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.10. Remedies Non-Exclusive. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. Attorneys' Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 10/2/2025

"Contractor"
ACCO Engineered Systems

By: _____
Sign

Digitally signed by Greg Guizado
Date: 2025.08.21 18:31:07-07'00'

Printed: _____

Title: Sales Manager

Date: 8-21-2025

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EFB14A7... _____
Mark Perez, Acting Deputy City Clerk

Date: 10/2/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne Diaz, City Attorney

Date: 10/2/2025

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date:_____

Digitally signed by Greg Guizado
Date: 2025.08.21 18:32:07-07'00'

Signature

Printed Name

Sales Manager

Title

EXHIBIT A: SCOPE OF SERVICES

Service Calls to Be Placed Through Dispatch:

- Calling 1-800-998-2226
- Normal working hours (6am-4pm) response time 1-2 hours
- After hours response time 1-4 hours
- Emailing accodispatch@accoes.com and copying ACCO Project Manager (most efficient method)
- Include information on what the issue is, where the issue is, who to check in with on site, and if 'Unplanned As-Needed Scope of Work' is approved and to what extent.

Planned Routine Scope of Work (Monthly & Quarterly)

- Record and report abnormal conditions, measurements taken, etc.
- Review ACCO logs with customer for operational problems and trends.
- Automatically email work tickets after each site visit.
- Write up any recommended repairs and present to customer.
- Work shall be performed during the regular working hours of 6:00 AM to 4:30 PM, Monday through Friday, except Holidays. If, for any reason, the Customer requests that work be performed beyond regular working hours, City of South Pasadena agrees to pay only the difference between regular and overtime labor at ACCO standard billing rates.
- Regular working hours response time 1-2 hours (after hours response time 1-4 hours).
- **Rooftop Package Unit (Quarterly)**
    - Remove and replace return air filters.
    - Check evaporator coil temperature differential.
    - Check for excessive noise and vibration.
    - Lubricate motor and fan shaft bearings (as needed).
    - Visual check for refrigerant leaks.
    - Verify compressor operation.
    - Visually inspect electrical connections.
    - Inspect variable frequency drive (VFD) for proper operation (if applicable).
    - Check economizer setpoints and operation.
    - Check operating temperature and pressure controls.
    - Check fan(s) operation.
    - Dispense condensate pan tab(s) as appropriate
    - Check condensate P-Trap and purge (as needed).
    - Check condition and cleanliness of condensate pan(s).
    - Inspect condenser coils and clean annually.

- Ensure all access panels are properly secured and all screws are re-installed.

- **Heat Pump (Quarterly)**
  - Remove and replace return air filters.
  - Check for excessive noise and vibration.
  - Check refrigerant sight glass (if applicable).
  - Visual check for refrigerant leaks.
  - Visual check for water leaks. (if water cooled)
  - Check heat exchanger temperature differential (if water cooled).
  - Check operating temperature and pressure controls.
  - Check compressor operation.
  - Verify economizer setpoints and operation (if applicable).
  - Visually inspect electrical connections.
  - Check condenser fans.
  - Inspect reversing valve for operation.
  - Inspect condenser coil.
  - Check operation of condensate pump (if applicable).
  - Dispense condensate pan tab(s) as appropriate.
  - Inspect condenser coils and clean annually.
  - Ensure all access panels are properly secured and all screws are re-installed.
- **Boiler (Quarterly)**
  - Check burner flame.
  - Inspect recirculating pump (if applicable).
  - Inspect flue gas passageways.
  - Inspect gauges and thermometers.
  - Visually inspect firewall (as applicable).
  - Verify proper pressures and temperatures.
  - Verify operation of combustion fans.
  - Verify proper setpoints.
  - Visually inspect electrical connections.
  - Check boiler safeties and verify operation and settings.
  - Ensure all access panels are properly secured and all screws are re-installed.
- **Boiler (Annually)**
  - Lock out / tag out.
  - Check and tighten electrical connections.
  - Check safeties.
  - Check contactor(s) / relay(s).
  - Check flame safeguard.

  - Visually inspect combustion chamber, draft diverter, and flue for soot accumulation.
  - Check operating controls.
  - Lift relief valve to ensure proper operation.
  - Inspect expansion tank for proper air cushion.
  - Inspect / adjust pressure reducing valve (PRV) as needed.
  - Perform combustion analyzer routine. Attach report to work order.
  - Replace hot surface igniter as per manufacturer's specification.
  - Inspect and clean burners (as applicable).
- **Condensing Unit (Quarterly)**
  - Visual check for refrigerant leaks.
  - Check operating temperature and pressure controls.
  - Inspect variable frequency drive (VFD) for proper operation (if applicable).
  - Verify compressor operation.
  - Check condenser fans.
  - Inspect reversing valve for operation (if applicable).
  - Inspect condenser coils.
  - Clean condenser coils annually.
  - Ensure all access panels are properly secured and all screws are re-installed.
- **Cooling Tower (Quarterly)**
  - Inspect unit condition and check for excessive noise and vibration.
  - Inspect cold water basin spray nozzles.
  - Check air inlet louvers and combined inlet shields.
  - Check and adjust water basin level (as needed).
  - Check operation of make-up valve (adjust as needed)
  - Check belt condition (if applicable).
  - Adjust belt tension as required (if applicable).
  - Inspect variable frequency drive (VFD) for proper operation (if applicable).
  - Lubricate fan shaft bearings (as needed).
  - Inspect alternate drive systems (non-belt, if applicable)
  - Inspect fan assembly and ensure free rotation.
  - Inspect fan shafts for excessive rust and corrosion.
  - Check operating temperatures.
  - Check gear oil level (if applicable).
  - Ensure all access panels are properly secured and all screws are re-installed.
- **Cooling Tower (Annually)**
  - Lock out / tag out.
  - Check and tighten electrical connections.

- Drain sump and basin.
- Check make up water valve.
- Check temperature controller.
- Clean strainer.
- Check and clean spray nozzles as required.
- Check condition of eliminators.
- Check starter / variable frequency drive (VFD).

- **Exhaust Fan (Quarterly)**
  - Lubricate motor and fan as required.
  - Check fan operation.
  - Inspect unit condition.
  - Check for excessive noise and vibration.
  - Check pneumatic pressure and actuator operation (if applicable).
  - Check belt condition (if applicable).
  - Adjust belt tension (if applicable).
  - Visually inspect electrical connections.
  - Inspect variable frequency drive (VFD) for proper operation (if applicable).
  - Inspect vibration isolation (if applicable).
  - Dispense condensate pan tab(s) as appropriate.
  - Ensure all access panels are properly secured and all screws are re-installed.
- **Fan Coil (Quarterly)**
  - Remove and replace return air filters.
  - Check evaporator coil temperature differential.
  - Inspect unit condition.
  - Check for excessive noise and vibration.
  - Lubricate motor and fan shaft bearings (as needed).
  - Visual check for leaks.
  - Check operating temperature and pressure controls.
  - Check fan operation.
  - Inspect gas furnace section for wear and proper operation (if applicable).
  - Visually inspect electrical connections.
  - Dispense condensate pan tab(s) as appropriate.
  - Ensure all access panels are properly secured and all screws are re-installed.
- **Cooling Tower Water Treatment, 817 Mount Ave. (Monthly)**
  - Check operation of existing pumps and controllers.
  - Recalibrate controls and adjust pumps as needed.
  - Check chemical levels in drums and add as needed.
  - Check Biocide bromine tablets and add as needed.

- Open, flush & reset bleed off line.
- Check conductivity controller & clean sensor probe.
- Check feed rate of chemical pump.
- Check inhibitor levels.
- Check chemicals in the closed loop. Add chemical as needed.
- Visually inspect cooling tower for abnormalities.
- Provide written report on findings.

Unplanned As-Needed Scope of Work

- Unplanned As-Needed Scope of Work shall be authorized by the City Agreement Administrator or his/her equivalent before the Contractor proceeds.
- Service, repair, adjust, clean, or replace parts of any of the following: HEPA filters; air balancing; boiler tubes, duct work; cabinet interiors and exteriors; humidifier bulbs; drains; heating and cooling coils, unless specifically included in 'Planned Routine Scope of Work'; electrical service beyond the subject equipment disconnect; surfaces exposed to air and water as part of the system performance (such as sump pans, evaporative condenser tube bundles, tower and evaporative condenser distributors, panels, fans, shafts, etc.); recording instruments, gauges, and thermometers.
- Parts, replacement parts, emergency calls, and refrigerant associated with 'Unplanned As-Needed Scope of Work'.
- Testing, inspecting, calibrating, or adjusting of any pneumatic or electronic controls systems or components unless specifically included in 'Planned Routine Scope of Work'.
- Maintenance and/or repairs as needed and directed by City staff.

EXHIBIT B: COST OF SERVICES

Planned Routine Scope of Work (Annual or Quarterly)

Location	Quantity of Equipment	Price per Quarterly Visit	Extended Annual Price
City Hall	3	$640.00	$2,560.00
Council Chamber	3	$335.00	$1,340.00
Fire Department	4	$342.00	$1,368.00
Garfield Reservoir	1	$334.00	$1,336.00
Garfield Youth House	1	$222.00	$888.00
Grand Reservoir	1	$334.00	$1,336.00
Iron Works Museum	2	$268.00	$1,072.00
Library	7	$850.00	$3,400.00
Orange Grove Rec. Center	4	$478.00	$1,912.00
Police Department	15	$1,289.00	$5,156.00
PW Operations Yard	6	$748.00	$2,992.00
Senior Center	6	$766.00	$3,064.00
War Memorial	8	$807.00	$3,228.00
Wilson Reservoir	1	$183.00	$732.00
Total	**62**	**$7,596.00**	**$30,384.00**

Cooling Tower Water Treatment (Monthly)

Location	Quantity of Equipment	Price per Monthly Visit	Extended Annual Price
817 Mound Ave.	1	$435.00	$2,560.00
Total	**1**	**$435.00**	**$5,220.00**

Contract pricing assumes the equipment list is complete and accurate and all equipment is accessible for service. Equipment list accuracy will be verified upon first visit of locations. Deviations from equipment list may result in change of scope or price and will be brought to the attention of City of South Pasadena.

ACCO Billing Rates

Rate	Fee
Maintenance Technician – Standard Time (Regular Working Hours per Scope of Services)	$183.00 per hour
Maintenance Technician – Overtime	$274.50 per hour

Exhibit B

August 10, 2026

Anteneh Tesfaye
Deputy Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Subject: *ACCOCare* Maintenance

City of South Pasadena
All Locations

Dear Anteneh,

Thank you for your consideration of ACCO Engineered Systems for your HVAC service needs. Enclosed for your review is our ACCOCare Preventive Maintenance Plan based on the equipment list and PM scope outlined. As an overview, ACCO's maintenance services benefit facilities by:

- Helping ensure HVAC systems continue providing proper conditions for building occupants
- Minimizing downtime and service call costs due to untimely equipment breakdowns
- Reducing costs by maintaining the energy efficiency of your systems
- Extending the life of HVAC systems and components

The equipment to be maintained is listed in Section 2. ACCO Service Technicians will perform in-depth inspections, diagnoses and cleaning as described in Section 3, based on a planned maintenance schedule. Repairs are not included under this agreement.

By selecting ACCO Engineered Systems, you will employ the capabilities of the largest HVAC service, engineering, and construction company in Southern California. With highly skilled field service technicians and dedicated in-house resources such as engineering and design, sheet metal, piping, water treatment, and controls, ACCO has the resources to meet all of your needs.

An added benefit of the ACCOCare plan is the response time provided to contract customers in the case of HVAC system emergencies. Our response times are 2 hours or less during normal working hours and 4 hours (or frequently less) during off-hours.

If you have any questions or require additional information, please contact me at your earliest convenience at (310) 291-9699 or cobunker@accoes.com.

Sincerely,

ACCO Engineered Systems
Cole Bunker
Service Sales Engineer
(310) 291-9699
cobunker@accoes.com

CITY OF SOUTH PASADENA

City of South Pasadena
All Locations

HVAC Maintenance

Location	# of Equipment	Price per Quarterly Visit	Extended Annual Price
City Hall	3	$660.00	$2,640.00
Council Chamber	3	$346.00	$1,384.00
Fire Department	4	$352.00	$1,408.00
Garfield Reservoir	1	$344.00	$1,376.00
Garfield Youth House	1	$228.00	$912.00
Grand Reservoir	1	$344.00	$1,376.00
Iron Works Museum	2	$276.00	$1,104.00
Library	7	$876.00	$3,504.00
Orange Grove Rec. Center	4	$492.00	$1,968.00
Police Department	15	$1,328.00	$5,312.00
PW Operations Yard	6	$770.00	$3,080.00
Senior Center	6	$788.00	$3,152.00
War Memorial	8	$832.00	$3,328.00
Wilson Reservoir	1	$188.00	$752.00
Total:		**$7,824.00**	**$31,296.00**

Cooling Tower Water Treatment (Monthly)

Location	Quantity of Equipment	Price per Monthly Visit	Extended Annual Price
817 Mound Ave.	1	$448.00	$5,376.00
Total	**1**	**$448.00**	**$5,376.00**

ACCO Billing Rates

Rate	Fee
Maintenance Technician - Standard Time (Regular Working Hours per Scope of Services)	$194 per hour
Maintenance Technician - Overtime	$291 per hour

Tab 2

CITY OF SOUTH PASADENA

Maintenance Scope

Rooftop Package Unit — Quarterly

- Remove and replace return air filters.
- Check evap coil temperature differential.
- Check for excessive noise and vibration.
- Lubricate motor and fan shaft bearings (as needed).
- Visual check for refrigerant leaks.
- Verify compressor operation.
- Visually inspect electrical connections.
- Inspect VFD for proper operation (if applicable).
- Check economizer setpoints and operation.
- Check operating temperature and pressure controls.
- Check fan(s) operation.
- Dispense condensate pan tab(s) as appropriate
- Check condensate P-Trap and purge (as needed).
- Check condition and cleanliness of condensate pan(s).
- Inspect condenser coils and clean annually.
- Ensure all access panels are properly secured and all screws are re-installed.

Heat Pump — Quarterly

- Remove and replace return air filters.
- Check for excessive noise and vibration.
- Check refrigerant sight glass (if applicable).
- Visual check for refrigerant leaks.
- Visual check for water leaks. (if water cooled)
- Check heat exchanger temperature differential (if water cooled).
- Check operating temperature and pressure controls.
- Check compressor operation.
- Verify economizer setpoints and operation (if applicable).
- Visually inspect electrical connections.
- Check condenser fans.
- Inspect reversing valve for operation.
- Inspect condenser coil.
- Check operation of condensate pump (if applicable).
- Dispense condensate pan tab(s) as appropriate.
- Inspect condenser coils and clean annually.
- Ensure all access panels are properly secured and all screws are re-installed.

Boiler — Quarterly

- Check burner flame.
- Inspect recirculating pump (if applicable).
- Inspect flue gas passageways.
- Inspect gauges and thermometers.
- Visually inspect firewall (as applicable).
- Verify proper pressures and temperatures.
- Verify operation of combustion fans.
- Verify proper setpoints.
- Visually inspect electrical connections.
- Check boiler safeties and verify operation and settings.
- Ensure all access panels are properly secured and all screws are re-installed.

CITY OF SOUTH PASADENA

Boiler **Annually**

- Lock out / tag out.
- Check and tighten electrical connections.
- Check safeties.
- Check contactor(s) / relay(s).
- Check flame safeguard.
- Visually inspect combustion chamber, draft diverter, and flue for soot accumulation.
- Check operating controls.
- Lift relief valve to ensure proper operation.
- Inspect expansion tank for proper air cushion.
- Inspect / adjust PRV as needed.
- Perform combustion analyzer routine. Attach report to work order.
- Replace hot surface igniter as per manufacturer's specification.
- Inspect and clean burners (as applicable).

Condensing Unit **Quarterly**

- Visual check for refrigerant leaks.
- Check operating temperature and pressure controls.
- Inspect VFD for proper operation (if applicable).
- Verify compressor operation.
- Check condenser fans.
- Inspect reversing valve for operation (if applicable).
- Inspect condenser coils.
- Clean condenser coils annually.
- Ensure all access panels are properly secured and all screws are re-installed.

Cooling Tower **Quarterly**

- Inspect unit condition and check for excessive noise and vibration.
- Inspect cold water basin spray nozzles.
- Check air inlet louvers and combined inlet shields.
- Check and adjust water basin level (as needed).
- Check operation of make-up valve (adjust as needed)
- Check belt condition (if applicable).
- Adjust belt tension as required (if applicable).
- Inspect VFD for proper operation (if applicable).
- Lubricate fan shaft bearings (as needed).
- Inspect alternate drive systems (non-belt, if applicable)
- Inspect fan assembly and ensure free rotation.
- Inspect fan shafts for excessive rust and corrosion.
- Check operating temperatures.
- Check gear oil level (if applicable).
- Ensure all access panels are properly secured and all screws are re-installed.

Cooling Tower **Annually**

- Lock out / tag out.
- Check and tighten electrical connections.
- Drain sump and basin.
- Check make up water valve.
- Check temperature controller.
- Clean strainer.
- Check and clean spray nozzles as required.
- Check condition of eliminators.
- Check starter / VFD.

CITY OF SOUTH PASADENA

Exhaust Fan **Quarterly**

- Lubricate motor and fan as required.
- Check fan operation.
- Inspect unit condition.
- Check for excessive noise and vibration.
- Check pneumatic pressure and actuator operation (if applicable).
- Check belt condition (if applicable).
- Adjust belt tension (if applicable).
- Visually inspect electrical connections.
- Inspect VFD for proper operation (if applicable).
- Inspect vibration isolation (if applicable).
- Dispense condensate pan tab(s) as appropriate.
- Ensure all access panels are properly secured and all screws are re-installed.

Fan Coil **Quarterly**

- Remove and replace return air filters.
- Check evap coil temperature differential.
- Inspect unit condition.
- Check for excessive noise and vibration.
- Lubricate motor and fan shaft bearings (as needed).
- Visual check for leaks.
- Check operating temperature and pressure controls.
- Check fan operation.
- Inspect gas furnace section for wear and proper operation (if applicable).
- Visually inspect electrical connections.
- Dispense condensate pan tab(s) as appropriate.
- Ensure all access panels are properly secured and all screws are re-installed.

Cooling Tower Water Treatment **Monthly**

- Check operation of existing pumps and controllers.
- Recalibrate controls and adjust pumps as needed.
- Check chemical levels in drums and add as needed.
- Check Biocide bromine tablets and add as needed.
- Open, flush & reset bleed off line.
- Check conductivity controller & clean sensor probe.
- Check feed rate of chemical pump.
- Check inhibitor levels.
- Check chemicals in the closed loop. Add chemical as needed.
- Visually inspect cooling tower for abnormalities.
- Provide written report on findings.

GENERAL - ALL ABOVE MAINTENANCE ACTIVITIES:

- **Record and report abnormal conditions, measurements taken, etc.**
- **Review ACCO logs with customer for operational problems and trends.**
- **Automatically email work tickets after each site visit.**
- **Write up any recommended repairs and present to customer.**
- **Technician hourly rates will be based on the area of the location.**
- **ALL MAINTENANCE TO BE PERFORMED DURING NORMAL BUSINESS HOURS (6AM-4PM)**

CITY OF SOUTH PASADENA

Service Calls To Be Placed Through Dispatch: 1-800-998-2226

Normal working hours (6am-4pm) response time	**1-2 hrs**
After hours response time	**1-4 hrs**

***During normal working hours, emailing dispatch accodispatch@accoes.com and CC'ing your PM will be the most efficient way to place service calls. Make sure to include: What the issue is, Where the issue is, Who to check in with on site and if OT is approved.**

Tab 3

CITY OF SOUTH PASADENA

JOB SITE NAME and ADDRESS:	BILLING NAME and ADDRESS:
City of South Pasadena	City of South Pasadena
All Locations	1414 Mission Street
	South Pasadena, CA 91030

ACCO AGREES:

1. To perform services as required (please see Tab 3).
2. To furnish City of South Pasadena with a report of any irregularities revealed as a result of the inspection and adjustments. Corrective measures or repairs that are required will be recommended to City of South Pasadena for approval prior to any work being performed.
3. To service only the equipment listed as provided in Tab 2.
4. To report to the person or office designated in writing by customer. City of South Pasadena to inform of changes of personnel.

TERMS:

1. The **ACCOcare** agreement shall commence on **July 1, 2026** and shall continue thereafter for one (1) year. Either party may terminate this agreement by giving the other party thirty (30) days prior written notice. Contract will automatically renew on a month-to-month basis after 1 year.
2. Failure to make payment when due, or impairment of owner's credit, shall relieve ACCO of the obligation of further performance of this agreement.
3. This agreement is subject to annual price escalation based on the local labor agreements between the contractors and United Association at the above location.

PRICING:

City of South Pasadena shall be invoiced every **90 days** for maintenance in the amount of: **$7,824.00**
City of South Pasadena shall be invoiced monthly for water treatment in the amount of: **$448.00**

GENERAL CONDITIONS:

1. Contract pricing assumes the equipment list is complete and accurate and all equipment is accessible for service. Equipment list accuracy will be verified upon first visit of locations. Deviations from equipment list may result in change of scope or price and will be brought to the attention of City of South Pasadena.
2. For the convenience of both City of South Pasadena and ACCO, City of South Pasadena will permit ACCO personnel the use of their common building equipment, such as ladders, elevators, etc., together with free and timely access to necessary areas.
3. Both City of South Pasadena and ACCO agree that all work referred to in this agreement shall be performed during the regular working hours of 6:00 AM to 4:30 PM, Monday through Friday, except Holidays. If, for any reason, the Customer requests that work be performed beyond regular working hours, City of South Pasadena agrees to pay only the difference between regular and overtime labor at ACCO standard billing rates.
4. City of South Pasadena agrees to make prompt payments. Should a payment become thirty (30) days delinquent, this contract may become null and void at any time thereafter at the option of ACCO, and all moneys owed to ACCO will become due upon demand.
5. To assure optimum performance, City of South Pasadena shall operate the system and all equipment properly and as per manufacturer's instructions. Expenses to ACCO caused by improper operation, negligence, misuse of the equipment, or by any cause beyond the control of ACCO, shall be paid by City of South Pasadena.
6. Operational efficiency will be assured if all necessary work is performed or equipment added by qualified ACCO personnel. In the event of any alterations, additions, adjustments, or repairs by others (unless authorized by ACCO), ACCO assumes no responsibility and has option to terminate this agreement.
7. **ACCO specifically excludes the following items from the scope of this agreement:**
   a. Service, repair, adjust, clean, or replace parts of any of the following: HEPA filters; air balancing; boiler tubes, duct work; cabinet interiors and exteriors; humidifier bulbs; drains which are not a part of the equipment covered by this plan; heating and cooling coils, unless specifically included in scope of work; electrical service beyond the subject equipment disconnect; surfaces exposed to

CITY OF SOUTH PASADENA

air and water as part of the system performance (such as sump pans, evaporative condenser tube bundles, tower and evaporative condenser distributors, panels, fans, shafts, etc.); recording instruments, gauges, and thermometers.

b. The cost of repair parts, replacement parts, emergency calls, and refrigerant.
c. Labor costs other than that required under the ACCOcare agreement.
d. Testing, monitoring, reporting, consulting, or making remedies relating to indoor air quality (IAQ).
e. Testing, inspecting, calibrating, or adjusting of any pneumatic or electronic controls systems or components unless specifically included elsewhere in this agreement.
f. Inspection or functional testing of fire/life safety systems or components.
g. Visual or physical inspection of building structural components or systems.
h. Removal, replacement, or alteration of any part of the building structure as may be required in the performance of this agreement
i. Consequential damages, including but not limited to loss of business or business delays, damage to surrounding structures, finishes, machinery or equipment and product losses, whether occasioned by covered equipment or systems failures.
j. Any equipment, material, or labor required by insurance companies, federal, state, municipal, or other authorities will not be required to be furnished by ACCO.
k. ACCO shall not be responsible for original system design, installation, or its performance in maintaining design conditions.

8. This agreement covers the complete understanding between ACCO and City of South Pasadena, and shall become a valid contract only when accepted and approved by an authorized person for both parties. No verbal representations shall be binding on either party.

OFFERED:
ACCO Engineered Systems

Cole Bunker
Cole Bunker

Sales Engineer
Title

8/10/26
Date

City of South Pasadena
Accepted by & Approved:

_____
Authorized Signature

_____
Name / Title

_____
Date

APPROVED AND ACCEPTED:
ACCO Engineered Systems

_____
ACCO Engineered Systems

_____
Name / Title

_____
Date

City Council Agenda Report

ITEM NO. 15

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION OF APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH W.G. ZIMMERMAN ENGINEERING, INC. FOR FY 2026-2027 ENGINEERING SERVICES, FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF $150,000**

Recommendation

It is recommended that the City Council:

1. Approve Amendment No. 1 (Attachment 1) to the Professional Services Agreement with W.G. Zimmerman Engineering, Inc. for Fiscal Year (FY) 2026-2027 engineering services, increasing the contract from $29,000 to a new total not-to-exceed amount of $150,000.
2. Authorize the City Manager to execute the amendment and all related documents.

Executive Summary

Staff recommends approval of an amendment to the Professional Services Agreement with W.G. Zimmerman Engineering, Inc. (WGZE) for FY 2026-2027 engineering services. The proposed amendment would increase the agreement from $29,000 to a new total not-to-exceed amount of $150,000.

WGZE currently provides general engineering, traffic engineering, and plan review services for the Public Works Department. The additional contract authority is needed to support the anticipated level of engineering assistance required through June 30, 2027, including ongoing technical reviews, project coordination, land development review, and other assignments authorized by the Director of Public Works.

Background

On August 4, 2026, the City entered into a Professional Services Agreement (Attachment No. 2) with WGZE for FY 2026-2027 engineering services in a not-to-exceed amount of $29,000. The agreement commenced on August 4, 2026, and expires on June 30, 2027. The agreement authorizes WGZE to provide general engineering services as directed, traffic engineering services as required, and plan review services as required.

WGZE's services supplement the City's existing engineering resources and are assigned on an as-needed basis by the Director of Public Works. Since the agreement was executed, the Department has continued to identify assignments requiring technical review and professional

engineering assistance. Based on the anticipated workload for the remainder of FY 2026-2027, the existing contract amount is not sufficient to support the level of service expected through the end of the agreement term.

Analysis
The Public Works Department is responsible for managing a broad range of engineering, transportation, permitting, infrastructure, and capital improvement activities. These responsibilities require timely technical review and coordination while existing City engineering staff continue managing active projects and day-to-day operational demands. The proposed amendment would provide additional contract capacity for WGZE to continue performing general engineering, traffic engineering, and plan review services.

Continuing to use WGZE is beneficial because its assigned staff are familiar with the City's engineering standards, review procedures, departmental workflows, and active assignments. This familiarity allows the consultant to respond to new assignments efficiently and reduces the staff time that would otherwise be required to orient a new consultant to the City's procedures and pending work.

The requested increase was developed based on the anticipated professional engineering support needed through June 30, 2027, using the hourly rates established in the existing agreement. Approval of the amendment will allow the Department to assign work as needed while maintaining control over individual assignments, consultant expenditures, and the overall contract limit.

Without additional contract authority, the Department may need to defer engineering assignments. This could affect the timing of plan reviews, traffic engineering requests, project coordination, and other technical services required during the remainder of the fiscal year.

Fiscal Impact
Approval of Amendment No. 1 would increase the agreement from $29,000 to a new total not-to-exceed amount of $150,000.

Adequate funding for the amendment is available in the FY 2026-2027 budget and will be funded from the following account:

		Original PO	Amendment Increase	**NEW Not-To-Exceed**
60%	101-6010-6011-8170-000	$ 17,400.00	$ 72,600.00	$ 90,000.00
20%	210-6010-6501-8170-000	$ 5,800.00	$ 24,200.00	$ 30,000.00
20%	500-6010-6710-8170-000	$ 5,800.00	$ 24,200.00	$ 30,000.00
	TOTAL	**$ 29,000.00**	**$ 121,000.00**	**$ 150,000.00**

No additional appropriation is required.

Attachment:
Attachment No. 1 - W.G. Zimmerman Engineering - First Amendment
Attachment No. 2 - W.G. Zimmerman Engineering, Inc. - Agreement

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

This Amendment ("Amendment") is made on this 7th day of October 2026, by and between the City of South Pasadena ("City") and W.G. Zimmerman Engineering Inc. ("Consultant").

RECITALS

WHEREAS, on August 4, 2026, the City and Consultant entered into an Agreement for Professional Services ("Agreement") for Consultant to perform FY 2026-2027 Engineering Services; and

WHEREAS, the original Agreement was in the amount of $29,000, for the Scope of Services; and

WHEREAS, the City desires to revise the maximum compensation to the not-to-exceed amount of $150,000.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   ""Maximum Amount": The highest total compensation and cost payable to Consultant by City under this agreement. The Maximum Amount under this Agreement is One Hundred and Fifty Thousand Dollars ($150,000)."

2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City"	"Consultant"
City of South Pasadena	W.G. Zimmerman Engineering, Inc.
By:_____	By:_____
Todd Hileman	Bill Zimmerman
City Manager	President

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

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PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

City of South Pasadena / W.G. Zimmerman Engineering Inc. (WGZE)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into as of **August 4, 2026** by and between the City of South Pasadena, a California municipal corporation ("City"), and **W.G. Zimmerman Engineering Inc.** ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: **FY 2026-2027 Engineering Services**.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": **FY 2026-2027 Engineering Services**; attached herein as **Exhibit A.**

3.2. "Agreement Administrator": The Agreement Administrator for this project is **Julian Lee, Public Works Director**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.

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3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as **Exhibit A** and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twenty-Nine Thousand Dollars ($29,000).

3.5. "Commencement Date": **August 4, 2026.**

3.6. "Termination Date": **June 30, 2027**

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditure required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal

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laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict-of-interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Bill Zimmerman**, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **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 City under this Agreement for a minimum 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 documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or

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as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, **Exhibit A**. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, **Exhibit A.** Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

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7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

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10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

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11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: **FY 2026-2027 Engineering Services.**
- Documentation of Best's rating is acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $4,000,000 aggregate
• General Liability:	
• General Aggregate:	$4,000,000
• Products Comp/Op Aggregate	$4,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and trucks.

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12.7. Pr**ofessional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project, and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired

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insurance policies have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverage. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Office of the City Clerk, South Pasadena, CA 91030.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

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14. NOTICES

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

Todd Hileman, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Phone: 626 403-7212
Email:
CMOffice@SouthPasadenaCA.Gov

If to Consultant
Bill Zimmerman
President
WG Zimmerman Engineering Inc.
7812 Edinger Avenue
Suite 302
Huntington Beach, CA 92647
Telephone: (714) 799-1700

With courtesy copy to:

Roxanne M. Diaz
South Pasadena City Attorney
Richards, Watson & Gershon
350 S. Grand Ave, 37th Floor
Los Angeles, CA 90071
Phone: 213-626-8484
Fax: 213-626-0078

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data,

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documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or

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unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law,

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disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

Signed by:
By: Todd Hileman
5CF386AC460044B...
Todd Hileman
City Manager

"Consultant"
WG Zimmerman Engineering Inc.

DocuSigned by:
By: Bill Zimmerman
531A9DE9974C4C5...
Bill Zimmerman
President

Attest:

Signed by:
By: Nikima S. Newsome
A281FB1398EA467...
Nikima S. Newsome
Chief City Clerk

Approved as to form:

DocuSigned by:
By: Roxanne Diaz
A7800E5CA8A241F...
Roxanne Diaz
City Attorney

Docusign Envelope ID: D85D9BD1-207A-83C0-81A8-551A06B97FFA

EXHIBIT A

Scope of Work

Docusign Envelope ID: D85D9BD1-207A-83C0-81A8-551A06B97FFA

Exhibit A

July 27, 2026

Julian Lee
Director of Public Works
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Subject: Letter Proposal for FY 2026-2027 Engineering Services

Dear Mr. Lee:

We at W.G. Zimmerman Engineering Inc. (WGZE) are very excited to submit this Letter Proposal for FY 2026-2027 Engineering Services.

Our staff members are well trained in City procedures, design and review, as well as issuing permits. We have worked on various civil, municipal and traffic engineering projects on behalf of agencies and take pride in the quality and efficiency of our work. We proposed Bill Zimmerman as Principal Civil Engineer and Jonathan Bui as the Associate Engineer.

Bill Zimmerman, P.E., T.E., PTOE – has over 30+ years in working for and with agencies. His experience includes roadways, highways, traffic engineering, signal design, storm drain systems, water and wastewater systems, and municipal engineering.

Jonathan (Jonny) Bui, EIT (Studying for the P.E.) – has been with WGZE since 2024. His experience includes pavement rehabilitation design for arterial and local streets, intersection widening, traffic signal design, traffic studies, and providing staff support to various agencies such as South Gate, Carson, and Westminster.

FY 2026-2027 Engineering Services include the following:

- General Engineering Services as directed
- Traffic Engineering Services as required
- Plan Review Services as required

Our rates for Bill Zimmerman and Jonny Bui are $230 and $160. The total amount of services shall be $29,000, not to exceed without written approval.

We look forward to serving the community of South Pasadena. Please contact me directly at (657) 845-9500 office or cell phone at (714) 412-1597 should you have any questions.

Respectfully submitted,

W.G. Zimmerman Engineering, Inc.,

Bill Zimmerman, PE, TE, PTOE
President

WGZE
7812 Edinger Avenue, Suite 302, Huntington Beach, CA 92647
T: 714-799-1700 | F: 714-333-4712 |www.wgze.com

City Council Agenda Report

ITEM NO. 16

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Joseph Cisneros, Deputy Director of Public Works

SUBJECT: **CONSIDERATION OF AWARD OF ON-CALL CITYWIDE SEWER AND STORM DRAIN REPAIR AND MAINTENANCE SERVICES CONTRACT TO W.A. RASIC CONSTRUCTION COMPANY, INC., GRBCON, INC., AND FERREIRA CONSTRUCTION CO. INC. FOR FISCAL YEARS 2026–27 THROUGH 2028–29.**

Recommendation

It is recommended that the City Council:

a. Award an on-call citywide sewer and storm drain repair services maintenance services contracts to W.A. Rasic Construction Company, Inc.; GRBCON, Inc.; and Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co. (Contractors) for Fiscal Year (FY) 2026-2027 and 2028-2029;
b. Authorize the City Manager to finalize and execute the maintenance contracts and related documents in forms approved by the City Attorney (Attachment No. 1 through 3);
c. Reject all other proposals received; and
d. Approve the Purchase Orders and authorize the City Manager to execute Purchase Orders to the listed Contractors on an as-needed basis in a cumulative not-to-exceed amount of $200,000 for all contracts combined for FY 2026-2027.

Executive Summary

Staff recommends awarding the maintenance contracts to three (3) contractors to provide on-call construction support for planned and emergency maintenance and repairs to the City's sanitary sewer and storm drain systems. The requested services include pipeline repair and replacement, bypass pumping, excavation shoring, video inspection, manhole work, pavement restoration, storm drain construction, and related traffic control and site restoration. The agreements would provide the City with multiple contractors capable of responding to individual work orders and emergency conditions. For Fiscal Year (FY) 2026-2027 Task Orders will be issued on an as-needed basis for an expected cumulative not-to-exceed amount of $200,000 for all contracts combined.

Background

On July 23, 2026, the Public Works Department issued a Request for Proposals for On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs.

On August 14, 2026, six (6) proposals were received with unit prices associated with required tasks.

Analysis
The City's sanitary sewer and storm drain systems are core public infrastructure that protect public health, property, and the environment. The sewer system conveys wastewater from homes and businesses to regional treatment facilities, and its condition directly affects the risk of sanitary sewer overflows, which can create public health hazards, damage private property, and expose the City to regulatory enforcement and liability under the State Water Resources Control Board's Statewide Sanitary Sewer Systems General Order. The storm drain system collects and conveys stormwater runoff to reduce localized flooding and must be operated in compliance with the Los Angeles Region Municipal Separate Storm Sewer System (MS4) Permit, which regulates pollutants discharged to receiving waters.

Routine cleaning, closed-circuit television (CCTV) inspection, root control, and timely repair preserve system capacity, extend the useful life of existing assets, and provide condition data that informs capital planning. Since maintenance and repair needs vary in timing and scope, and often require specialized equipment such as hydro-jetting and vacuum trucks, CCTV inspection units, and certified personnel, municipalities commonly contract for these services on an on-call basis. On-call agreements establish pre-qualified contractors and competitively procured rates in advance, allowing the City to mobilize quickly for both scheduled work and emergency response, such as overflows or storm events, without initiating a separate procurement for each task. This approach provides access to specialized resources that would be costly to acquire and maintain in-house, and the City pays only for services actually requested and performed.

Scope of Services
Sewer and Storm Drain maintenance and repair services will be executed on an as-needed basis to address scheduled maintenance and emergencies that may require excavation, flow control, traffic control, and surface restoration. The solicitation requires 24-hour, seven-day availability for emergency assignments with repair mobilization within 24 hours.

Procurement Process
Following a formal Request for Proposals for On-call Services, the City received proposals from the following firms (in alphabetical order):

1. Bali Construction Inc.
2. Clarke Contracting Corporation
3. Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.
4. GRBCON, Inc.
5. Mike Prlich and Sons, Inc.
6. W.A. Rasic Construction Company, Inc.

The City evaluated all proposals using the following criteria:

- Ability to meet the City's emergency-response and around-the-clock availability requirements.
- Experience with municipal sewer and storm drain repairs comparable in size, complexity, and operating conditions.
- Availability of qualified personnel, equipment, suppliers, and subcontractors for concurrent or rapidly changing work orders.
- Quality-control, testing, inspection, documentation, and closeout procedures.

- Completeness and responsiveness of the proposal and required forms.
- Reasonableness of unit prices and the total evaluation cost relative to the other proposals.

Rankings of all submitted proposals were as follows:

Rank	Contractor	Proposal Cost Schedule Total
1	W.A. Rasic Construction Company, Inc.	$146,315
2	GRBCON, Inc.	$311,940
3	Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.	$395,373
4	Clarke Contracting Corporation	$451,315
5	Mike Prlich and Sons, Inc.	$614,515
6	Bali Construction Inc.	$643,188

The ranking shown reflects the combined technical and cost evaluation. The three highest scoring contractors in order were: 1) W.A. Rasic Construction Company, Inc., 2) GRBCON, Inc., and 3) Ferreira Construction Co. Inc. Staff recommends awarding a maintenance contract for on-call sewer and storm drain maintenance to each of these three (3) contractors. Awarding multiple contracts provides the City with the flexibility to navigate fluctuating project demands and contractor availability. Establishing a pre-qualified bench of vendors ensures that time sensitive repairs can proceed without delay, while also allowing staff to leverage competitive pricing on individual projects to maximize cost-efficiency.

W.A. Rasic Construction Company, Inc.
W.A. Rasic is located in Long Beach, California and is the highest scoring respondent. W.A. Rasic has extensive experience and capability for large and small scale sewer and storm drain public works projects and is appropriately licensed and qualified to perform expected tasks under this contract.

GRBCON, Inc.
GRBCON, Inc. is located in Baldwin Park, California and is the second highest scoring respondent. GRBCON has ample experience and capability with planned and emergency sanitary sewer and storm drain repair projects and is appropriately licensed and qualified to perform expected tasks under this contract.

Ferreira Construction Co. Inc.
Ferreira Construction Co. Inc. is located in Rancho Cucamonga, California and is the third highest scoring respondent. Ferreira has successfully supported other municipalities with on-call sewer and storm drain repairs and is appropriately licensed and qualified to perform expected tasks under this contract.

Fiscal Impact
Funding for these maintenance contracts will be provided through the Public Works Operations Budget. Sewer and storm drain repairs will be executed on an as-needed basis for an expected not-to-exceed amount of $200,000 for all contracts combined for FY 2026-2027. Purchase Orders will be issued to Contractors based on capability and availability. Subsequent FY budget and Purchase Orders will be determined as part of the budgetary process.

Unit prices received as part of the RFP shall be adjusted each FY to incorporate a cost-of-living increase determined by the CPI. It is anticipated that should the maintenance contract extensions be executed, the same funding source will be used. However, these budgets may require adjustment by contract amendment, given available funding, and/or the cost of services in future years.

Purchase Orders for FY 2026-27 will use funds from account 210-6010-6501-8180-000.

BUDGET		
Fund	**Account Number**	**Allocation**
Sewer Enterprise - Operations Contract Services	210-6010-6501-8180-000	$790,000
Total Sources:		**$790,000**
EXPENSE		
Activity	**Account Number**	**Cost**
FY26-27 Sewer On-Call	210-6010-6501-8180-000	$790,000
Expenditures-to-Date (if applicable)		
Total Expense		**$790,000**

Key Performance Indicators and Strategic Plan
This item is related to utilities maintenance services and is associated with a Council Priority 2A (Infrastructure – Utilities).

Commission Review and Recommendation
This item was not reviewed by a City Commission.

Public Notification
Public notification of this item will be provided through the standard City Council agenda posting process. The procurement opportunity and Addendum No. 1 (Attachment No. 4) were distributed through the City's solicitation process.

Environmental Analysis
Sewer and storm drain repair maintenance services on existing infrastructure is exempt from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class 1 "existing facilities."

Attachment:
Attachment No. 1 â€“ Maintenance Agreement Sewer/Storm Drain, W.A. Rasic Construction Company, Inc.
Attachment No. 2 â€“ Maintenance Agreement Sewer/Storm Drain, GRBCON, Inc.
Attachment No. 3 â€“ Maintenance Agreement Sewer/Storm Drain, Ferreira Construction Co. Inc.
Attachment No. 4 Addendum 1

MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / W.A. Rasic Construction Company, Inc.)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT ("Agreement") is entered into on October 7, 2026, by and between the City of South Pasadena, a California municipal corporation ("City"), and **Contractor** ("Contractor").

2. RECITALS

2.1. City has determined that it requires the following recurring maintenance services from a contractor: **On-Call Sewer and Storm Drain Repairs**

2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1. Intentionally Omitted.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Julian Lee, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor

3.3. "Cost of Services": see **Exhibit B**.

3.4. "Maximum Amount": The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement shall be amount determined by the adopted annual budget for the Work for each year of this Agreement and as determined by the Public Works Director.

3.5. "Commencement Date": October 7, 2026

3.6. "Termination Date": This Agreement shall termination on June 30, 2029 ("Initial Term"), unless terminated or extended by the City as set forth herein.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties, with up to two additional one-year extensions at the option of the City at the end of the initial period, or terminated earlier under Section 16 ("Termination") below.

Year 1: 07 October 2026 – 30 June 2027
Year 2: 01 July 2027 – 30 June 2028
Year 3: 01 July 2028 – 30 June 2029
Option Year +1: 01 July 2029 – 30 June 2030
Option Year +2: 01 July 2030 – June 30 2031

5. CONTRACTOR'S DUTIES

5.1. **Scope of Services**. Contractor shall perform and provide all materials, tools, equipment, labor, incidentals and services necessary to complete the work for the project identified as "On-Call Sewer and Storm Drain Repairs" ("Project") and as described in the Contract Documents (referred to as the "Work" or "Scope of Services"). Such Work shall be subject to, and performed in accordance with the terms and conditions of this Agreement, including Exhibit A (Scope of Services) and the terms and conditions of the Contract Documents. The plans and specifications for the Work are further described in Exhibit B. Any terms listed in the Contract Documents shall be incorporated into this Agreement as if set forth in full. All Work shall be completed in a good and workmanlike manner. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by a written change order executed by the Parties. The Contract Documents consist of this Maintenance Services Agreement, the Request for Proposals (Exhibit C), the Contractor's response to the Request for Proposals (Exhibit D) any post-bid documentation submitted before or after the notice to award and change orders executed by the City, if any, all of which are incorporated herein as if set forth in full.

5.2. **Coordination with City**. In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Appropriate Personnel.** Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. **Shane Sato** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

5.7. **Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

5.8. **Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits. Contractor represents that it has the required license classification for the Scope of Services.

5.9. **Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

5.10. Records. Contractor 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 City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

6.1. General Prohibition On Assignment. This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. Contractor Responsible. Contractor shall be responsible to City for all services to be performed under this Agreement.

6.3. Subcontracting. Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 12 (Insurance), to City's satisfaction.

6.4. Compensation for Subcontractors. Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. General. City agrees to compensate Contractor for the Work provided under this Agreement, and Contractor agrees to accept payment in full satisfaction for the Work,

the compensation as is further described in the Cost of Services. Such compensation shall not exceed the Maximum Amount established for each year of this Agreement. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the compensation based on the Cost of Services not to exceed the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. LABOR CODE

8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.

8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars ($200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the

Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

8.4. Apprentices. Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.

8.5. Payroll Records. Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

8.6. 8-Hour Work Day. This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City $25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property

of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

10.1. General. Contractor is, and shall at all times remain as to City, a wholly independent contractor.

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1. Definitions. For purposes of this Section 11, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

11.3. Scope of Indemnity. Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4. Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5. Defense Deposit. The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.

11.6. Waiver of Statutory Immunity. The obligations of Contractor under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.7. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of

Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: **On-Call Sewer and Storm Drain Repairs**
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $4,000,000 aggregate
• General Liability:	
• General Aggregate:	$4,000,000
• Products Comp/Op Aggregate	$4,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured.

Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. General Liability Insurance. Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. Worker's Compensation Insurance. Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. Automobile Liability Insurance. Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Claims-Made Policies. If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.8. Additional Insured Endorsements. The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.9. Failure to Maintain Coverage. In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required

insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.10. Insurance Notices. Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030**.

12.11. Contractor's Insurance Primary. The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

12.12. Waiver of Subrogation. Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductibles and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Julian Lee
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Contractor:

Shane Sato
W.A. Rasic Construction Company, Inc.
4150 Long Beach Boulevard
Long Beach, CA 90807
Telephone: 562-928-6111
Facsimile: 562-928-7339

With courtesy copy to:

Roxanne Diaz, Esq.
South Pasadena City Attorney
Richards Watson Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213)-626-8484

Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. City Termination. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. Contractor Termination. Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. Compensation Following Termination. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. Remedies. City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. Integration of Exhibits. All documents referenced as exhibits in this Agreement and the Contract Documents are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the

provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. If there is a material discrepancy between the City's Request for Proposal and the Contractor response to the City's Request for Proposals, the City's Request for Proposal shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.

17.3. Headings. The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. Pronouns. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
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17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. Confidentiality. All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. Conflicts of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide

employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. Non-assignment. Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.4. Binding on Successors. This Agreement shall be binding on the successors and assigns of the parties.

18.5. No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. Time of the Essence. Time is of the essence for each and every provision of this Agreement.

18.7. Non-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. Waiver. No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. Excused Failure to Perform. Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.10. Remedies Non-Exclusive. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. Attorneys' Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City" City of South Pasadena	"Contractor" W.A. Rasic Construction Company, Inc.
By:_____ *Signature*	By:_____ *Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date:_____

_____
Signature

_____
Printed Name

_____
Title

EXHIBIT A: SCOPE OF SERVICES

Contractor shall provide sewer and storm drain maintenance and repairs as further described in Exhibit C and performed in accordance with the terms and specifications provided therein.

EXHIBIT B: COST OF SERVICES

Compensation for the Work shall be in accordance with the cost schedule below and is subject to the "Measurement and Payment" provisions set forth in Exhibit C, which is incorporated herein by this reference.

After the initial first year of the Term as set forth in Section 4, the pricing below shall be adjusted to incorporate a cost-of-living increase each subsequent year of the Agreement. The cost-of-living increase will be determined by the percentage change in the Consumer Price Index ("CPI") for the previous twelve-month period of April through March for all urban consumers in the Los Angeles/Long Beach/Anaheim area. In the event this CPI index as described is no longer published, an equivalent index may be used as mutually agreed by both parties. In no case shall said adjustment exceed the change in the cost-of-living index for the Los Angeles area.

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
1	Mobilization	EA	6	$ 2,000	$ 12,000.00
2	Replace 8-inch Sanitary Sewer	LF	42	$ 675	$ 28,350.00
3	Replace 12-inch Sanitary Sewer	LF	30	$ 700	$ 21,000.00
4	Replace 15-inch Sanitary Sewer	LF	24	$ 725	$ 17,400.00
5	Reconstruct Permanent Asphalt Concrete Pavement	SF	200	$ 35	$ 7,000.00
6	Sewer Bypass and Pumping	Daily	20	$ 1,200	$ 24,000.00
7	Shoring of Open Excavation	Daily	20	$ 500	$ 10,000.00
8	Video Inspection	LF	300	$ 16	$ 4,800.00
9	Replace manhole covers and frames.	Each	5	$ 3,950	$ 19,750.00
			TOTAL PROPOSED PRICE		**$** 144,300.00

b. Storm Drain Construction Services

The labor and equipment rates for storm drain construction services will use the current State of California Department of Transportation Labor Surcharge and Equipment Rental Rates . A link to the rates are as follows:

https://dot.ca.gov/-/media/dot-media/programs/construction/documents/equipment-rental-rates-and-labor-surcharge/book_25_26.pdf

Item No.	Other	Unit	
1	Mobilization	EA	$ 2,000
2	Material Markup (%)	%	% 15

EXHIBIT C

CITY'S REQUEST FOR PROPOSALS

ON-CALL SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS

ON-CALL SANITARY SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

JULY 20, 2026

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT
1414 MISSION STREET
SOUTH PASADENA, CALIFORNIA 91030
PROPOSALS DUE: AUGUST 11, 2026, at 1:00 P.M.

NOTICE INVITING PROPOSALS

"ON-CALL SANITARY SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS"

PUBLIC NOTICE IS HEREBY GIVEN that the CITY OF SOUTH PASADENA, invites proposals for the above-stated project, and will receive such proposals electronically in the CITY's Planet Bids system. A link to the Planet Bids system is available on the CITY's website at the following location:

https://www.southpasadenaca.gov/government/CITY-clerk/request-for-proposals

Proposals will be received in the Planet Bids system up to **1:00 p.m. Thursday August 11, 2026** to the Project Title: On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs.

The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the work described in the CONTRACT Documents. In general, the work performed under this CONTRACT consists of performing, on an on-call basis, emergency response to sewer blockages; point repairs on sewer lines using trenchless or open-cut methods; replacement of damaged storm drain sections; and video inspection of utility lines. CONTRACTOR must have a State of California Contractor's License Classification A General Engineering Contractor or C-42 Sanitation System Contractor at the time of submitting the proposal.

There will be a link to an optional virtual pre-proposal meeting at **10:00 a.m. on Tuesday July 28, 2026**.

https://teams.microsoft.com/meet/26733149814698?p=E2KIUy8JkwuwBQRAtf

Meeting ID: 267 331 498 146 98

Passcode: GP9aR33k

Any questions regarding the Request for Proposal shall be submitted to the Planet Bids system Online Question and Answer (Q&A) up to **4:00 p.m. on Thursday July 30, 2026** Any changes in the Request for Proposal shall be made by a written addendum, which shall be issued by the CITY to the Planet Bids system.

Proposals must be prepared using all the forms identified in the Instructions to Bidders. The forms required to complete the package are found in the Proposal section of these CONTRACT Documents. The Information to Bidders provides prospective bidders a summary of requirements for acceptance of proposals, guidelines the CITY uses in awarding CONTRACTs, rules to ensure fairness in CONTRACTOR procurement, and guidelines to aid in interpretation of documents.

The CITY of South Pasadena reserves the right to reject any proposals and to waive any minor irregularities in the proposal documents. Bidders may not withdraw their proposal for a period of sixty (60) days after the opening date.

CONTRACT Documents may be obtained through the Planet Bids system, or at the CITY of South Pasadena, Public Works Department, by calling (626) 403-7240, or email at ptran@southpasadenaca.gov Monday through Thursday between 7:30 a.m. and 6:00 p.m.

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Section I – Scope of Services Requested by CITY

1. BACKGROUND INFORMATION

The CITY is seeking one or more CONTRACTORS for a CONTRACT term up to five years to perform citywide sewer and storm drain repairs consisting of performing, on an on-call basis, inspection and repair of utility manholes; replacement of damaged or deteriorated storm drain sections; point repairs on sewer lines using trenchless or open-cut methods; emergency response to sewer blockages; and video inspection. All work shall comply with the 2024 Edition Standard Specifications for Public Works Construction ("SSPWC"), 2021 Edition Standard Plans for Public Works Construction ("SPPWC"), or other standards and specifications as determined the City Engineer.

The CITY maintains approximately 58 miles of sewer. Exhibit B is a map of the service area.

2. CONTRACT AWARD SCHEDULE

The CITY reserves the right to make changes to the schedule, as deemed beneficial to the CITY's interest.

Notice Inviting Proposals	Friday, July 24, 2026
Optional Pre-Bid Meeting	10:00 a.m., Tuesday, July 28, 2026
Questions Regarding the Proposal Due	4:00 p.m., Thursday, July 30, 2026
Addendum Posted on CITY's Plant Bids System	1:00 p.m., Thursday, August 6, 2026
Proposal Due Date	1:00 p.m., Tuesday, August 11, 2026
Proposal Evaluation	Thursday, August 13, 2026
CITY Council Contract Award	September 2026
Contract Execution	September 2026

Section II – General Information

1. DEFINITIONS

CITY: The word CITY is mentioned in this Request for Proposal (RFP) and the CONTRACT. In the context of this RFP and the CONTRACT, the term CITY refers to the City of South Pasadena, which is the contracting authority. The CITY is the entity entering into the CONTRACT with the CONTRACTOR for the completion of public works projects, and it is the party responsible for administering the CONTRACT, making payments, and enforcing compliance with its terms.

CONTRACT: The CONTRACT refers to the formal maintenance agreement between the CITY and the CONTRACTOR that is executed after the CONTRACTOR submits a proposal or offer, which is then accepted by the CITY Council. The CONTRACT includes all terms and conditions agreed upon, and the amount of the CONTRACT represents the agreed upon compensation for the CONTRACTOR's work.

CONTRACTOR: The CONTRACTOR is the individual, firm, partnership, corporation, joint venture, or other legal entity that enters into a CONTRACT with CITY to provide the goods and/or services in accordance with the scope of work and other requirements specified in this RFP. The CONTRACTOR shall be responsible for fulfilling contractual obligations, complying with applicable laws and regulations, and meeting performance and quality standards as specified in this RFP and the CONTRACT.

AGREEMENT ADMINISTRATOR: The Agreement Administrator refers to the Director of Public Works, their Designee, or the person designated by the CITY Council or other governing body, who is responsible for overseeing public works projects within the jurisdiction of the CITY. This includes project administration, ensuring compliance with CONTRACT terms, and making decisions related to the progress and performance of the CONTRACT. The Designee is any individual authorized by the Director to act on their behalf with respect to specific duties under the CONTRACT.

WORKING DAYS: Working Days refer to the days when regular business operations occur, typically excluding weekends (Saturdays and Sundays), holidays, or days when work is hindered due to adverse weather conditions or other factors beyond the control of the CONTRACTOR. These days are counted from the start of the CONTRACT or notice to proceed until the completion of the CONTRACT. The specific definition may vary, but generally, working days do not include non-working holidays or days when the CONTRACTOR is unable to work due to unforeseen circumstances that prevent the performance of work.

2. PROPOSAL SUBMITTAL

Proposals shall be submitted electronically in the CITY Planet Bids system up to and no later than the time and day specified in the schedule found in Section I. All proposals received after the stated time will not be considered. The Proposer assumes the risk of any delay in submitting the proposal to the Planet Bids system. No hard copy proposal will be accepted via mail submittal or in-person submittal.

Proposals will be opened on the date shown on the schedule found in Section I, unless additional time is amended to the proposal period as announced on the CITY Planet Bids system. Proposals cannot be withdrawn or corrected after being opened.

Unauthorized conditions, limitations, or provisions attached to a proposal will render it non-responsive and cause its rejection. The completed proposal shall be without alterations. Alternative proposals will not be considered unless requested. No oral, telegraphic, or telephonic proposal modifications will be considered. The proposal may be withdrawn upon request by the Proposer without prejudice prior to, but not after the time fixed for opening of

proposal, provided that the request is in writing, that it has been executed by the Proposer or duly authorized representative, and that it is filed with the CITY.

Proposals shall be submitted in accordance with the forms prescribed by the CITY. Failure to respond in this manner may render the proposal non-responsive.

3. QUESTIONS REGARDING THE RFP

Should a party responding to this document find discrepancies in, or omissions from, the specifications, or should such a party be in doubt as to their meaning, the party responding shall notify the CITY immediately.

All questions regarding this RFP shall be submitted by the date shown on the schedule found in Section I to the Online Question & Answer (Q&A) Section on the CITY's Plant Bids system. The CITY reserves the right to respond to any or none of the questions, depending on their merit. Any request for changes to the CONTRACT documents must be submitted prior to the closing of the question period. An addendum to address the submitted questions will be posted on the CITY's Planet Bids system by the date shown on the schedule found in Section I.

4. ADDENDA TO THE REQUEST FOR PROPOSALS

The CITY reserves the right to make such changes in the Request for Proposals, as it may deem appropriate. Any changes in the Request for Proposals shall be made by a written addendum, which shall be issued by the CITY in the Planet Bids system. No oral changes will be permitted. Addenda issued during the proposal process shall become a part of the original proposal.

5. OPTIONAL VIRTUAL PRE-PROPSAL SESSION

The CITY will conduct an optional virtual pre-proposal meeting on the date shown on the schedule found in Section I. Please RSVP your planned attendance by emailing mvartanians@southpasadenaca.gov. Virtual meeting access details will be emailed to interested firms that have submitted an RSVP.

6. TERMS OF CONTRACT

Requests for clarification or changes to the proposed agreement after the close of the date for "Questions Regarding the Proposal" shall be grounds for disqualification at the option of the CITY. Any request for changes to the CONTRACT documents must be submitted prior to the closing of the question period. An addendum to address the submitted questions will be posted on the CITY's Planet Bids system by the date shown on the schedule found above. Requests for changes to CONTRACT language after the question period shall not be granted and bidders will be held to their bid.

The CITY intends to award a multi-year agreement, subject to approval by the CITY Council for an initial three-year period, with up to two (2) additional one-year extensions at the option of the

CITY at the end of the initial period. The proposer shall submit fixed pricing for an initial term of one year. Each subsequent year of the CONTRACT term, pricing shall be adjusted to incorporate a cost-of-living increase. The cost-of-living increase will be determined by the percentage change in the Consumer Price Index ("CPI") for the previous twelve-month period of April through March for all urban consumers in the Los Angeles/Long Beach/Anaheim area. In the event this CPI index as described is no longer published, an equivalent index may be used as mutually agreed by both parties. In no case shall said adjustment exceed the change in the cost-of-living index for the Los Angeles area. At the conclusion of the initial three-year term of the agreement, the CITY may at its option, extend or terminate the CONTRACT, given the CONTRACTOR is in agreement with an extension under the terms presented herein. If the CONTRACT extension is approved by the CITY Council through a CONTRACT amendment, the CONTRACT may be extended up to two (2) additional

one-year terms under the same terms and conditions and subject to a cost-of-living increase based on the CPI as described above. The CONTRACTOR agrees to provide the services described in the attached proposal for said additional periods, should the CONTRACTOR and CITY mutually agree to one or more CONTRACT extensions. In addition, the CITY has the right to terminate the CONTRACT with or without cause at any time within thirty (30) days' written notice.

In the circumstance that the CITY Council approves a CONTRACT term for less than five (5) years (e.g. one-year term, two-year term, or other), an optional CONTRACT term extension of up to two (2) additional one-year term under the same terms and conditions, will be provided as described above with a cost of living increase for the Los Angeles/Long Beach/Anaheim area on an annual basis.

7. EXECUTION OF CONTRACT

The proposer to whom the award is made shall execute a written CONTRACT with the CITY on the form of the agreement included hereafter and shall secure all insurance and bonds required by the CITY within ten (10) days from the date of the award.

Below is a list of the required documents, to be submitted electronically:

- Signed CONTRACT
- Indemnification and Hold Harmless Agreement and Waiver of Subrogation and Contribution
- Worker's Compensation Insurance
- Comprehensive General Liability (CITY Named as Additional Insured on Form CG 20 10 11 85, B+ or higher rating)
- Property Damage Insurance (CITY Named as Additional Insured)
- Automobile Liability Insurance
- CITY Business License

Failure or refusal to enter into a CONTRACT as herein provided, or to conform to any of the stipulated requirements in connection therewith, shall be just cause for the annulment of the award. The award shall then be made to the next proposer as determined by the CITY and approved by the CITY Council and that firm shall fulfill every stipulation as if it were the party to whom the first award was made.

The Agreement shall not be considered binding upon the CITY until executed by the authorized CITY officials. Requests for clarification or changes to the proposed agreement after the close of the date for "Questions Regarding the Proposal" shall be grounds for disqualification at the option of the CITY.

8. INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of this proposal and the selected firm's response are to be incorporated, in total, into the CONTRACT.

9. INTEREST OF MEMBERS OF THE CITY

No member of the governing body of the CITY, and no other officer, or employee, of the CITY who exercises any functions or responsibilities in connection with the carrying out of this project to which this proposal pertains, shall have any personal interest, direct or indirect, in this CONTRACT.

10. INTEREST OF CONTRACTOR

The successful proposal covenants that it's performance of services hereunder do not and will not conflict with any present interest or any acquired interest, direct or indirect, in the CITY or any other interest which would conflict in any manner or degree with the performance of its services. The successful Proposer further covenants that in the performance of this CONTRACT no person having any such conflict of interest shall be employed.

11. PENALTY FOR COLLUSION

If at any time it shall be found that the person, firm or corporation to whom a CONTRACT has been awarded has in presenting any proposal or proposals colluded with any other party or parties, then the CONTRACT so awarded shall be null and void and the CONTRACTOR and CONTRACTOR's bonding company shall be liable to the CITY for all loss or damage which the CITY may suffer thereby; and the CITY may advertise for a new CONTRACT for said labor, supplies, material or equipment.

12. NONDISCLOSURE BY PROPOSER

Until such time that the CITY Council awards the CONTRACT, the proposer agrees that such proposal shall not be made available to any individual or organization without the prior written approval of the CITY.

13. STATUS AS INDEPENDENT CONTRACTOR

CONTRACTOR is, and shall at all times remain as to CITY, a wholly independent CONTRACTOR.

14. SUBCONTRACTORS

The use of subcontractors is not allowed except for one-time specialized services. CONTRACTOR shall utilize the Designation of Subcontractor Form (included in Exhibit A) to identify proposed subcontractors as required by the Subletting and Subcontracting Fair Practices Act (Govt. Code Sec. 4100 et seq.). The subcontractor must be approved by the CITY in writing prior to performing any work. Please see language in the CONTRACT related to the use of Subcontracting and Assignment.

15. PREVAILING WAGES

In accordance with the provisions of Section 1770 et seq., of the California Labor Code, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. The CONTRACTOR will be required to pay to all workers employed on the project sums not less than the sums set forth in the Department of Industrial Relations Director's General Prevailing Wage Determinations.

Attention is directed to the provisions of the Labor Code concerning the employment of apprentices by the CONTRACTOR or any subcontractor under him. The CONTRACTOR and any subcontractor under him shall comply with the requirements of said sections in the employment of apprentices.

Information relative to apprenticeship standards and administration of the apprenticeship program may be obtained from the Director of Industrial Relations, San Francisco, California, or the Division of Apprenticeship Standards and its branch offices.

Please see language in the CONTRACT related to Prevailing Wages.

16. METHOD OF PAYMENT

The CITY intends to make payment within forty-five (45) days of invoice submittal following satisfactory completion of the work required. If any proposer takes exception to this payment schedule, an alternate schedule and appropriate justifications should be stated by the proposer.

In the circumstance where CONTRACTOR services that are required as described in this RFP are not rendered, the CITY may deduct payment of said services up to three (3) times the cost of the service as listed in the submitted Cost Proposal.

17. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing any deviation from specifications, manufacturer name and model numbers, availability of product warrants, and delivery charges. Issuance of the Request for Proposal does not commit the CITY to award any CONTRACT, to pay any costs incurred in the preparation of the proposal, or to procure or contract for services or supplies.

18. PUBLIC RECORD

After the award of the CONTRACT has been made by the CITY Council, all findings and information considered in determining which proposal best meets the needs of the CITY will be made available for public inspections.

19. CHANGES

The CITY may require changes in the scope of the services to be performed by the CONTRACTOR hereunder. All such changes, which are mutually agreed upon by and between all the parties shall be incorporated in written amendments to this Agreement. All such amendments shall state any increase or decrease in the amount of compensation due to the CONTRACTOR for the change in scope.

20. ADDITIONS/DELETIONS OF SERVICE

The CITY reserves the right to add and/or delete services to this CONTRACT. Should a service requirement be deleted, payment to the CONTRACTOR will be reduced proportionally, to the amount of service reduced in accordance with the Proposal price. Should additional services be required from this CONTRACT, prices for such additions shall be in accordance with this Request for Proposal and CONTRACTOR's response thereto. No additional work should be performed unless otherwise authorized by the CITY in writing.

21. RECORDS AND REPORTS

CONTRACTOR shall prepare and submit to the Director of Public Works, or Designee, such reports concerning the performance of the services required by this Agreement as required.

CONTRACTOR shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Director of Public Works or Designee to evaluate the performance of such services. The Director of Public Works or Designee shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, request certified payrolls, and make records and transcripts from such records.

All reports, records, documents and other materials prepared by CONTRACTOR in the performance of this Agreement shall be the property of CITY and shall be delivered to CITY upon request of the Director of Public Works or Designee upon the termination of this Agreement, and CONTRACTOR shall have no claim for further compensation as a result of the

exercise by CITY of its full right of ownership of the documents and materials hereunder. CONTRACTOR may retain copies of such documents for its own use. It shall have an unrestricted right to use the concepts embodied therein.

The drawings, specifications, reports, records, documents and other materials prepared by CONTRACTOR in the performance of services under this Agreement may be subject to release under the California Public Records Act.

Section III – Technical Specifications

1. BACKGROUND AND PURPOSE

The CITY is seeking one or more CONTRACTOR(s) to perform an on-call basis citywide repair of sewer and storm drain lines. The CONTRACTOR shall perform all work and incidentals appurtenant to this Scope of Work. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the CONTRACTOR provide all necessary labor, equipment, materials and incidentals to performed the CONTRACT work mentioned and specified within.

2. GENERAL DESCRIPTION OF THE WORK

The work under this CONTRACT is generally described as on-call sewer and storm drain repairs. The work will consists of performing on an on-call basis emergency response to sewer blockages; point repairs on sewer lines using trenchless or open-cut methods; replacement of damaged storm drain sections; and video inspection of utility lines.

3. SCOPE OF SERVICES

The work to be done shall consist of all required labor, materials, equipment, parts, supplies, and permits necessary for the construction and completion of the project indicated.

a. Emergency Sewer System Point Repairs Services.

CONTRACTOR shall procure parts, labor, and equipment to perform the following work.

i. Sewer pipe repair/reconstruction,
ii. manhole adjustment,
iii. replacement of manhole covers and frames,
iv. Permanent asphalt concrete replacement
v. Flow measurements,
vi. Monitoring and remediation of odor and gas issues,

CONTRACTOR shall be capable of providing an emergency response repair crew and appropriate equipment within 24 hours (a responsible individual at the

emergency jobsite within 4 hours; a repair crew on the emergency jobsite within 24 additional hours). CONTRACTOR shall be available 24 hours a day, 7 days a week, including Saturdays, Sundays, and Holidays, in response to emergencies arising from sewer system failures. Selection of a contractor to perform the repair services is described in the following Section 2.3, Assignment of Work.

Once contacted by Public Works and the CONTRACTOR has accepted the work, the contractor shall have a responsible individual at the emergency site within 4 hours; a repair crew on the emergency jobsite within 24 additional hours; and a capacity to work around the clock to restore flow and/or stabilize the site, then proceed under normal conditions until the job is completed. The CONTRACTOR shall be required to make repairs of all sewer related systems. The CONTRACTOR shall restore the site to its original pre-damage condition, or as directed by the Department.

The CONTRACTOR shall accomplish the emergency repair services expeditiously and in the most professional manner possible. The CONTRACTOR shall be capable and equipped to conduct effective traffic control and be considerate of the community involved to avoid unnecessary traffic hardships. After the job is completed, the CONTRACTOR shall ensure a thorough and orderly cleanup including but not limited to re-striping, paving to county or city standards, removal of USA markings, replacement of landscaping and irrigation, and concrete restoration of the worksite acceptable to Public Works.

b. Storm Drain Construction Services

CONTRACTOR shall provide labor and construction services including but not limited to;

i. Storm-drain pipe installation, slip-lining, rehabilitation and/or repair
ii. Storm-drain manhole repair and/or rehabilitation (i.e. installing manholes, raising manholes, etc.)
iii. Installing and/or repairing concrete curb, gutter, sidewalk etc.
iv. Catch basin installation, refurbishment and repairs
v. Ditch maintenance including concrete, asphalt and natural bottomed
vi. Asphalt repair/maintenance near work area
vii. Concrete repair/maintenance near work area
viii. Drainage grate installation, removal, fabrication and/or repair
ix. Road shoulder grading
x. Lift station structure repairs including patching

4. SPECIFICATIONS

All work shall be performed in accordance with the 2024 Edition Standard Specifications for Public Works Construction (‘SSPWC”) and 2021 Edition Standard Plans for Public Works

Construction ("SPPWC"). All work performed shall be subject to applicable Federal and State Standards, approved proposals, contract documents, City inspection, and approved by the City, its Director of Public Works, or City's designated representative.

Since the Scope of Services is for on-call services, specifications may vary (including additional specifications) as tasks are identified during the contract period. Payment for all tasks shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and shall be considered as included in the contract unit price for each item requiring such work, and no additional compensation will be made therefor. The unit price for each item will include the necessary traffic control to perform the work.

The Sections that follow supplement, but do not replace, the corresponding provisions in Part 2 (Construction Materials), Part 3 (Construction Methods) and Part 4 (Existing Improvements) of the SSPWC and SPPWC, except as otherwise indicated herein. In the event of any conflict between the SSPWC and SPPWC and these Special Provisions, these Special Provisions shall control.

5. EQUIPMENT

Vehicles. Vehicles shall be in conformance with the latest South Coast Air Quality Management District requirements for low emission/alternative fuel use. Upon approval of any new regulations, the CONTRACTOR shall be prepared to meet the requirements of the new rule.

All vehicles utilized by employees in the performance of the work shall be owned, registered, and insured by the CONTRACTOR. Employees of the CONTRACTOR shall not drive personal vehicles to any sites to perform work under the contract.

Logo. CONTRACTOR shall display the name of his/her firm on any vehicles used by the CONTRACTOR's employees to carry supplies and equipment. The firm name shall be in letters large enough to be easily legible from fifty (50) feet along with office telephone number.

6. EXTRA/EMERGENCY WORK

The CONTRACTOR shall not perform any services or incur any costs whatsoever under the terms of this Agreement until they have received written authorization from the City's Project Representative. The City reserves the right to bid extra or emergency work to other firms, in the event a negotiated price or schedule of completing repairs cannot be reached, which is acceptable to both parties.

7. TRAFFIC CONTROL

All traffic control methods shall conform to the latest edition of the MUTCD or Work Area Traffic Control Handbook (WATCH) as it conforms to the standards and guidance of the MUTCD. The CONTRACTOR shall provide flagmen, lights, signs, barricades, and other devices as required to provide for public safety and convenience. Traffic shall be permitted

to pass through the work underway and access shall always be maintained to the adjacent properties during the striping operations. Under heavy traffic conditions, the City may limit the hours of work. The City reserves the authority to modify the conditions for traffic control if deemed necessary. All vehicular and pedestrian access line of sight visibility shall always be maintained per MUTCD or WATCH manual.

8. UNSATISFACTORY WORK

The Contractor shall be notified both verbally and in writing their performance is unsatisfactory and corrective action is necessary.

The Contractor shall complete corrective action within the following time frames after verbal notification:

- Within eight (8) hours for unsafe, hazardous, or unsightly conditions.
- Within sixteen (16) hours for faulty workmanship or equipment failures.
- Other deficiencies within three (3) days.

Failure to correct the deficiency within the time specified shall result in the deduction of $250.00 per day for each instance where an item of work is not completed in accordance with the schedule and/or specifications.

9. PERMITS AND LICENSES

The CONTRACTOR shall procure all permits and license, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the Contract. No fees will be charged for City-related projects.

10. PATENTS

The Contractor shall assume all responsibilities arising from the use of patented materials, equipment, devices, or processes used on or incorporated in the work.

11. DAMAGES

The CONTRACTOR shall report immediately to the City any damage to City or private property and shall be liable to make all repairs. Any repairs and associated cost resulting from Contractor caused damage shall be the responsibility of the CONTRACTOR.

12. SAFETY AND HEALTH REQUIREMENTS

CONTRACTORs and any Subcontractors shall comply with all applicable provisions of the CITY's Safety Standards, Federal OSHA, California OSHA, and Local regulations, whichever is most stringent.

13. WORK HOURS

The CITY's typical CONTRACTOR work hours are between 7:30 a.m. and 4:00 p.m. Monday through Friday, excluding CITY-recognized holidays. The CONTRACTOR shall

notify the CITY of any proposed work outside of typical work hours at least 72 hours in advance. As required, the CITY shall provide notifications to the public for night work. The CONTRACTOR's billing rate(s) shall be applicable to all work hours.

Work shall be performed outside the school commuting hours in the vicinity of schools where applicable.

14. NOISE REQUIREMENTS

The CONTRACTOR shall adhere to CITY noise restrictions at all times. Typical levels shall not exceed a maximum noise level of 65 decibels when measured from a distance of 50 feet from the equipment being used.

15. CLEANUP

Contractor shall remove all debris generated as work progresses. The street, parkway, and private property shall be kept clear of debris at all times. It shall be the responsibility of the contractor to dispose of all waste debris generated by the contractor.

All debris from operations shall be cleaned up each day before the work crew leaves the site. Areas are to be left in a condition equal to or better than that which existed prior to the commencement of tree operations.

16. STORM WATER

No material generated during work operations is permitted to enter any storm drain. The CONTRACTOR is required to abide by the CITY's Water Quality Management Plan. Including all applicable Best Management Practices (BMPs) for the duration of the contract.

17. PROJECT MANAGEMENT AND MEETINGS

CONTRACTOR shall provide a project manager to act as a liaison with the Director of Public Works or their Designee, who will coordinate written reports and see the project through to satisfactory conclusion. The CITY Director of Public Works or their Designee will be responsible for the direction, review and approval of all work. Any meetings and/or correspondence related to this CONTRACT shall be scheduled and approved by the CITY Director of Public Works or Designee.

The Contractor and City's designated representative shall meet during the time when work is occurring monthly to review work completed, work scheduled for the next month, address any concerns, and coordinate any extra/emergency work.

18. WARRANTY

The CONTRACTOR shall guarantee the Work to perform satisfactorily for up to twelve (12) months. During the guarantee period, the CONTRACTOR shall bear all costs to maintain the Improvements to the City's satisfaction.

19. RECORD KEEPING

Contractor shall maintain and provide records and/or associated drawings of all repairs done to any City system.

20. INVOICING/BILLING

Invoicing for services rendered are required for proper payment. The work must be identified on the invoice.

SECTION IV - EVALUATION AND SELECTION OF CONTRACTOR

Selection of one or more CONTRACTORS for an award will be conducted in accordance with the CITY Purchasing Policy and South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XI Purchasing, Section 2.99-29(11).

The CONTRACT will be awarded to the firm that meets all the CITY's requirements as determined by the CITY for the various components contained herein. The CITY reserves the right to determine the responsiveness of the bidder, including, but not limited to, the anticipated initiative and ability of the firm to perform the services set forth herein.

1. PROPOSAL EVALUATION

After receiving proposals CITY staff will evaluate the proposals using the criteria in the table below.

No.	Evaluation Criteria	Potential Points (Weight)
1	Cover Letter. The cover letter should provide contractors qualifications, summarize work approach and identify individuals authorized to negotiate Agreement terms and compensation.	5 (5%)
2	Work Statement. Describe the technical and management approach to providing the requested services.	5 (5%)
3	Quality Control. Describe methods and tools to providing quality control for the services.	5 (5%)
4	Staff Qualifications. Identify key persons and their experience in providing the requested service.	5 (5%)
5	Delivery. Does the firm have sufficient capabilities and resources to successfully deliver requested service.	20 (20%)
6	Firm Experience. The firms record of performance of previous contracts or services.	10 (10%)
7	Proposal Completeness. Does the proposal provide all the required documents and provide it in a manner for the proposal to be thoroughly evaluated.	10 (10%)

8	Proposed cost. Reasonable unit prices and comparison of total cost to other proposals	40 (40%)
	Total	100 (100%)

2. SUPPLEMENTS TO REQUEST FOR PROPOSAL

If the evaluation of any proposal indicates minor non-compliance or variance with the Request for Proposals, the CITY may, but need not, make a written request to the proposer/CONTRACTOR for a supplement to the submitted proposal. This request will attempt to identify the non-compliance or variance and will establish a date on which the supplement to the Request for Proposals shall be submitted. If so requested, the proposer/CONTRACTOR may submit a supplement to the Request for Proposals responsive to such request, within the time period established, which the CITY will evaluate in conjunction with the Request for Proposals. Any supplement to the Request for Proposals will be deemed an integral part of the proposer/CONTRACTOR's submittal.

3. FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements or which provide references that do not support an attribute or condition claimed by the CONTRACTOR may be rejected. If in the opinion of the CITY such information is intended to mislead its evaluation of the proposal, and the attribute condition or capability is a requirement of this proposal, the false information will be sufficient basis for rejection of the proposal.

4. REJECTION OF PROPOSALS

The CITY reserves the right to reject any or any part of a proposal, to waive any informality in the proposal, and to select the services which shall be deemed in the best interest of the CITY.

It is the intent of the CITY to select the lowest responsive proposal based on evaluation of the responses to this request. However, the CITY reserves the right to reject any and all proposals prior to the execution of an acceptable CONTRACT.

SECTION V - PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be submitted by the date shown on the schedule included in this RFP. Proposals received after the deadline will not be considered. Proposals shall be submitted electronically to Planet Bids. Submit all fees and cost proposals in an electronically sealed envelope on Planet Bids. A link to the Planet Bids system is available on the CITY's website at the following location: https://www.southpasadenaca.gov/government/CITY-clerk/request-for-proposals

The submittal package shall include all required information and documents as stated herein. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP, including all exhibits, attachments, and any amendments or addendum issued by the CITY, unless otherwise stated in the proposal.

Below is an overview of the contents that are required in the proposal. Exhibit C is a checklist to ensure that proposals are complete. Proposals including resumes should not be more than forty (40) pages.

1. COVER LETTER / PROPOSAL SIGNATURE

Provide a 2-3 page cover letter including firm name, address, and telephone number of the contact person(s) who will be authorized to make presentations for the firm. The cover letter must bear the signature of the person authorized to sign on behalf of the firm and to bind the applicant into a CONTRACT. If the proposal is made by an individual, it shall be signed and full name of Proposer with complete address shall be given; if made by a firm, it shall be signed with the co-partnership name by a member of the firm who shall sign name and the name and address of each member shall be given; and if it is made by a corporation, the name of the corporation shall be provided and signed by its duly authorized officer or officers attested by the corporate seal, and the names and titles of all officers of the corporation shall be given.

The letter should also briefly introduce the contractor, summarize the contractor's general qualifications, and include an executive summary of the specific approach which will be used to deliver the work scope.

2. TABLE OF CONTENTS

A comprehensive table of contents of material included in the proposal is required.

3. WORK STATEMENT

Present a statement of the firm's understanding of the work to be performed as outlined in the Scope of Work, a description of the methods and techniques to be used by the firm to

achieve the objectives of the CONTRACT, and a positive statement of commitment to perform.

Describe the technical and management approach to providing the Services to the City. Proposer should take into account the Scope of the Services, and general functions as described in Section III-Technical Specifications.

4. QUALITY CONTROL PLAN

The Quality Control Plan shall provide the CITY with an effective and efficient means of identifying and correcting problems throughout the entire scope of operations.

5. STAFF QUALIFICATIONS

Show that the organization is adequately staffed and trained to perform the required service or demonstrate the capability for recruiting such staff. Demonstrate that the organization meets the CONTRACTOR Requirements as outlined in the Scope of Work. Provide resumes for each key personnel that will be assigned to the project and the tasks that person will be responsible for and/or involved in.

6. CORPORATE CAPABILITY & FIRM EXPERIENCE

Provide a summary of relevant background information to ensure that the prospective firm has the capacity to perform required services and sufficient experience of the firm submitting the proposal as a corporation or other entity.

Provide background and experience of the firm in performing this type of work, including the costs of projects conducted and at least five client references of similar size and scope. Include a list of other projects currently underway or anticipated.

7. REFERENCES

Provide a list of up to five clients (located in Southern California) with a contract amount over $100,000, for the last five (5) years, by name, point of contact, address, telephone number, and length of service. Make note of any municipalities currently serviced that were awarded within the last five (5) years.

8. CITY REQUIRED FORMS

CONTRACTOR shall complete and return all the forms included in this document including:

- Bidder's Acknowledgement
- Designation of Subcontractors
- Non-collusion Affidavit
- Worker's Compensation Certificate
- CONTRACTOR's Information Report
- Public Works Contractor Registration Certification

9. QUALIFICATION DOCUMENTATION

CONTRACTOR shall submit the following documents to confirm that they meet the minimum required qualifications:

- Include a statement that the firm is licensed in accordance with the requirements of the State of California and state the license number, type and expiration date. California State Licensing Board (CSLB) Contractor's License Classification. License shall be kept current throughout the entirety of the CONTRACT.

10. VALIDITY PERIOD

The proposal shall be considered valid for a period of sixty (60) days and shall contain a statement to that effect signed by an officer of the firm authorized to bind the firm for this period.

11. ACCEPTANCE OF CONDITIONS

Provide a statement offering the firm's acceptance of all conditions listed in this Request for Proposal (RFP) document and CONTRACT. Any exception on the CONTRACTOR's behalf must be included in this statement.

12. COMPLETED COST OF SERVICES FORM

The CONTRACTOR shall complete the Cost of Services (Section VI), and it shall be submitted with the proposal on the Planet Bids system in the "Line Items" section.

Section VI – Cost of Services

A sample Cost of Services Form is provided below, however, pricing must be entered as "Line Items" in the CITY's Planet Bids system. Submission of this Form may disqualify bidder.

The 'Estimated Quantities' are used for evaluating proposals only. The quantities listed are an estimate for each item to be performed in each contract year. The actual quantities used in each contract year depend on the City budget and the quantities needed. The 'Unit Cost' quoted will apply to the actual quantities for the work requested by the CITY, whatever they may be.

Standard Specifications for Public Works Construction (the "Greenbook") Section 7-3.5 Contract Unit Prices will not apply should actual quantities increase or decrease by more than 25 percent from the Estimated Quantity for any contract year.

1. PROPOSED SCHEDULE OF COST OF SERVICES

The UNIT COST submitted in proposal are valid for the first year of the CONTRACT. The rates may be adjusted each contract year thereafter to a value not to exceed the Consumer Price Index for All Urban Consumers Series ID: CUURS49ASA0, Not Seasonally Adjusted, All Items, Los Angeles-Long Beach-Anaheim, CA as maintained and published by the United States Bureau of Labor Statistics, or its successor index, with the calculation considered for the immediately previous twelve-month period.

Any additional work requested by the CITY but not included in the below Schedule of Cost of Services, the compensation for the work will be paid as PAYMENT FOR EXTRA WORK per Section 7-4 of the SSPWC. This will not preclude a Negotiated Unit Price for the Items of Work or LUMP SUM bid.

a. On-Call Sewer Pipeline Repair and Reconstruction

a) Pipeline reconstruction is the removal and replacement of existing 8-in, 12-in, and 15-in sewer lines.
b) Assume depth to be 7.5 feet.
c) Assume repair length to be 6 feet of mainline pipe.
d) Assume no lateral connections.
e) Assume 1 sack slurry backfill.

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
1	Mobilization	EA	6	$	$

2	Replace 8-inch Sanitary Sewer	LF	42	$	$
3	Replace 12-inch Sanitary Sewer	LF	30	$	$
4	Replace 15-inch Sanitary Sewer	LF	24	$	$
5	Reconstruct Permanent Asphalt Concrete Pavement	SF	200	$	$
6	Sewer Bypass and Pumping	Daily	20	$	$
7	Shoring of Open Excavation	Daily	20	$	$
8	Video Inspection	LF	300	$	$
9	Replace manhole covers and frames.	Each	5	$	$
TOTAL PROPOSED PRICE					**$**

b. Storm Drain Construction Services

The labor and equipment rates for storm drain construction services will use the current State of California Department of Transportation Labor Surcharge and Equipment Rental Rates . A link to the rates are as follows:

https://dot.ca.gov/-/media/dot-media/programs/construction/documents/equipment-rental-rates-and-labor-surcharge/book_25_26.pdf

Item No.	Other	Unit	
1	Mobilization	EA	$
2	Material Markup (%)	%	%

2. MEASUREMENT AND PAYMENT

a. Emergency Sewer Pipeline Repair and Reconstruction

Item 1 – Mobilization
Payment for **Item 1 - Mobilization** will be made at the contract unit price per EACH (EA). Mobilization shall be for each work order issued.

Mobilization shall include but not limited to the following:

- Preparatory work and operations, including but not limited to, those necessary for the movement of personnel, equipment, supplies, incidentals to the project site.
- Traffic control for the duration of the work.
- Cleaning up the site at the completion of work.
- All other work and operations which must be performed or costs incurred prior to beginning of each work order.
- Demobilization costs anticipated at the completion of each work order.

The deletion of work or the addition of extra work in each order shall not affect the price paid for each mobilization.

Items 2-4 Replace Sanitary Sewer
Payment for **Items 2-4 - Replace Sanitary Sewer** will be made at the contract unit price per LINEAR FOOT (LF) of replaced sewer pipe of specified sizes. Payment shall constitute full compensation for furnishing all labor, material, tools, equipment, and traffic control necessary for execution of the work. Work includes but is not limited to excavation and disposal, removal and disposal of pipe, replacement of pipe, backfill and compaction.

Item 5 - Reconstruct Permanent Asphalt Concrete Pavement
Payment for **Item 5-Reconstruct Permanent Asphalt Concrete Pavement** will be made at the contract unit price measured in SQUARE FEET (SF) of the surface area of asphalt patch furnished and installed. Payment shall constitute full compensation for furnishing all labor, material, tools, equipment, and traffic control necessary for execution of the work. This work encompasses furnishing, placing and compacting aggregate base, permanent patching of removed asphalt surfaces 4”-8” thick using Flomix, Aquaphalt, or other City approved hot mix asphalt concrete, to provide a smooth driving surface to the satisfaction of the City representative.

Item 6 – Sewer Bypass and Pumping
Payment for **Item 6-Sewer Bypass and Pumping** will be made at the contract unit price measured PER DAY (DAY). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing sewer bypass and pumping for the work.

Item 7 – Shoring of Open Excavation
Payment for **Item 7-Shoring of Open Excavation** will be made at the contract unit price measured per DAY (DAY). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing shoring for the work.

Item 8 – Video Inspection
Payment for **Item 8-Video Inspection** will be made at the contract unit price measured per LINEAR FOOT (LF). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing video inspection of pipe.

Item 9 – Replace Manhole Cover and Frames
Payment for **Item 9-Replace Manhole Cover and Frames** will be made at the contract unit price measured per EACH (EA). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in replacing each manhole cover.

b. Storm Drain Construction Services

Item 1 – Mobilization
Payment for **Item 1 - Mobilization** will be made at the contract unit price per EACH (EA). Mobilization shall be for each work order issued.

Mobilization shall include but not limited to the following:

- Preparatory work and operations, including but not limited to, those necessary for the movement of personnel, equipment, supplies, incidentals to the project site.
- Traffic control for the duration of the work.
- Cleaning up the site at the completion of work.
- All other work and operations which must be performed or costs incurred prior to beginning of each work order.
- Demobilization costs anticipated at the completion of each work order.

The deletion of work or the addition of extra work in each order shall not affect the price paid for each mobilization.

Item 2 – Materials Mark-up
Payment for Item 2 - Materials Mark-up will be made at the contract unit price per PERCENTAGE (%). The mark-up will be applied to the actual cost of material paid by the CONTRACTOR.

EXHIBIT A – REQUIRED FORMS

1. BIDDER'S ACKNOWLEDGEMENT
2. DESIGNATION OF SUBCONTRACTORS
3. NON-COLLUSION AFFIDAVIT
4. WORKER'S COMPENSATION CERTIFICATE
5. CONTRACTOR'S INFORMATION REPORT
6. PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION
7. CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

BIDDER'S ACKNOWLEDGEMENT

This page shall be completed, signed, and returned with the bidder's proposal.

The CITY reserves the right to amend or split the work with more than one CONTRACTOR, as deemed in the best interest of the CITY. The decision to amend or split the work will be at the sole discretion of the CITY.

It is understood and agreed that:

1. After the acceptance of the proposal, the designated CONTRACTOR shall attend a pre-job conference. The CONTRACTOR shall be informed of the said time and location.
2. No verbal agreement or conversation with any officer, agent or employee of the CITY, either before or after the execution of the Agreement shall affect or modify any of the terms or obligations of this Proposal.
3. The CITY will not be responsible for any errors or omissions on the part of the undersigned in making up this proposal, nor will bidders be released on account of errors. The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has no directly or indirectly induced or solicited any other bidder to put in a sham proposal, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.
4. The undersigned has carefully examined the RFP specifications for the "CITY of South Pasadena Sewer Pipeline CCTV Inspection Services", and hereby proposes to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said specifications for the prices listed in the submitted line items / proposal form.
5. The undersigned is licensed in accordance with the Laws of the State of California. The undersigned bidder acknowledges receipt of the following addendum issued for the above project. If no addendum has been received, write "none".

List of Addendum Received: _____

_____

In accordance with Section 7028.15 of the California Business and Professions Code, I hereby certify under penalty of perjury that the foregoing is true and correct:

_____ _____

Bidder's Name Date

_____ _____

Authorized Signature Individual Partnership or Corporation

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

_____	_____
Type of Organization	Address
_____	_____
Telephone	State of California License Number

If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, and if the bidder is an individual, their signature shall be placed above.

DESIGNATION OF SUBCONTRACTORS

This page shall be completed, signed, and returned with the bidder's proposal.

As required by State Law, the General CONTRACTOR bidding will hereinafter state the subcontractor who will be the subcontractor on the job for each particular trade or subdivision of the work in excess of one-half percent of the total proposal price and will state the first name and principal location of mill, ship, plant or office of each. Where no subcontractor is listed for a particular phase of the work, it is understood that the General CONTRACTOR will perform the work. No changes or substitutions may be made in these subcontractors except upon the prior approval of the CITY. The undersigned certifies that he or she has used the sub-bids of the following listed subcontractors in making up this proposal, and that the subcontractors listed will be used for the work identified herein, subject to the approval of the CITY, and in accordance with the applicable provisions of the Specifications.

	ITEM OF WORK	SUBCONTRACTOR NAME	ADDRESS & TELEPHONE
1.	_____	_____	_____ _(____)_____
2.	_____	_____	_____ _(____)_____
3.	_____	_____	_____ _(____)_____
4.	_____	_____	_____ _(____)_____

BIDDER'S NAME _____

TYPE OF ORGANIZATION: c INDIVIDUAL c PARTNERSHIP c CORPORATION

ADDRESS _____

_____

_____

TELEPHONE _(____)_____

_____ _____

AUTHORIZED SIGNATURE DATE

NON-COLLUSION AFFIDAVIT

This page shall be completed, signed, and returned with the bidder's proposal.

The undersigned declares:

I am the _____ of _____, the party making the foregoing proposal.

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

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

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

_____

Signature of Declarant

_____

Printed Name of Declarant

WORKER'S COMPENSATION CERTIFICATE

This page shall be completed, signed, and returned with the bidder's proposal.

I am aware of the provision of Section 3700 of the Labor Code, which requires every employer to be insured for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this CONTRACT.

CONTRACTOR NAME: _____

BY: _____ _____

(Print) (Signature)

DATE: _____

CONTRACTOR'S INFORMATION REPORT

This page and the following pages shall be completed and returned with the bidder's proposal.

(Attachments are acceptable)

Name of Firm _____

Address _____

CITY _____ State _____ Zip _____

Contact Name _____ Title _____

Telephone Number _____

Type of organization:

a. _____ A Corporation, organized and existing under the laws of the State of California

b. _____ A partnership (if so, please list partners)

_____

_____

_____

c. _____ An individual

Name _____

Number of years in business _____

Number of employees _____

EQUIPMENT FACILITIES

1. Is your repair and yard facility at the above address? Yes ____ No ____

2. If not, state the address of your yard and facilities. _____

_____

The proposal shall include a completed "List of Machinery and Equipment Available" in order to determine whether or not CONTRACTORs can adequately perform the necessary work. All equipment you anticipate being committed to this CONTRACT, if awarded, should be included in the listing. Experience has shown that it is essential to have adequate backup equipment in reserve to allow for breakdowns. "BEING AVAILABLE" shall be interpreted to mean that the equipment is owned or under the control of the bidder submitting this Proposal.

UNITS	TYPE OF EQUIPMENT

FINANCIAL INFORMATION

1. Are current quarterly financial statements available? Yes____ No____

2. Is a certified public audit available for your preceding fiscal year? Yes____ No____

3. Have you, any major stockholder, or your company ever filed for bankruptcy?

Yes____ No____

4. State the name and address of your bank account. _____

_____

FIRM EXPERIENCE

Los Angeles County municipalities of similar size and population to South Pasadena in which your company conducted work between **January 1, 2019, and June 30, 2024**. Use additional sheets if necessary.

Contracting Entity	Date of Service From – To	Dollar Value of Contract	Date Completed

STAFF EXPERIENCE

List the names and roles of the management personnel of your company who will be directly involved with the management and supervision of this CONTRACT (include Account Manager

and Field Supervisor/Crew Lead Person, and Video Inspection Reviewer at a minimum). Please include resumes and copies of licenses and/or certifications for each staff member. Resumes should include work experience, education, licenses and certifications:

1. Name: _____

_____

_____

2. Name: _____

_____

_____

3. Name: _____

_____

_____

4. Name: _____

_____

_____

QUESTIONS

If your proposal is considered for award, will you be able to provide documentation to support the above information?

Yes_____ No_____

Do you have Workers' Compensation Insurance coverage?

Yes_____ No_____

PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION

This page shall be completed, signed, and returned with the bidder's proposal.

Pursuant to Labor Code sections 1725.5 and 1771.1, all CONTRACTORs and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a CONTRACT to perform public work must be registered with the Department of Industrial Relations.

See http://www.dir.ca.gov/Public-Works/PublicWorks.html for additional information.

No bid will be accepted nor any CONTRACT entered into without proof of the CONTRACTOR's and subcontractors' current registration with the Department of Industrial Relations to perform public work valid through the date of submission.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a CONTRACTOR with the Department of Industrial Relations.

Name of Bidder: _____

DIR Registration Number: _____

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.

2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.

3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Bidder: _____

Signature: _____

Name: _____

Title: _____

Dated: _____

CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with this Request for Proposal (RFP) and to be bound by the terms and conditions of the RFP.

2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.

3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.

4. The proposal includes all of the commentary, figures and data required by this Request for Proposal.

5. This firm has carefully read and fully understands all of the items contained in Section II, General Information for All Contractors. This firm agrees to all of the general requirements except for those disclosed by the firm in project proposal, listed on an attachment.

6. The proposal shall be valid for 120 days from the date of the proposal due date.

Name of Firm: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____

EXHIBIT B - SERVICE AREA MAP

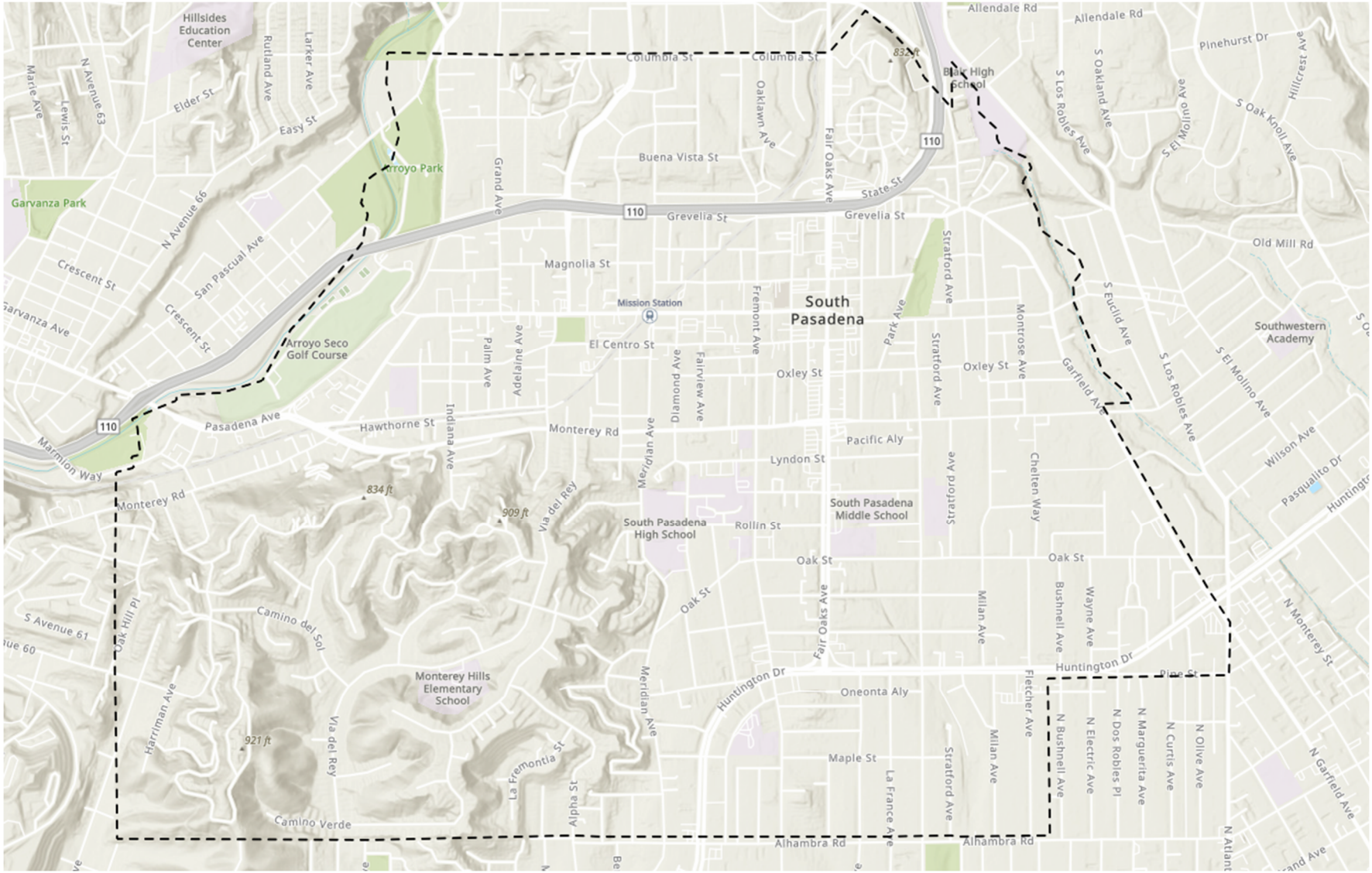


Exhibit B –Map-City of South Pasadena

EXHIBIT C – PROPOSAL CONTENT CHECKLIST

Description	
Cover Letter	
Table of Contents	
Work Statement & Quality Control Plan	
Staff Qualifications	
Corporate Capability & Firm Experience	
References	
CITY Required Forms:	
• Bidder's Acknowledgement	
• Designation of Subcontractors	
• Non-Collusion Affidavit	
• Worker's Compensation Certificate	
• CONTRACTOR's Information Report	
• Public Works Contractor Registration Certification	
Certification of Proposal to City of South Pasadena	
Qualification Documentation:	
• California State Licensing Board (CSLB) Contractor's License Classification - A or C42	
Completed Cost of Services Form	

EXHIBIT D – SAMPLE MAINTENANCE AGREEMENT

SAMPLE MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / *[Company or Individual]*)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and _____, a _____ ("Contractor").

2. RECITALS

2.1. City has determined that it requires the following recurring maintenance services from a contractor: **[enter description of contractor's maintenance services, i.e., landscaping, tree-trimming, brush removal, etc.]**

2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": Such maintenance services as are set forth in the attached scope of work attached hereto as **Exhibit A** and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Julian Lee, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor

3.3. "Cost of Services": see **Exhibit B**.

3.4. "Maximum Amount": The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is _____ Dollars ($_____).

3.5. "Commencement Date": [date].

3.6. "Termination Date": [Until determined to be completed by the City of South Pasadena Public Works Director, but no later than _____]

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 15 ("Termination") below.

5. CONTRACTOR'S DUTIES

5.1. **Services**. Contractor shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of

Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. Appropriate Personnel. Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. **[Name of Project Manager]** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

5.7. Prevailing Wages. This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

5.8. Permits and Approvals. Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.

5.9. Notification of Organizational Changes. Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

5.10. Records. Contractor 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 City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

6.1. **General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.

6.3. **Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.

6.4. **Compensation for Subcontractors.** Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. LABOR CODE

8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.

8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars ($200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

8.4. **Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.

8.5. **Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other

employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

8.6. 8-Hour Work Day. This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City $25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

10.1. General. Contractor is, and shall at all times remain as to City, a wholly independent contractor.

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1. Definitions. For purposes of this Section 11, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

11.3. Scope of Indemnity. Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property

damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4. Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5. Defense Deposit. The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.

11.6. Waiver of Statutory Immunity. The obligations of Contractor under this Section 12 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.7. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: [insert project description from above]
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $4,000,000 aggregate
• General Liability:	
• General Aggregate:	$4,000,000
• Products Comp/Op Aggregate	$4,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. General Liability Insurance. Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. Worker's Compensation Insurance. Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. Automobile Liability Insurance. Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Claims-Made Policies. If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.8. Additional Insured Endorsements. The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.9. Failure to Maintain Coverage. In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this

Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.10. Insurance Notices. Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030**.

12.11. Contractor's Insurance Primary. The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

12.12. Waiver of Subrogation. Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductables and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:	If to Contractor:
[Name]	[Name]
City of South Pasadena	[Address]
Public Works Department	[Address]
1414 Mission Street	Telephone:
South Pasadena, CA 91030	Facsimile:
Telephone: (626) 403-7240	
Facsimile: (626) 403-7241	

With courtesy copy to:

Roxanne Diaz, Esq.

South Pasadena City Attorney

Richards Watson Gershon

350 South Grand Avenue, 37th Floor

Los Angeles, CA 90071

Telephone: (213)-626-8484

Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. City Termination. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. Contractor Termination. Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. Compensation Following Termination. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. Remedies. City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. Integration of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.

17.3. Headings. The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. Pronouns. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. Confidentiality. All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. Conflicts of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. Non-assignment. Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.4. Binding on Successors. This Agreement shall be binding on the successors and assigns of the parties.

18.5. No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. Time of the Essence. Time is of the essence for each and every provision of this Agreement.

18.7. Non-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. Waiver. No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. Excused Failure to Perform. Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.10. Remedies Non-Exclusive. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. Attorneys' Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"	"Contractor"
City of South Pasadena	[Name of Company or Individual]
By:_____	By:_____
Signature	*Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____

Attest:

By:_____
Nikima Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date:_____

_____
Signature

_____
Printed Name

_____
Title

Exhibit A

[INSERT EXHIBIT A – SCOPE OF SERVICES]

Exhibit B

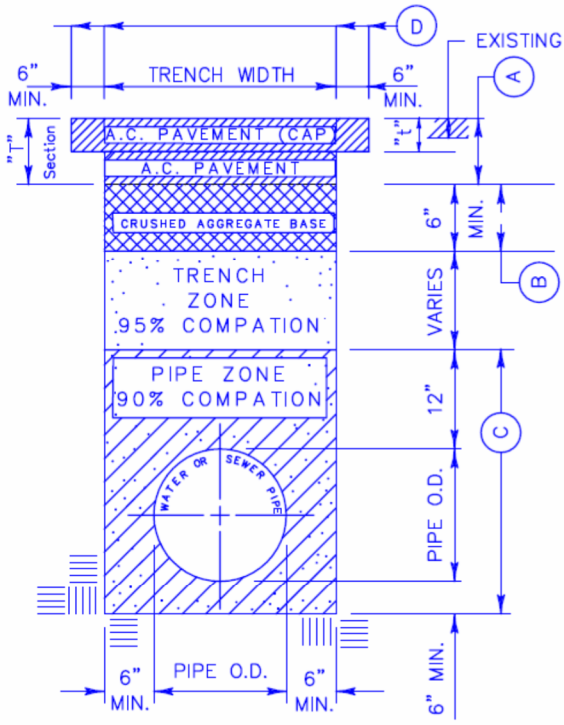
[INSERT EXHIBIT B – RATE SCHEDULE]

Above rates are valid [INSERT COMMENCEMENT DATE through ONE-YEAR LATER], thereafter, the rates may be adjusted once per year to a value not to exceed the Consumer Price Index for All Urban Consumers Series ID: CUURS49ASA0, Not Seasonally Adjusted, All Items, Los Angeles-Long Beach-Anaheim, CA as maintained and published by the United States Bureau of Labor Statistics, or its successor index, with the calculation considered for the immediately previous twelve-month period (INSERT MONTH, YEAR THROUGH MONTH, YEAR).

EXHIBIT E – STANDARD PLANS

Standard Plan 100-1 Standard Trenching and Pipe Zone Detail

Standard Plan 222-2 house Connection Sewer



(A) A.C. PAVEMENT SECTION "t"
1" THICKER THAN EXISTING
ADJACENT SECTION; ("p" + 1")

A.C. PAVEMENT SECTION "T"
4" THICKER THAN EXISTING
ADJACENT SECTION; ("p" + 4")

ASPHALT PAVEMENT REPLACEMENT SHALL BE PER STD. PLAN 133–1 APWA LATEST EDITION, AND PLACEMENT PER SECTION 306–1.5.3 IN THE LATEST EDITION OF THE PUBLIC WORKS CONSTRUCTION STD. SPECS. "GREENBOOK".

(B) 95% COMPACTED BASE

(C) PREPARED BEDDING / BACK FILL WITH IMPORTED SAND W/ SAND EQUIVALENT 30 MIN., OR CONCRETE SLURRY CLASS 450–C–2000

(D) VERTICAL SAWCUT LINE – SAWCUTTING METHOD IS ONLY PERMITTED.

1. BACKFILL MATERIAL FOR ALL TRENCHES SHALL HAVE A CERTIFIED SAND EQUIVALENT OF NOT LESS THAN 30, AND SHALL CONFORM TO THE FOLLOWING GRADATION:

Sieve Size	Percent passing
2"	100
NO. 4	35 – 100
NO. 30	20 – 100

2. COMPACTION METHODS SHALL CONFORM TO SECTIONS 301 AND 306–1.3 OF THE STD. SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (LATEST EDITION).

NOTE

1– ALL TRENCHING & CONSTRUCTION OPERATIONS SHALL COMPLY WITH THE REQUIREMENTS OF THE STATE DIVISION OF INDUSTRIAL SAFETY.

2– ANY DEVIATION FROM THE ABOVE SECTION AND REQUIREMNTS MUST BE APPROVED BY THE PUBLIC WORKS DIRECTOR.

CITY OF SOUTH PASADENA

SCALE N.T.S.

DATE NOV. 2005 (REVISED: 5/10/2006)

DRAWN BY: EGH

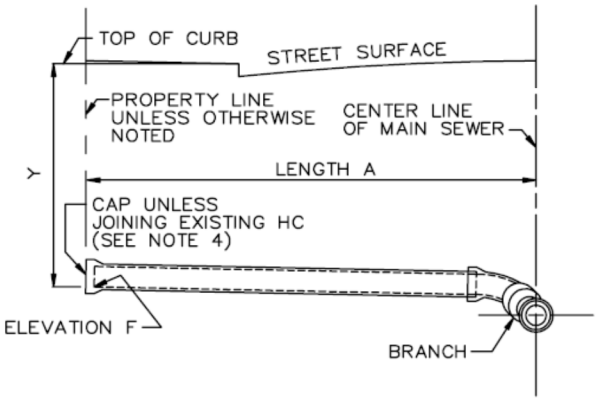
STANDARD TRENCHING AND PIPE ZONE DETAILS

(THIS DETAIL APPLIES TO ANY UTILTIES INCLUDING BUT NOT LIMITED TO WATER, SEWER, STORM DRAIN, ELEC., GAS, TEL., TV CABLE, ETC.)

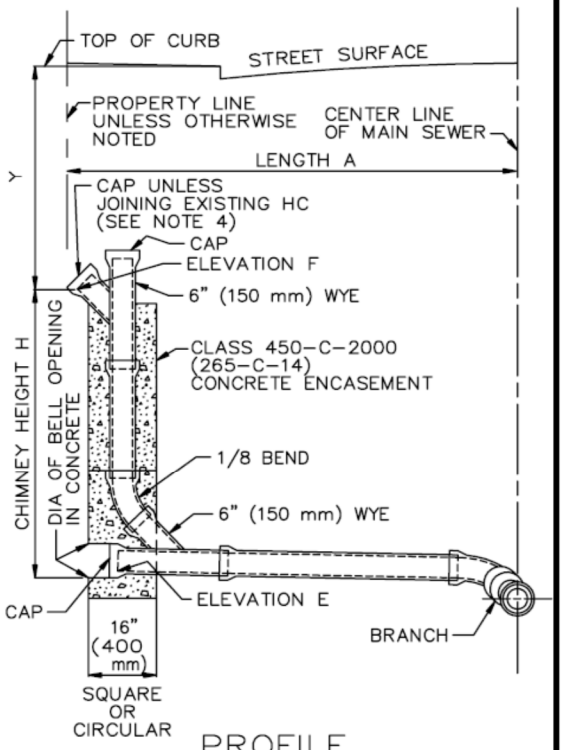
STANDARD PLAN 100–1

SHEET 1 OF 1

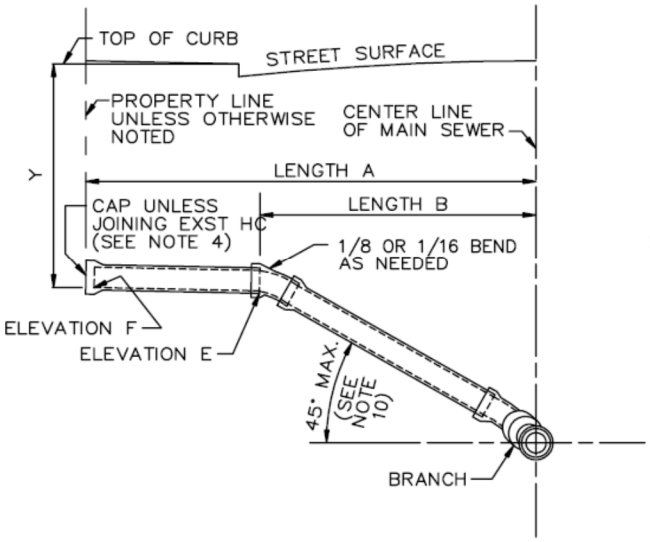
FILE NAME: G:\Public Works\200 Projects\Standards\City Std Dwg\City trenching detail.dwg



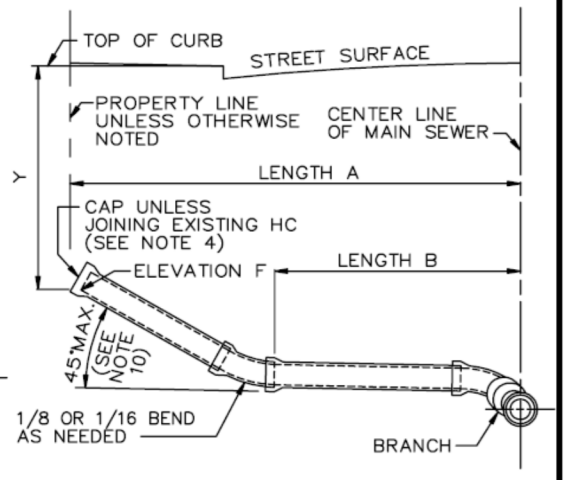
PROFILE
TYPE A



PROFILE
TYPE B



PROFILE
TYPE C



PROFILE
TYPE D

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1984
REV. 1996, 2009

HOUSE CONNECTION SEWER

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN
222-2
SHEET 1 OF 2

NOTES

1. EXCEPT AS OTHERWISE INDICATED ON THE PLANS, ALL HOUSE CONNECTION SEWERS SHALL BE TYPE "A" AND SHALL BE CONSTRUCTED ON STRAIGHT LINES AND GRADES BETWEEN CONTROL POINTS AND ELEVATIONS.

2. DIMENSIONS:
   A. Y = 6' (1.85 m)
   B. LENGTHS "A" AND "B" – SEE PLANS
   C. HEIGHT "H" – SEE PLANS
   D. ELEVATIONS "E" AND "F" – SEE PLANS

3. ALL HOUSE CONNECTION SEWER PIPE SHALL BE 150 mm (6") UNLESS OTHERWISE INDICATED AND MAY BE ANY OF THE FOLLOWING:

   A. VC PIPE
   B. PE PIPE
   C. ABS SOLID WALL PIPE
   D. ABS COMPOSITE PIPE
   E. PVC PLASTIC PIPE

   PROVIDED THAT CHANGES FROM ONE TYPE OF MATERIAL OR SIZE TO ANOTHER SHALL BE MADE ONLY BY MEANS OF SUITABLE ADAPTERS APPROVED BY THE ENGINEER.

4. THE UPPER END OF THE HOUSE CONNECTION SHALL BE SEALED BY INSTALLING A CAP AND SEALING THE CAP WITH 1" (25 mm) THICK TYPE "F" MORTAR AROUND THE CIRCUMFERENCE OF THE CAP.

5. EXCEPT AS CONTROLLED BY ELEVATIONS INDICATED ON THE PROJECT PLANS, THE MINIMUM SLOPE FOR ALL PIPE SHALL BE 2% (S=0.02 MINIMUM).

6. THE FIGURE IN A CIRCLE ON THE PLANS ADJACENT TO A HOUSE CONNECTION SEWER STATION INDICATES THE DEPTH IN FEET (METERS) BELOW THE EXISTING TOP OF CURB TO WHICH THE INVERT OF THE UPPER END OF THE HOUSE CONNECTION SEWER SHALL BE CONSTRUCTED. IF NO DEPTH IS INDICATED, THE INVERT OF THE UPPER END SHALL BE THE ELEVATION SHOWN ON THE PROFILE. WHERE NEITHER DEPTH NOR ELEVATION IS INDICATED, THE INVERT SHALL BE 6' (1.85 m) BELOW THE TOP OF THE EXISTING CURB.

7. BRANCHES SHALL BE EITHER TEES OR WYES AND SHALL BE ROTATED UPWARD FROM THE HORIZONTAL TO AN ANGLE OF 22-1/2° TO 45° WHEN TEES ARE USED. BENDS ARE NOT REQUIRED BUT MAY BE USED AT THE OPTION OF THE CONTRACTOR. WHEN THE BRANCH ROTATION DOES NOT CONFORM TO THE SLOPE OF THE HOUSE CONNECTION SEWER, PULLED JOINTS MAY BE USED FOR ADJUSTMENT.

8. THE MAXIMUM DEFLECTION AT EACH JOINT FOR 4" (100 mm) AND 6' (150 mm) VITRIFIED CLAY PIPE HOUSE CONNECTION SEWERS SHALL BE 4°, WHICH IS EQUAL TO A PULL OF 9/16" (14 mm) FOR A 6" (150 mm) PIPE AND 3/8" (10 mm) FOR A 4" (100 mm) PIPE. (PULL IS DEFINED AS THE SEPARATION OF THE ABUTTING PIPE ENDS ON THE CONVEX SIDE OF THE CURVE MEASURED AT THE OUTSIDE PIPE BARREL.)

9. CONNECTION OF A BUILDING SEWER SMALLER THAN 6" (150 mm) TO A 6" (150 mm) HOUSE CONNECTION SEWER SHALL BE MADE USING AN APPROVED INCREASER TEE OR AN INCREASER FOLLOWED BY A TEE.

10. ALL HOUSE CONNECTION SEWERS OR PORTIONS THEREOF CONSTRUCTED ON A SLOPE EXCEEDING 45° SHALL BE ANCHORED PER SPPWC 221.

11. HOUSE CONNECTION SEWERS CONSTRUCTED PURSUANT TO A HOUSE CONNECTION PERMIT SHALL CONFORM TO ALL APPLICABLE STATUTES AND ORDINANCES.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION	STANDARD PLAN
HOUSE CONNECTION SEWER	**222–2**
	SHEET 2 OF 2

EXHIBIT D

CONTRACTOR'S RESPONSE TO CITY'S REQUEST FOR PROPOSALS

ON-CALL SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS

ON-CALL SANITARY SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

Submittal Date: August 11, 2026

Submitted By:

W.A. Rasic Construction Company, Inc.
4150 Long Beach Blvd.
Long Beach, CA 90807
Phone: (562) 928-6111
Fax: (562) 928-7339

Table of Contents

3. Work Statement
4. Quality Control Plan
5. Staff Qualifications
6. Corporate Capability & Firm Experience
7. References
8. City Required Forms
    a. Bidder's Acknowledgement
    b. Designation of Subcontractors
    c. Non-Collusion Affidavit
    d. Worker's Compensation Certificate
    e. CONTRACTOR's Information Report
    f. Public Works Contractor Registration Certification
9. Qualification Documentation
10. Validity Period
11. Acceptance of Conditions
12. Completed Cost of Services Form
13. Equipment List

3. Work Statement

It is our understanding that this contract encompasses both on-call work and emergency response for the City of South Pasadena's sewer and storm drain systems. The ultimate goal and responsibility of the City of South Pasadena is to maintain the public drainage and sewerage systems. This goal is put in jeopardy when a break or blockage occurs in the sewage systems.

When a line break occurs, it has adverse effects on the surrounding area (street, parkway, etc.) and may pose an immediate safety risk to motorists, pedestrians, and structures. A sewage break can disrupt services to customers, cause backup into homes/buildings, and discharge sewage into public right of ways, water bodies, and drainage systems. During a break or issue the City requires a reliable contactor that can respond timely to assist the City in the repairs. W.A. Rasic maintains constant work around the South Pasadena area. We are based in Long Beach and can have crews and equipment within a short span of time. In addition, W.A. Rasic maintains relationships with at least three (3) water works suppliers that are local and provide us with 24-hour emergency response for critical materials. We are always able to obtain the necessary parts required to perform the majority of repairs. The immediate goal will be to ensure the safety of the public and set up traffic control and other area controls. Then we will call in emergency USA and begin the excavation down to the affected system and find the source of the problem. Repair couplings, pipe replacements, etc. will then be installed. The restoration work can then proceed.

In addition to emergency response the City has many needs to maintain the system such that an emergency does not happen. These maintenance items are typically identified by the City's system personnel and marked for work. If the City cannot keep up with the maintenance list, then they can call their on-call contractor to schedule the work to be done during normal working hours, providing for the most economical method to accomplish the work. A work order is typically provided to the on-call contractor, USA called, and the work scheduled. Such items typically include valve replacements, service line replacements, additional service lines, additional fire hydrants, valve can replacements, storm drain cleaning, sewer camera and jetting, and other such work.

The goal of the on-call contractor is to maximize the City's use of available funds by performing the on-call work in the most safe and economical manner possible, thereby ensuring that more maintenance and repair work can be performed for its customers.

The RFQ documents require emergency response within four (4) hours. W.A. Rasic Construction is typically onsite within two (2) hours on most emergencies.

The following represents a plan and schedule for a possible after-hours major sewerline emergency scenario. It conveys a plan and timetable for repair.

> The City calls the contractor at 11:30 pm to report a sewer line failure. A 12-inch VCP sewer line has collapsed. It has a minimum six-foot cover and is on a city arterial street. The street is caving and causing a sinkhole (25 feet in each direction). City staff has identified the main line in question.
>
> **ASSUMPTIONS**
>
> 1) The City has emergency staff available and onsite for coordination of City services and inspection.
> 2) The break is not in an environmentally sensitive area.
> 3) Due to emergency nature the Contractor may work under the City's discharge and other permits.
> 4) Ground is sound Class B material.
> 5) City emergency personnel have set up emergency road/lane closures for public safety.

RESPONSE

11:30 PM – Call received by emergency contact.

11:35 PM – Division Manager contacted.

11:40 PM – Division Manager on phone with superintendent and foremen to direct them to begin contacting and mobilizing key personnel and equipment. Besides the superintendent and foreman, a minimum of an operator, two laborers, and one truck driver will be contacted.

12:30 AM – Manager onsite to assess situation. Calls superintendent to adjust equipment and personnel needed. Based on the site assessment the following is ordered to be immediately mobilized:

Superintendent	Pickup Truck	Traffic Delineators
Foreman	Service Truck Fully Tooled	Light Towers
Operator Grade 8	Backhoe w/ Wheel	Pumps
Laborer Class 4 Pipelayer	Chopsaw	Speed shores & Plywood
Laborer Class 1	Wacker/Jumping Jack	1 load cr. rock from yard
Laborer Class 1	Air compressor & breakers	Rigging
Truck Driver Grade 5	Flatbed Dump w/ Trailer	Skiploader
Welder/Pipefitter	Welding Rig w/ consumables	Roller Mortar mixer

If traffic control is needed, arrow boards and signs will be added to the list.

11:40 PM – 1:00 AM – Crew picking up materials and equipment at Yard facility and mobilizing to jobsite. Emergency dig alert called. Rental yard emergency contacts called and resources mobilized to supplement. Sawcutter called out to site.

1:00 AM – 1:30 AM – Crew onsite & safety meeting held. Asphalt removal begins for affected area and excavation begins. Asphalt and excavated materials are stockpiled until dumps open.

1:30AM - 2:30 AM – Trench is excavated and top section of pipe exposed. Break in line is now located, and necessary materials identified. We begin mucking out the area to create a safe working environment and install any required shoring. Meantime, we've sent a driver to go and pick up the 2 repair bands and joints of pipe that we need to complete the repair.

2:30 AM – 3:00 AM – Trench and pipeline is mucked out / dewatered and excavation lowered to two feet below the bottom of the pipe. If necessary, bypassing is set up.

3:00 AM – 3:30 AM – Affected portion of the pipeline is cut out and removed. Pipe openings are protected.

3:30 AM – 7 AM – It is assumed that the city has determined the buckled section of the roadway can be repaired by removing the top 3-feet of material and re-compacting it. This effort begins with the backhoe excavating and stockpiling and the skip loader stockpiling the material to the side. After excavation the material will be placed back in lifts, graded with the skiploader, and compacted utilizing the roller and wackers. Rental dump trucks are called in to haul out excess materials.

7 AM – Load out and the disposal of the asphalt, wet material, and excess materials begin. They backhauled class 2 base to backfill the trench and rebuild the road section.

7 AM – 8:30 AM – As much Class 2 base material is placed as is possible to the trench lines. Remaining base material is stockpiled to replace the trench area. An asphalt company and striping company are contacted to schedule emergency work in the afternoon.

8:30 AM – Personnel are replaced if available with fresh individuals.

8:30 AM – Delivery of pipe repair materials received.

8:30 AM – 10:30 AM – Pipes are put in the ground and connected to the existing main line via couplings.

10:30 AM – 11: 00 AM – Place crushed rock or sand around the pipe and compact under haunches and to one foot over the pipe.

11:00 AM – 12:00 PM – Backfill the remainder of the trench with class 2 aggregate base.

12:00 PM – 1:00 PM – Once the inspector has bought off on the base course temporary asphalt will be placed for the City's asphalt contractor.

1:00 PM – 4:00 PM – Traffic control will be picked up and opened up to traffic.

A typical response to a sewer main break may also involve unique services such as sewer bypassing by pump systems or vacuum trucks, CCTV, and pipeline jetting.

5. Quality Control Plan

Below is an example of W.A. Rasics QA/QC Approach. These are typically tailored specifically to each individual project and are not always the same.

W.A. Rasic is responsible for assuring that its work is in compliance with the Contract Documents. Each trade is required to participate in the execution of this project-specific QMP and documentation of the same. Quality Plans (QPs) that have been submitted and reviewed by the W.A. Rasic Team will be kept on file by W.A. Rasic. Documentation will be reviewed at the discretion of the W.A. Rasic Project Team. Corrections of any deficiencies in documentation are to be made promptly.

Planning:

Complete a quality planning meeting prior to construction start

The W.A. Rasic Project Team must coordinate with their project-specific Quality Manager to schedule and perform a quality planning meeting at the time of project kick-off. This meeting with the W.A. Rasic Project Team will include review of the project-specific QMP template and discussion of the processes and protocols that will be used throughout the project, including definition of metrics, which will be used to measure the quality health of the project.

Perform constructability reviews

With each issuance of design documentation, the Project Team will perform a constructability review and communicate concerns related to constructability, coordination, performance, operation and value. Issues raised will be reviewed with the Owner and design team, vetted and properly documented as necessary. Constructability reviews will be performed upon every issuance of documents, including any change directives.

Align with leadership, maintaining a common understanding of quality planning, and execution

Develop an understanding with project leadership, including W.A. Rasic and the Owner, on how success related to quality will be tracked and measured for this project.

5. Staff Qualifications

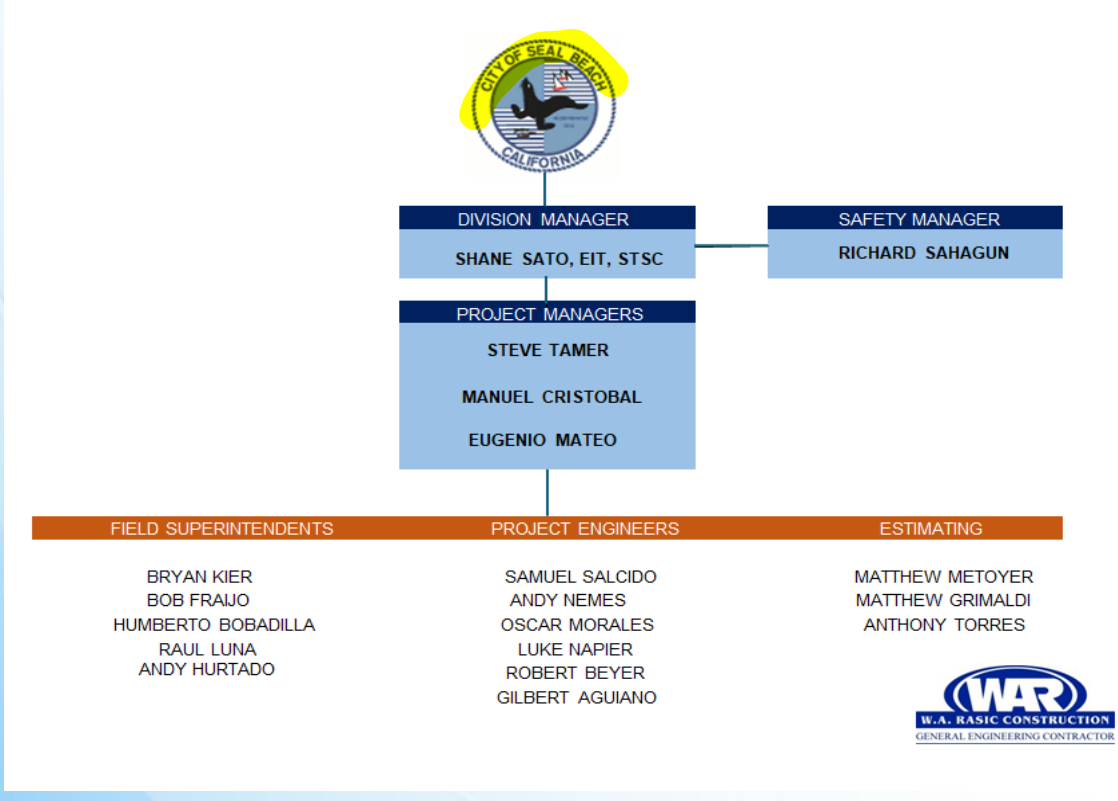
W.A. Rasic Construction's corporate headquarters is located in Long Beach, California, with primary staging location for our equipment fleet at our five-acre operations facility located in Bell Gardens. W.A. Rasic Construction employs over 500 skilled employees in the Southern California area performing over 4,000 projects a year. There are always multiple crews within a two (2) hour drive to Liberty Utilities service area. Project management and field engineers are stationed there so we can have management onsite within a short period of time during the day and not much more at night.

W.A. Rasic Construction plans to self-perform the majority of the work awarded. If there comes a time where we have to hire a Subcontractor for a specific scope, we will forward the necessary information to the Agency.

W.A. Rasic Construction utilizes all union-signatory field staff and subcontractors. This assures us a large pool of trained and skilled talent at all times. This also assures the city that prevailing wages will be paid as the local unions' wage scales all match the state and county prevailing wage structures.

W.A. Rasic Construction performs well over $100 million a year in Public Works projects for various entities in Southern California so are very familiar with the requirements of public works contracting, rules, regulations, and standards. We have performed well over a thousand projects involving water, sewer, and storm drainage and are one of the most experienced in the state.

Below is an organizational chart showing some of the team members that would be involved with On-Call Pipeline Construction Support Services for MNWD.



Shane Sato, Division Manager – BS/Civil Engineering/University of Hawaii at Manoa, 1996. Over 27 years of experience, ranging from pipelines and plants, to heavy civil, highway infrastructure, and underground utilities. In addition to managing the work he is knowledgeable in managing labor forces, risk, maintenance programs, insurance, right-of-way acquisition, public relations, and scheduling. He has served as Project Manager, Superintendent, Project Engineer, and Estimator for projects ranging from $1,000 repairs to $1.75 billion design-build efforts. Engineer in Training (EIT), Southern California Water Utilities Association member, STSC, and State of California SWRCB Water Distribution Operator Grade D2 certification.

Matthew Metoyer, Estimating Manager – Over 20 years' experience in the pipeline industry through all facets of a project from bidding to building. Worked on many high-profile projects in Southern California from the Automated People Mover project at LAX to Intuit Dome (LA Clippers Arena) and has experience across all types of both wet & dry underground utilities.

Steve Tamer, Project Manager – Over 15 years of experience as a project manager and project engineer with a record of success overseeing all phases of multimillion-dollar construction, infra-structure and environmental projects for government and private-sector clients.

Manuel Cristobal, Project Manager - Over 12 years of experience as a project manager, utilizing skills required to plan, schedule and coordinate activities for multiple projects running concurrently. Manuel has experience in allocating labor and equipment resources to ensure projects continue moving forward and remain on schedule.

Samuel Salcido, Project Engineer - BS/Industrial Engineering/University of Mississippi St. Industrial Engineer with experience as a Project Engineer on projects up to 2.6 billion dollars. Experience in subcontractor management, field engineering, mechanical testing, start-up and commissioning.

Robert Beyer, Project Engineer - Over 5 years of experience as a project engineer, utilizing skills required to track and coordinate activities for utility projects, managing pay applications, RFIs, and Change Orders.

Robert Fraijo, Superintendent – Over 35 years in the construction industry. Bob is a construction superintendent overseeing numerous types of construction activities. His specialties include above ground mechanical piping projects, such as gas lines, steel piping, and double containment PVC chemical lines.

Bryan Kier, Superintendent – Over 23 years of civil construction experience in the pipeline industry has allowed him to coordinate effectively with multiple municipalities. Safety Trained Supervisor Construction (STSC).

Raul Luna, Superintendent – Over 20 years of civil construction experience in the pipeline industry doing installation, repair, and maintenance. OSHA, HAZWOPER, HazMat, and Competent Person Certified.

Humberto Bobadilla – Superintendent – Over 33 years of experience in underground utility and pipeline work including trenching, excavation, trenchless installation, and rehabilitation of wet and dry utilities. Skilled in managing public works contracts ranging from $100K to over $15 million.

All of the key personnel listed above are more than capable of performing all the tasks that W.A. Rasic Construction will be self-performing for this contract and safely delivering a high-quality project on schedule and on budget. All are familiar with on-call and emergency work. Once we receive a task order, we will assign the key personnel based on current availability, ensuring that Liberty Utilities is provided with a top-tier management team for the project.

W.A. RASIC CONSTRUCTION
GENERAL ENGINEERING CONTRACTOR

Shane K. Sato, STSC, EIT

DIVISION MANAGER

EDUCATION

BS/Civil Engineering
University of Hawaii at Manoa, 1996

MEMBERSHIPS/CERTIFICATIONS

Engineer in Training (EIT)
Southern California Water Utilities Association
California Water Distribution Operator Grade D2
Safety Trained Supervisor in Construction (STSC)
Cal OSHA 10 Hour & 30 Hour
Confined Space Competent Person
Trench Safety Competent Person

TENURE

15 Years

PROFESSIONAL COMPETENCY

Responsible for overseeing the estimating, project engineering, and operations of all projects for the Select Division of the Company. The Select Division completes approximately 5000 to 6000 project per year, ranging from a few thousand dollars to tens of millions. The work covers underground utilities, earthwork, selective demolitions, shoring, and traffic control.

Shane has over 27 years of experience, ranging from pipelines and plants, to heavy civil, highway infrastructure, and underground utilities throughout California and the nation. In addition to managing the work he is knowledgeable in managing labor forces, risk, maintenance programs, insurance, right of way acquisition, public relations, and scheduling. He has served as Project Manager, Superintendent, Project Engineer and Estimator for projects ranging from $1,000 repairs to $1.6 billion design build efforts. He currently manages one of the divisions of the company focusing on work such as estimating, staffing, scheduling, and managing the work.

PROFESSIONAL EXPERIENCE

Water, Sewer, Storm, Natural Gas, Grading Projects, Various Locations, CA
Combination of Project Principal / Project Manager / Estimator for many sewer, storm drain and water projects involving construction of distribution systems, plant maintenance work, and emergency response. Pipe generally ranging in size from 1" to 30" utilizing all types of pipe with depths up to 35'. Methods of construction included open-cut, horizontal directional drilling, slip lining, relining, and pipe bursting. Plant work included sewer treatment plants and water treatment plants working on piping, mechanical, gas, process, electrical, and SCADA repairs and improvements.

CSU San Bernardino, Central Utility Plant and Site Utilities Upgrades, Rancho Cucamonga, CA
Subcontractor under C. W. Driver for the removal and replacement of majority of the live campus gas, sewer, storm, hydronic, and water line systems.

Inland Empire Utilities Agency, D/B RP 1 Iron Sponge Project, Chino, CA
Project Manager on digester gas D/B project for incorporation of additional iron sponges, gas lines, valves, and by passes on the sewer treatment digester and acid phase gas systems.

Inland Empire Utilities Agency, D/B RP 1 Flare Improvements Project, Chino, CA
Project Manager on design build for incorporation of new PRV, Scada Controls, and bypassing for digester gas systems.

Golden State Water Company, Design/Build System Improvements-Southwest System, Inglewood & County of Los Angeles, CA
Project Manager on D/B project to install new water mains, services, and fire hydrants in the cities of Inglewood and Gardena, as well as the County of Los Angeles.

Coachella Valley Water District, Ave 62 Trunk Sewer Repair Project, Thermal, CA
Project Principle on $13.7 million contract for CDM Constructor's D/B project involving installation of approximately 7600 lf of 42" Hobas pipe. Pipe is 18ft to 20ft deep with groundwater at 10 ft below surface.

Shane K. Sato, STSC, EIT (Continued)

Los Angeles Metropolitan Authority, I-405 Sepulveda Pass Widening, Los Angeles, CA
Project Principle on $15 million contract for Kiewit Infrastructure West's D/B project involving relocation of utilities for a freeway expansion along Sepulveda Blvd, a frontage road.

Department of the Navy, Replacement Hospital, Camp Pendleton, CA
Project Principle on $5.4 million D/B project for Clark/McCarthy J.V. involving site work utilities on the Navy's new replacement hospital.

Southern California Edison, Kern River Powerhouse No. 1 Access Road Widening, Bakersfield, CA
Project Principle on $3.2 million project consisting of two Hilfiker MSE walls, access roads, and rock splitting.

Disneyland Resort Various Projects, Anaheim, CA
Project Principal on infrastructure and/or concrete portions of numerous construction projects for a wide range of general contractors and the Disney Companies.

San Diego Water Authority Mission Trails Pipeline Tunnel & Vent Demolition, San Diego, CA
Project Manager on $29 million project which consisted of two 10' diameter tunnels with installation of 4,520 lf of 92" diameter field lined steel pipe and grouted , 547lf of open cut installation of 93" CML&C steel pipe, two miles of access road construction, shafts up to 120' deep.

Coachella Valley Water District Mid-Valley Pipeline Project, Phase I, Indio to Palm Desert, CA
Project Manager on the $33.4 million project that consisted of 22,194 lf of 54" CML & tape coated steel pipe and included eight jack and bores. Project also included construction of a pump station with six VTPs, surge control system, medium voltage electrical and instrumentation, and other structural elements. Project required live tie in with the Coachella Canal, accomplished with construction of a temporary parallel canal bypass and shoring.

Riverside County Transportation Commission SR-60 HOV Lane Improvement Project, Moreno Valley, CA
Project Manager on a $24 million project for RCTC and Caltrans, consisting of 8 miles of freeway widening, demolition and reconstruction of one bridge, bridge expansions, sound walls, and other components.

Colorado Dept. Transportation & RTD, T-REX Project, Denver CO
Segment Project Engineer on the $1.6 billion Design/Build I 25 Southeast Corridor Multi Model Project. The project consists of reconstruction and widening of approximately 16.5 miles of freeway, construction of 19 miles of light rail, 26 miles of walls, 71 structures consisting of tunnels and bridges, 2.3 million yards of embankment and 3.2 million yards of excavation, 160,000 feet of drainage pipe, asphalt and concrete paving, and numerous water and sewer utility relocations.

Level (3) Communications Atlanta to Jacksonville City-Pair, Georgia, Tennessee, Florida areas
Project Engineer / Project Manager for the $160 million fiber optic long haul network which consisted of installation 350 miles of a 14 duct fiber optic system. Duties also included right of way acquisition oversight.

Anchorage International Airport Improvements Phase I, Anchorage AK
Project Engineer on project that consisted of building demolition, roadway realignment and rebuilding, MSE walls, bridges, utility infrastructure relocations, new drainage systems, and building rebuilds.

Dept. of the Navy Consolidated BRAC III Projects, Kaneohe MCAB, HI
Project engineer on seven total projects including site grading, drainage, sewer, and water systems.

Various Projects, Hawaiian Islands, HI
Project Engineer / Estimator on various heavy civil projects in the Hawaiian Islands including roads, housing track infrastructure, shopping center site work.

W.A. RASIC CONSTRUCTION
GENERAL ENGINEERING CONTRACTOR

Steve Tamer

Project Manager

EDUCATION

BS/Construction Engineering Management
California State University Long Beach, 2009

TENURE

2 Years

Memberships/Certifications

OSHA 10 Hour Construction Training
Construction Safety
Confined Space Entry
First AID/CPR

Steve over 15 years of experience as a project manager and project engineer with a record of success overseeing all phases of multimillion-dollar construction, infrastructure and environmental projects for government and private-sector clients. Steve has experience in allocating labor and equipment resources to assure projects continue moving forward and remaining on schedule. Additional responsibilities include coordinating with customer, client, and various governing bodies, both public and private, to obtain necessary permits/permission to proced with the work as scheduled.

PROFESSIONAL EXPERIENCE

California American Water Company, Bellflower Water Main Replacement Phase 1

Project manager to manage project financials, document management, and preplanning for the Installation of approximately 9,000 linear feet of 8" Water main in the city of Bellflower. Project includes the connection of over 200 services, minor grading, surface restoration and landscaping.

MTM Construction Inc, Pitches Detention Center Corroded Pipes Replacement Project, Castaic, CA

Facilitate with prime contractor as project manager to manage pay estimates, submittals, and preplanning for the replacement project which includes repairing and replacing corroded and outdated domestic water mains and fire water main at the men detention facility in Castaic, CA. Project consisted of installing 5,000 LF of multiple sized water main.

Montebello Land & Water, PFTAS Water Treatment Facility, Montebello, CA

Project manager working on various aspects of executing a project including document management, planning, financials, submittal preparation, and RFIs. Project included the installation of above and below ground electrical, the procurement and installation of a new SCADA system, vault installation and discharge piping.

City of Los Angeles, North Outfall Unit 35 Rehabilitation, Los Angeles, CA

Project manager on this project involving the installation of new 7,000 LF of 8" VCP Sewer main, Maintenance holes, Trap Maintenance Holes and reconnect lateral house connections. Includes the rehabilitation of existing structures, CCTV and sewer rehab via CIPP lining on Burbank, Kester & Magnolia Blvd.

City of Santa Monica, FY 21/22 Watermain Replacement Project, Santa Monica, CA

Project manager on this project involving the installation of approximately 9,200 linear feet of water main with over 100 service and lateral tie-ins in Santa Monica on Colorado Ave, Ocean Ave, 4th Street and Broadway. Project includes minor grading, surface restoration and landscaping.

City of Santa Ana, Flower St Sewer Main Improvements, Santa Ana, CA
Project manager for $5.2 million project to install 3,000 LF or new 8", 10", & 12" sewer main on Flower St and 3,000 LF of new 15" sewer on Seventeenth St. The project included over 90 sewer lateral connections.

City of Santa Monica, FY 19/20 Watermain Replacement Project, Santa Monica, CA
Project manager on this $5 million project to install 6,000 LF of 8" and 2,000 LF of 12" watermain replacement in various locations throughout the City of Santa Monica. The project included over 150 service installations.

University of California Los Angeles, Veteran Ave & Wilshire Blvd Sewer Main Improvements, Los Angeles, CA
Project manager on this $5 million project to install 2,000 LF of 18" VCP sewer main on Veterans Ave and Wilshire Blvd including bypassing of the local sewers as well as over 20 service laterals.

LA County Sanitation District, Joint Outfall "G" Sewer Rehabilitation, Los Angeles, CA
Project manager for project lining of 7,000 LF of existing 42" diameter reinforced concrete sewer. Rehabilitation of maintenance holes, Construction of 2 insertion pits, Installation/maintenance of bypass pumping, Grouting of annular space and site restoration

City of Vista, Buena Outfall Force-Main Phase III, Vista, CA
Project manager on this project includes the installation of 6,500 LF of 16", 24" & 30" of fusion gravity pipe and 12,000+ LF of fusion force-main on Palomar airport rd. The project includes: Retaining walls, storm drain facilities and highway paving.

City of Los Angeles, Sewer Renewal Program P06-El Sereno Ave & Edison, Los Angeles, CA
Project manager on this project to remove & replace as well rehabilitation 5.6 miles of 6" & 8" sewer lines in El Sereno area of LA. Includes the construction of new maintenance holes, rehabilitation of existing structures and sewer rehab via CIPP lining.

W.A. RASIC CONSTRUCTION
GENERAL ENGINEERING CONTRACTOR

Manuel Cristobal

Project Manager

EDUCATION

MBA/General Management
Westwood College, 2015
BS/Construction Management
Westwood College, 2014

TENURE

4 Years

PROFESSIONAL COMPETENCY

Manuel over 12 years of experience as a project manager and project engineer, utilizing skills required to plan, schedule and coordinate activities for multiple projects running concurrently. Manuel has experience in allocating labor and equipment resources to assure projects continue moving forward and remaining on schedule. Additional responsibilities include coordinating with customer, client, and various governing bodies, both public and private, to obtain necessary permits/permission to procced with the work as scheduled.

PROFESSIONAL EXPERIENCE

On-Call & Emergency Services Water, Sewer, Storm
Los Angeles, Orange, Riverside, San Bernardino Counties, CA

Project manager on hundreds of wet utilities projects for multiple cities, municipalities, and private utility companies. Work includes street restoration, shoring, water and sewer treatment plants. Work includes mainline extensions, fire service additions, water service installations, and other related work.

McCarthy Building Companies, LBCC Parking Structure Site Utilities Installation, Long Beach, CA

Project manager on this project involving excavation and installation of a new storm drain line, catch basins, manholes and modular wetland units. Removal and replacement of sewer main, manholes and sewer pump station. Installation of new water services, fire hydrants and fire service lateral.

Golden State Water Company, 12th St. Water Main Replacement, Claremont CA

Project manager on this project involving installation of a new 8" and 12" C900 PVC water main, fire hydrants, new water services, concrete sidewalk, asphalt and striping restoration per City of Claremont standards.

City of Brea Sewer and Water Department, On Call Emergency Contract, Brea CA

Project manager for on call contract handling various emergencies including sewer and water line repairs throughout the city.

Bomel Construction Company, Stitch Parking Lot Storm Drain Installation, Anaheim CA

Project manager on this project involving excavation and installation of new 18" & 24" HDPE storm drain including underground storm drain retention basin and curb drains.

W.A. RASIC CONSTRUCTION
GENERAL ENGINEERING CONTRACTOR

Robert Beyer

Project Engineer

TENURE

5 Years

PROFESSIONAL EXPERIENCE

Disneyland Resort, Various Projects, Anaheim, CA

Project Engineer on infrastructure and/or concrete portions of numerous construction projects for a wide range of general contractors and the Disneyland Resort.

Disneyland Resort, BCML Kennel & WQMP Package 1, Anaheim, CA

Project Engineer on this project involving excavation and installation of two 19,000 cubic feet of underground storm water retention basins, and installation of sewer, storm drain, domestic water, fire water, and natural gas utilities.

Grey I.C.E. Builders, Disneyland Main Street Bypass, Anaheim, CA

Project Engineer on this project involving pouring footing for modular buildings, relocating sewer and storm drains, and pouring colored concrete walkways and integrated color cubes. This project involved working 7 days a week for 4 months in order to turn the project over with a shortened schedule.

Disney Worldwide Services, Burbank Studios Fire Line Re Pipe, Burbank, CA

Project Engineer on this project involving the relocation of 1,400 lf of 8" fore water line, 1,625 lf of 2" - 6" domestic water line, and 1,340 lf of 2" compressed air line. This work was preformed in the Disney Studios and required coordination with studio personnel to avoid filming of television programs and movies, as well as coordination with carious other studio activities.

Walt Disney Imagineering, Paradise Pier Site Utilities & Grading, Anaheim, CA

Project Engineer on this project involving the installation of 2,750 lf of 4" - 12" PVC storm drain and sewer lines for Paradise Pier Renovation in Downtown Disneyland. Additional activities included the installation of 120 area drains and cleanouts, 4 subwoofer vaults, a Stormceptor, and grading the entire area in preparation for site concrete. This work took place in a small area with numerous trades working in the same area at the same time, often with work taking place 24/7, requiring constant coordination with other tasks.

California Water Service, East Los Angeles Station 63 GAC Treatment Project Piping Plan, Montebello, CA

Project Engineer on this project involving the installation of 200 lf of 16", 185 lf of 12" and 160 lf of 8" ductile iron pipe. Excavation was up to 10 ft. in depth. It included adding 3 8" tie ins and a 6 ft., 10 ft. and 14 ft. high noise barrier.

Rowland Water District, Phase 4 Valve Replacement, Rowland Heights

Project Engineer on this project involving the installation of 6", 8", 10" valves at various locations. As the locations were in residential areas, some night work was required in order to be as undisruptive as possible.

Bell Pipe and Supply/BPS Supply Group

Extremely knowledgeable in all products which include various types of pipe, pipe fittings, valves, flanges, steam solutions & industrial supplies.

W.A. RASIC CONSTRUCTION
GENERAL ENGINEERING CONTRACTOR

Robert Fraijo

Construction Superintendent

MEMBERSHIPS/CERTIFICATIONS

American Water Works Association (AWWA)
Confined Space Certified
Certified Competent Person
First Aid Certified
Asbestos Pipe Workers Training

TENURE

22 Years

PROFESSIONAL EXPERIENCE

Kinder Morgan Energy Partners, Rocklin-Reno Bypass Inspection Project

Project Superintendent of the Kinder Morgan Rocklin-Reno Bypass Inspection project in Rocklin, CA. Project consisted of excavating and sandblasting 3 pig trap bypasses on the Kinder Morgan LS-11, LS-12, and LS-13 lines in preparation for UT testing. Once each bypass cleared UT inspection they were sandblasted, recoated, and backfilled. The project took place at three different jobsites located 30 miles apart and required careful planning to ensure that all necessary equipment and material were available at each job site prior to work starting. Work was performed under an accelerated schedule to ensure that the client's target completion date was met.

Oxy Long Beach, Inc, Pier T Area E5 Site Improvement Project

Served as the Project Superintendent on this project to renovate and secure the Area E5 site at Pier T in Long Beach, CA. The project entailed restoring and extending an existing AC coated dike, installing over 1000 LF of new 8' and 12' fencing, installing two new gate operators, running underground conduit for the new gate operators, slurry sealing and striping the existing roadway surface, and installing a new asphalt hump and curb. He worked to ensure proper coordination between W.A. Rasic and the subcontractors employed on the project to help guarantee that all project deadlines were met. He also served as the client liaison on the project, keeping the customer informed of all project changes and submitting RFIs for any proposed deviations from the design.

Kinder Morgan Energy Partners, Richmond Terminal MOTEMS Dock & Dock Line Improvements, Richmond, CA

Project Superintendent for this project which entailed retrofitting the dock line pipe rack structure at the Kinder Morgan & Conoco-Phillips Richmond Terminals in accordance with the requirements of the MOTEMS audit. The retrofit involved installing over 55,000lbs of new steel while simultaneously removing deficient portions of the existing pipe rack structure. In order to minimize disruptions to the Kinder Morgan Terminal the existing lines on the pipe rack were left largely undisturbed during the life of the project. Other items in the scope of work included installing heat tracing and insulation on two 8" palm oil lines, forming and placing new foundations for numerous pipe rack bents, drilling & installing 4 new micropiles at two foundations, completely removing and replacing two pipe bridge structures, and removing & disposing of lead based paint on the original structural steel.

Orange County Sanitation District (OCSD), Huntington Beach / Fountain Valley, CA

Project Foreman responsible for day to day management of project and maintaining client relations for this $15 million dollar project involving installing of over 5 miles mechanical & underground piping systems, pumps, odor control systems, chemical injection systems and site fire suppression systems. Also reconfigured ocean outfall piping at surge tower. Project saw fielding of approximately 120 team members to meet completion date.

W.A. RASIC CONSTRUCTION
GENERAL ENGINEERING CONTRACTOR

Bryan Kier, STSC

Construction Superintendent

MEMBERSHIPS/CERTIFICATIONS

American Water Works Association (AWWA)
Confined Space Certified
Certified Competent Person
First Aid Certified
Asbestos Pipe Workers Training
Safety Trained Supervisor Construction (STSC)

TENURE

22 Years

Bryan bring over 30 years of civil construction experience in the pipeline industry which has allowed him to coordinate effectively within multiple municipalities. Bryan has the ability to communicate with field and office personnel in order to facilitate a project successfully. Bryan's punctuality, safety consciousness, time management, and attention to detail provide the means to run and manage his workload successfully. Highly skilled at multitasking, Bryan is able to effectively coordinate multiple projects at a time.

PROFESSIONAL EXPERIENCE

California Water Services, Master Contract Program, East Los Angeles, CA

Construction Superintendent in charge of all day-to-day operations servicing the distribution system in the East Los Angeles area. Work includes main line replacement 12" and under, domestic services, hydrants, appurtenances, emergency, and on-call response. Work also includes servicing and upgrades of water treatment stations, tank and reservoir sites, and pumping systems. Responsible for budgeting and cost controls to client.

California Water Services, UPRR Main Relocation, Los Angeles, CA

Construction Superintendent on this project involved the installation of approx. 1,200 LF of 16" CMLC pipe through a 28" steel casing. The project incorporated 3 separate entities, Union Pacific Railroad, the City of Commerce Public Works dept. and the City of Commerce Parks and Rec dept. Excavations for the project were up to 26 FT in depth, with 3 types of shoring, beam & plate, trench shields, and speed shoring. Weekly coordination with UPRR was required to schedule the rail cars coming and going outside of the work area. UPRR required specific railway safety certification for each onsite employee. Constant railway monitoring (twice daily) was required over the locations of the tunneling machine. The 28" casing was installed by a subcontractor which transpired over a 3 month period of time. Rasic installed the 16" CMLC pipe and abandoned the exist 12" main with cement slurry.

On-Call and Emergency Response Program, Greater Los Angeles, CA Area

Project superintendent responsible for performing a multitude of repairs/ replacements on sewer system throughout City of Los Angeles, County of Los Angeles, City of Glendale, and surrounding areas. Work included trunk sewer replacement, relining of existing facilities, extensive sewer bypassing, utilization of various shoring systems, and major traffic control efforts along with considerable coordination with effected agencies and public outreach programs. Responsible for coordinating administrative efforts, coordinating with shoring and traffic control designers, acting as liaison with residents/ merchants, permitting and providing design assistance for sewer by-passing systems.

W.A. RASIC CONSTRUCTION
GENERAL ENGINEERING CONTRACTOR

Raul Luna

Construction Superintendent

MEMBERSHIPS/CERTIFICATIONS

OSHA Certified
OSHA HAZWOPER 40
HazMat Certified
Certified Competent Person

TENURE

1 Year

Raul brings over 20 years of experience in underground utility installation, repair, and maintenance. He has proven ability to read and interpret blueprints, supervise multi-crews, manage safety programs, and ensure on-time, on-budget project delivery.

PROFESSIONAL EXPERIENCE

Division 20, Los Angeles, CA
Managed the installation of underground utilities, fire water protection, sewer line, domestic water line and storm drain.

AMC, Los Angeles, CA
Managed the installation of underground utilities, fire water protection, sewer line, domestic water line and storm drain as well as the excavation and backfilling for the electrical and communications ductbanks.

Purple Line Extension 2 Los Angeles, CA
Managed multiple crews on the relocation, temporary and permanent installation of wet and dry utilities for the Beverly Hill and Century City MTA Station.

Purple Line Extension 3, Los Angeles, CA
Managed multiple crews on the relocation, temporary and permanent installation of wet and dry utilities for the UCLA and VA Hospital MTA Station.

General Superintendent
Lead field operations for underground utility installation, repair, and maintenance across multiple crews and sites; ensured safety, quality, schedule adherence, and cost control. Supervised crews on projects including Purple Line Extensions 2 & 3, AMC Project, and Div 20 Widening Portal; coordinated timelines and resources to meet production targets. Maintained active onsite programs, conducted safety meetings, trained all team members and enforced safety protocols. Managed attendance, timesheets, and crew scheduling as well as oversaw material flow and coordination to sustain productivity. Collaborated with management, engineers, and supervisors to optimize site operations and resolve field conflicts. Assisted with excavation, shoring, earth-moving, rigging concrete, and asphalt work ensuring compliance with codes and permits. Monitored production standards, established priorities, and revised schedules to respond to changing demands.

Construction Project Manager
Led client meetings, contract discussions, and subcontractor agreements as well as reviewed drawings and architects and engineers. Oversaw project progress, quality control, and inter-trade relations ensuring work met time and budget targets. Planned and assigned work for optimal staffing and efficiency, drafted daily and weekly reports as well as track safety and compliance. Negotiated change orders and managed costs to minimize overruns, delivered projects under budget and on schedule.

W.A. RASIC CONSTRUCTION
GENERAL ENGINEERING CONTRACTOR

Humberto Bobadilla

Construction Superintendent

MEMBERSHIPS/CERTIFICATIONS

First Aid/CPR Certified
Confined Space Certified
30 Hour OSHA Training
HAZWOPER Training
Various OSHA Training
OQ Certified
Forklift and Grade All Operator Certified
AMI / Orbital Welding
George Fisher Piping Certified
Competent Person in Trench Shoring and Soil Analysis

TENURE

14 Years

PROFESSIONAL COMPETENCY

Managing public works & private contracts (ranging from $100K to $15 Million per project)

In charge of up to 45 field workers, multiple crews & subcontractors (i.e. paving, directional drilling, electrical, saw cutting, signalization, excavation & trucking) and had direct responsibility for over 40 pieces of equipment (per project).

Humberto posses over 38 years of underground utility & pipeline work- including trenching, excavation, trenchless installation & rehabilitation of wet & dry utilities. He has managed multiple projects simultaneously including regional equipment & fleet maintenance division-including mechanics, machine shop, small tools, equipment rental, & in-house trucking. Other skills include communication, organization, generating submittals, preparing change orders, fielding jobs for bid purposes and estimate review participation including discussions of crew configurations & critical production input.

PROFESSIONAL EXPERIENCE

Herzog – Berth 200 Rail Yard – Petroleum Relocations, Port of Los Angeles, CA

Project superintendent for this project involving the installation of multiple pipelines for Valero & Air Products. Approximately total 13,300 LF, 1,900LF of each of the following individual lines: Valero's 6" - C-816 / 12" – C-941 / 8" C-948 / 6" C929 / 6" C902 / 4" C-903 & Air Products 4" C-904 Carbon Steel Piping adjacent to the Harbor Rail Line. Also included the abandonment of approx. 6,900LF various size pipelines via mud jacking. W.A. Rasic had to coordinate with Valero & Air Products Operations and Personnel as Shipping Operations continuously changed throughout the course of this project.

Rehabilitation (from 4" distribution to 48" transmission, including aqueducts)-including cement-mortar lining, pipe bursting/splitting, slip-lining and internal joint seals

PROJECT NOTABLES

- LADWP cleaning & lining program (14 years experience)-1.4 million feet of 4-24" cast-iron/steel distribution water main
- Slip lining of the Van Owen Trunk-line Transmission Pipeline (10,000 LF of 48" HDPE)
- Las Virgenes (6-8" cast-iron) approx. 2,000 LF (pipe bursting)
- Las Virgenes (6" steel)-approx. 1,500 LF (pipe splitting)
- City of Long Beach-replace approx. 100 EA internal joint seal (up to 54" diameter)
- LADWP's First Los Angeles Aqueduct (Deadman Sag in Saugus, CA)-120" diameter steel riveted pipeline (originally constructed in the 1920's)

New water main installation (distribution)

PROJECT NOTABLES

- City of Carlsbad-installed approx. 80,000 LF of 6-48" PVC waterline
- City of Oxnard-installed approx. 35,000 LF of 6"-16" ductile iron

City of Anaheim-installed approx. 5.000 LF of 12" ductile iron

6. Corporate Capability and Firm Experience

Since 1978, W.A. Rasic Construction Company, Inc. has focused primarily on constructing public works sewer, storm drain, and water projects throughout southern California. During our growth we have diversified, but underground wet utilities remain our primary business. With a focus on quality and forming long-term relationships, W.A. Rasic Construction continues to secure and successfully complete some of the more difficult projects in both the public works and private sector even in this challenging economic environment.

W. A. Rasic Construction performs millions of dollars of emergency work for over 30 clients and is one of the main core businesses of the Select Division, one of four divisions of the company. W. A. Rasic employs only skilled union labor, resulting in work being performed faster, safer, and with a high degree of quality. We have over 450 skilled professionals. We are on the on-call list for so many entities because we have a demonstrated track record of response, thoroughness, and quality of work. W. A. Rasic Construction has in-depth knowledge of the area and can offer competitive total project cost because of our skill level and familiarity with the work.

The most relatable work to this contract is on-call work for emergency sewer and storm drain repairs. Below is a list of just some of our clients we routinely perform work on an on-call basis for sewer and/or storm drain system repairs. Providing individual project information for all of the on-call, emergency, and contract work performed for these agencies would be impractical, please contact them for any reference information required.

Agency	Contact	Phone	Email
City of Cerritos	Jose Arroyo	562-926-4198	jarroyo@cerritos.us
Inland Empire Utilities Agency	James Spears	909-993-1851	jspears@ieua.org
Long Beach Water Dept.	Angel Marquez	562-570-2322	Angel.marquez@lbwater.org
City of Glendale	Armen Avazian	818-937-8246	AAvazian@Glendaleca.gov
City of South Gate	Ana Ananda	323-563-5769	aananda@sogate.org
City of L.A. Rec & Parks	Jacqueline Lopez	818-756-9246	Jacqueline.lopez@lacity.org
City of L.A. General Services	Thomas Bylard	213-473-2789	Thomas.bylard@lacity.org
City of Inglewood	Roosevelt Robinson	310-259-9969	rrobinson@cityofinglewood.org
East Orange County Water District	Jerry Mendzer	714-583-5815	jmendzer@eocwd.com
City of Chino Hills	Rene Mendoza	909-238-3459	jtrotter@chinohills.org
County of Los Angeles	Teagan Ferdinandsen	626-300-3376	tferdinandsen@dpw.lacounty.org

Many of these companies and agencies have utilized W.A. Rasic Construction for their on-call and emergency work for many years due to our demonstrated ability to respond timely, perform the work safely, and with the quality and price economics that they expect.

W.A. Construction owns a very large and diverse equipment fleet. Because of our yard location, equipment fleet, and full-time staff we can respond within two (2) hours from receiving an emergency call, with most being responded within an hour. We have fully equipped emergency response trailers that the foremen can quickly attach to that will provide the majority of equipment and tools necessary to complete the repairs.

We are also set up for after-hours emergencies. We maintain a list of employees who have made themselves available for such work. We also maintain emergency numbers for our key water works suppliers that can also make materials available 24-hours a day.

The senior individual that will supervise our staff overseeing this emergency program will be Shane Sato. Mr. Sato is the Division Manager for the Select Division of the company which oversees all wet-utility emergency and on-call work. Mr. Sato has over 15 years with W.A. Rasic Construction Company, is responsible for creating and maintaining the relationships and contracts for emergency and on-call work listed above and has overseen its management and response since his employment. Our track record of service to our clients' emergency needs, with the quality and value demanded, are well demonstrated and have allowed us to grow our service portfolio considerably. Mr. Sato holds a Bachelor of Science degree in Civil Engineering, is a certified Safety Trained Supervisor in Construction, is an Engineer-In-Training, and holds a Water

Distribution D2 License from the State of California State Water Resource Control Board, amongst other certifications.

The entirety of the Select Division staff is involved in our emergency response and on-call program. Depending on the geographic location of the emergency, type of emergency, and resources available, anyone, or multiple people, of our staff will be called upon to assist in the emergency. In addition to the Select Division, there have been occasions where we have called upon the resources of our other divisions to assist, which is one of the strengths of having a company with our resources dedicated to your response program. The resumes of our staff are included in Section 5 for your review. Our superintendents are all long-time employees with well over 20 years of experience in underground construction in the public right-of-way (and with the company).

With our experienced workforce, large fleet of modern equipment, and wide range of capabilities we provide we believe that W.A. Rasic Construction Company is more than capable of handling all of your needs under this contract. We are available and desire to further discuss and demonstrate our ability to provide the emergency services you require.

Other agencies we have contracts for on-call emergency work (not full list):

Orange County Water District – Emergency On-Call and Minor Work Orders (2014-2023 - $5,000,000+)
Perform emergency response to water main breaks on various OCWD pipe systems, minor repair and adjustments on valve boxes, monitoring wells, enclosure boxes, etc.
W.A. Rasic PM: Manuel Cristobal | Superintendent: Humberto Bobadilla
Contact: Ben Smith | 714-378-3211 | bsmith@ocwd.org or John Bonsangue | 714-378-3353

Liberty Utilities Agency – Emergency On-Call and Minor Work (2011-2026 - $10,000,000+)
Perform emergency response to domestic water distribution system throughout service area and other related work on as-needed basis.
W.A. Rasic PM: Manuel Cristobal | Superintendent: Robert Fraijo
Contact: Armando Gonzalez | 562-805-2080 | Armando.Gonzalez@libertyutilities.com

California Water Service Company – Master Contractor Program (2015-2025 - $10,000,000+)
Perform all water main and service installations in the East Los Angeles service area. Handle all emergency water main breaks and repairs, along with other work on as-needed basis.
W.A. Rasic PM: Manuel Cristobal | Superintendent: Rual Luna, Robert Fraijo
Contact: Jim Crawford | 323-722-8601 | jcrawford@calwater.com

Sunny Slope Water Company – Emergency On-Call and Minor Work (2011-2026 - $10,000,000+)
Perform all water main installation, service installations, emergency response, and other minor work on as-needed basis.
W.A. Rasic PM: Manuel Cristobal Superintendent: Bryan Kier
Contact: Troy Holland | 626-287-5238 | troy@sunnyslopewatercompany.com

Rowland Water District – Emergency On-Call (2011-2026 - $10,000,000+)
Perform emergency response to domestic water distribution system throughout service area and other related work on as-needed basis.
W.A. Rasic PM: Manuel Cristobal | Superintendent: Rual Luna
Contact: Keith Fouts | 562-690-7145 | KFouts@rwd.org

City of Anaheim	City of Corona	City of Buena Park
Port of Long Beach	City of Chino	City of Pico Rivera
City of Signal Hill	Orange County San. Dist.	Mesa Water District

We have many more private clients that we perform on-call and emergency work for. This list is confidential and can be discussed in a closed-door meeting.

7. References

Since its inception in 1978 W.A. Rasic Construction Company, Inc. has focused primarily on constructing public works sewer, storm drain, and water projects throughout Southern California. With a focus on quality and forming long-term relationships, W.A. Rasic Construction continues to secure and successfully complete some of the more difficult projects in both the public works and private sector, even in this challenged economic environment.

W.A. Rasic Construction performs millions of dollars of emergency work for over 30 clients (see references) and is one of the main core businesses of the Select Division, one of four divisions of the company. W. A. Rasic employs only skilled union labor, resulting in work being performed faster, safer, and with a high degree of quality. We currently employ over 450 skilled professionals. We are on the on-call list for so many entities because we have a demonstrated track record of response, thoroughness, and quality of work. W.A. Rasic Construction has in-depth knowledge of the area and can offer competitive total project costs because of our skill level and familiarity with the work.

W.A. Rasic Construction owns a very large and diverse equipment fleet. Because of our yard location and full-time staff, we can normally respond within two hours of receiving an emergency call, with most being responded within an hour. We have fully equipped emergency response trailers that the foremen can quickly attach to that will provide the majority of equipment and tools necessary to complete the repairs.

W.A. Rasic Construction is also set up for after-hours emergencies. We maintain a list of employees who have made themselves available for such work and maintain emergency numbers for our key waterworks suppliers that can also make materials available 24 hours a day. Our response time for after-hours emergency work is typically within two hours. W.A. Rasic Construction's corporate office, containing all of its project management, engineering, and administration staff, is located in the City of Long Beach, and our equipment & logistics yard (where emergency work is staged from) is in Bell Gardens. This will allow us to quickly get management to the site to evaluate and assist in any emergency or to meet the City's staff to look at work in the field for upcoming tasks.

In its long history W.A. Rasic has never failed to complete a project. Considering that we target the most difficult projects in the Western States, we believe that this is a testament to our staff's dedication and ability to deliver projects regardless of difficulty.

W.A. Rasic Construction is one of the largest privately held utility and heavy civil contractors in the Western States. We are currently ranked #13 nationwide in utility construction by ENR. Constructing a wide range of projects, varying in size from $5,000.00 to $100,000,000.00 under a multitude of delivery methods, W.A. Rasic Construction stands out as a truly diverse civil company focused on safety, quality, teamwork, and developing long-lasting client relations.

W.A. Rasic Construction's smallest project for 2025 was $1,023. Its largest under construction is over $100M. We approach every project the same with focus on quality, safety, and timeliness. This is how we have built our reputation and obtained so many on-call contracts based on our demonstrated history.

Constructing a wide range of projects, varying in size from $1,000.00 to $100,000,000.00 under a multitude of delivery methods, W.A. Rasic Construction stands out as a truly diverse civil company focused on safety, quality, teamwork, and developing long-lasting client relations.

Our capabilities include:

- Water
- Wastewater
- Storm Drain
- Concrete Facilities
- Emergency Response
- Shoring
- Dewatering

We proudly stand as one of the few contractors with the flexibility, diversity and capability to span the full spectrum of civil construction.

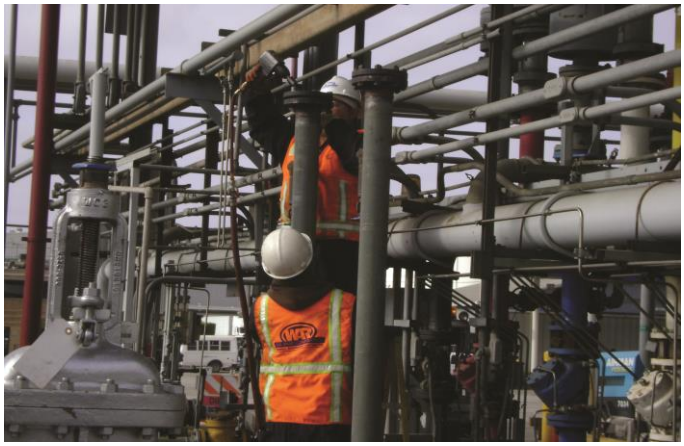


Our corporate headquarters is located in Long Beach, California, with two primary staging locations for our equipment fleet in Southern California: our five-acre operations facility located in Bell Gardens, and our five-acre Perris facility. These two primary equipment facilities allow W.A. Rasic Construction to house and maintain a large fleet of equipment.



Agencies Serviced (not all inclusive)

City of Cerritos
Inland Empire Utilities Agency
Long Beach Water Dept.
City of Glendale
City of South Gate
City of L.A. Rec & Parks
City of L.A. General Services
City of Inglewood
East Orange County Water District
City of Chino Hills
County of Los Angeles
City of Anaheim
City of Corona
City of Buena Park
Port of Long Beach
City of Chino
City of Pico Rivera
City of Signal Hill
Orange County San. Dist.
Mesa Water District



Section 8

City Required Forms

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

BIDDER'S ACKNOWLEDGEMENT

This page shall be completed, signed, and returned with the bidder's proposal.

The CITY reserves the right to amend or split the work with more than one CONTRACTOR, as deemed in the best interest of the CITY. The decision to amend or split the work will be at the sole discretion of the CITY.

It is understood and agreed that:

1. After the acceptance of the proposal, the designated CONTRACTOR shall attend a pre-job conference. The CONTRACTOR shall be informed of the said time and location.
2. No verbal agreement or conversation with any officer, agent or employee of the CITY, either before or after the execution of the Agreement shall affect or modify any of the terms or obligations of this Proposal.
3. The CITY will not be responsible for any errors or omissions on the part of the undersigned in making up this proposal, nor will bidders be released on account of errors. The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has no directly or indirectly induced or solicited any other bidder to put in a sham proposal, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.
4. The undersigned has carefully examined the RFP specifications for the "CITY of South Pasadena Sewer Pipeline CCTV Inspection Services", and hereby proposes to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said specifications for the prices listed in the submitted line items / proposal form.
5. The undersigned is licensed in accordance with the Laws of the State of California. The undersigned bidder acknowledges receipt of the following addendum issued for the above project. If no addendum has been received, write "none".

List of Addendum Received: 1

In accordance with Section 7028.15 of the California Business and Professions Code, I hereby certify under penalty of perjury that the foregoing is true and correct:

W.A. Rasic Construction Company, Inc.	8/11/2026
Bidder's Name	Date
	Corporation
Authorized Signature	Individual Partnership or Corporation

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

Corporation	4150 Long Beach Blvd., Long Beach, CA 90807
Type of Organization	Address
562.928.6111	368761
Telephone	State of California License Number

If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, and if the bidder is an individual, their signature shall be placed above.

DESIGNATION OF SUBCONTRACTORS

This page shall be completed, signed, and returned with the bidder's proposal.

As required by State Law, the General CONTRACTOR bidding will hereinafter state the subcontractor who will be the subcontractor on the job for each particular trade or subdivision of the work in excess of one-half percent of the total proposal price and will state the first name and principal location of mill, ship, plant or office of each. Where no subcontractor is listed for a particular phase of the work, it is understood that the General CONTRACTOR will perform the work. No changes or substitutions may be made in these subcontractors except upon the prior approval of the CITY. The undersigned certifies that he or she has used the sub-bids of the following listed subcontractors in making up this proposal, and that the subcontractors listed will be used for the work identified herein, subject to the approval of the CITY, and in accordance with the applicable provisions of the Specifications.

	ITEM OF WORK	SUBCONTRACTOR NAME	ADDRESS & TELEPHONE
1.	Manhole Construtions	Underground Manholes	7639 McKinley Ave, San Bernardino, CA 92410 (909) 633-2598
2.	CCTV/Vacuum/Jetting	Pipe Tech	5109 Elton Stl, Baldwin Park, CA 91706 (626) 222-1998
3.	AC Grind & Cap / Slurry Seal	Hardy & Harper	14490 Edwards St., Westminister, CA 92683 (714) 444-1851
4.			( )

BIDDER'S NAME W.A. Rasic Construction Company, Inc.

TYPE OF ORGANIZATION: c INDIVIDUAL c PARTNERSHIP c CORPORATION

ADDRESS 4150 Long Beach Blvd.
Long Beach, CA 90807

TELEPHONE (562) 928.6111

AUTHORIZED SIGNATURE

8/11/2026
DATE

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

NON-COLLUSION AFFIDAVIT

This page shall be completed, signed, and returned with the bidder's proposal.

The undersigned declares:

I am the Vice President/Secretary of W.A. Rasic Construction Company, Inc. the party making the foregoing proposal.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration is executed on 8/11/2026[date], at Long Beach [CITY], California[state].

Signature of Declarant

Peter L. Rasic

Printed Name of Declarant

WORKER'S COMPENSATION CERTIFICATE

This page shall be completed, signed, and returned with the bidder's proposal.

I am aware of the provision of Section 3700 of the Labor Code, which requires every employer to be insured for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this CONTRACT.

CONTRACTOR NAME: W.A. Rasic Construction Company, Inc.

BY: Peter L. Rasic

(Print)

(Signature)

DATE: 8/11/2026

CONTRACTOR'S INFORMATION REPORT

This page and the following pages shall be completed and returned with the bidder's proposal.

(Attachments are acceptable)

Name of Firm W.A. Rasic Construction Company, Inc.

Address 4150 Long Beach Blvd.

CITY Long Beach State California Zip 90807

Contact Name Shane Sato Title Division Manager

Telephone Number 562.928.6111

Type of organization:

a. X A Corporation, organized and existing under the laws of the State of California

b. _____ A partnership (if so, please list partners)

_____

_____

_____

c. _____ An individual

Name _____

Number of years in business _____

Number of employees _____

EQUIPMENT FACILITIES

1. Is your repair and yard facility at the above address? Yes ____ No X

2. If not, state the address of your yard and facilities. _____

_____

The proposal shall include a completed "List of Machinery and Equipment Available" in order to determine whether or not CONTRACTORs can adequately perform the necessary work. All equipment you anticipate being committed to this CONTRACT, if awarded, should be included in the listing. Experience has shown that it is essential to have adequate backup equipment in reserve to allow for breakdowns. "BEING AVAILABLE" shall be interpreted to mean that the equipment is owned or under the control of the bidder submitting this Proposal.

UNITS	TYPE OF EQUIPMENT
	SEE ATTACHED

FINANCIAL INFORMATION

1. Are current quarterly financial statements available? Yes____ No X

2. Is a certified public audit available for your preceding fiscal year? Yes____ No_X__

3. Have you, any major stockholder, or your company ever filed for bankruptcy?

Yes____ No_X__

4. State the name and address of your bank account. California Bank & Trust

17752 E. Seventeenth Street, Tustin, CA 92780

FIRM EXPERIENCE

Los Angeles County municipalities of similar size and population to South Pasadena in which your company conducted work between **January 1, 2019, and June 30, 2024**. Use additional sheets if necessary.

Contracting Entity	Date of Service From – To	Dollar Value of Contract	Date Completed
City of Cerritos	2014-Present	$5,000,000.00	Ongoing
Long Beach Public Utilities	2010-Present	$10,000,000.00	Ongoing
City of LA Parks & Rec	2015-Present	$2,000,000.00	Ongoing
County of Los Angeles Public Works	2011-Present	$10,000,000.00	Ongoing
City of LA General Services	2014-Present	$2,000,000.00	Ongoing

STAFF EXPERIENCE

List the names and roles of the management personnel of your company who will be directly involved with the management and supervision of this CONTRACT (include Account Manager

and Field Supervisor/Crew Lead Person, and Video Inspection Reviewer at a minimum). Please include resumes and copies of licenses and/or certifications for each staff member. Resumes should include work experience, education, licenses and certifications:

1. Name: Shane Sato - Division Manager

2. Name: Steve Tamer - Project Manager

3. Name: Bryan Kier - Superintendent

4. Name: Robert Fraijo - Superintendent

QUESTIONS

If your proposal is considered for award, will you be able to provide documentation to support the above information?

Yes X No_____

Do you have Workers' Compensation Insurance coverage?

Yes X No_____

PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION

This page shall be completed, signed, and returned with the bidder's proposal.

Pursuant to Labor Code sections 1725.5 and 1771.1, all CONTRACTORs and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a CONTRACT to perform public work must be registered with the Department of Industrial Relations.

See http://www.dir.ca.gov/Public-Works/PublicWorks.html for additional information.

No bid will be accepted nor any CONTRACT entered into without proof of the CONTRACTOR's and subcontractors' current registration with the Department of Industrial Relations to perform public work valid through the date of submission.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a CONTRACTOR with the Department of Industrial Relations.

Name of Bidder: W.A. Rasic Construction Company, Inc.

DIR Registration Number: 1000000649

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.

2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.

3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Bidder: W.A. Rasic Construction Company, Inc.

Signature: _____

Name: Peter L. Rasic

Title: President

Dated: 8/11/2026

CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with this Request for Proposal (RFP) and to be bound by the terms and conditions of the RFP.

2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.

3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.

4. The proposal includes all of the commentary, figures and data required by this Request for Proposal.

5. This firm has carefully read and fully understands all of the items contained in Section II, General Information for All Contractors. This firm agrees to all of the general requirements except for those disclosed by the firm in project proposal, listed on an attachment.

6. The proposal shall be valid for 120 days from the date of the proposal due date.

Name of Firm: W.A. Rasic Construction Company, Inc.

By: _____
(Authorized Signature)

Type Name: Peter L. Rasic

Title: President

Date: 8/11/2026

9. Qualification Documentation

Company Name:	W.A. Rasic Construction Company, Inc.
Address:	4150 Long Beach Blvd., Long Beach, CA 90807
Telephone Number:	(562) 928-6111
Fax:	(562) 928-7339
Type of Entity:	A California Corporation
DBE Status:	None
License #	368761
Classification:	A, C34
DIR#	1000000649
Years in Business:	48 Years


dca
CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE
License Number 368761
Entity CORP
Business Name W A RASIC CONSTRUCTION COMPANY INC
Classification(s) A C34
Expiration Date 01/31/2027
www.cslb.ca.gov
CSLB

10. Validity Period

Proposal is valid for 60 days from the date of submission.

Very truly yours,
W.A. Rasic Construction Company, Inc.



Walter Rasic Jr.
Principal/Vice President/Secretary

10. Acceptance of Conditions

W.A. Rasic takes no exceptions to the terms and conditions of this RFP.

Very truly yours,
W.A. Rasic Construction Company, Inc.



Walter Rasic Jr.
Principal/Vice President/Secretary

Section 12

Completed Cost of Services Form

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
1	Mobilization	EA	6	$ 2,000	$ 12,000.00
2	Replace 8-inch Sanitary Sewer	LF	42	$ 675	$ 28,350.00
3	Replace 12-inch Sanitary Sewer	LF	30	$ 700	$ 21,000.00
4	Replace 15-inch Sanitary Sewer	LF	24	$ 725	$ 17,400.00
5	Reconstruct Permanent Asphalt Concrete Pavement	SF	200	$ 35	$ 7,000.00
6	Sewer Bypass and Pumping	Daily	20	$ 1,200	$ 24,000.00
7	Shoring of Open Excavation	Daily	20	$ 500	$ 10,000.00
8	Video Inspection	LF	300	$ 16	$ 4,800.00
9	Replace manhole covers and frames.	Each	5	$ 3,950	$ 19,750.00
			TOTAL PROPOSED PRICE		**$** 144,300.00

b. Storm Drain Construction Services

The labor and equipment rates for storm drain construction services will use the current State of California Department of Transportation Labor Surcharge and Equipment Rental Rates . A link to the rates are as follows:

https://dot.ca.gov/-/media/dot-media/programs/construction/documents/equipment-rental-rates-and-labor-surcharge/book_25_26.pdf

Item No.	Other	Unit	
1	Mobilization	EA	$ 2,000
2	Material Markup (%)	%	% 15

W.A. Rasic Construction Equipment List

Quantity	Description of Equipment
58	Air compressors 185 CFM
52	Arrow boards / message boards
8	Asphalt rollers
2	Asphalt/Concrete Crusher
62	Backhoes
32	Compactors (Ride on and Wheel)
22	Equipment Trailers (40k)
42	Excavators (size ranges from 7,575 LBS to 238,100 LBS)
11	Forklifts (standard & telescoping)
82	Generators (size ranges from 5KW to 70KW)
10	Hydraulic breakers (size ranges from 1,000 LBS to 14,000 LBS)
28	Light Towers
18	Loaders, skid steers, skip loaders
3	Motor Graders
18	Office Trailers
3	Paving Machine
2	Pile driver ABI
1	Portable Batch Plant
80	Pumps (size ranges from 2” to 12”)
4	Screens
110	Service trucks / pick-up trucks
7.3+ million lbs.	Shoring steel (I beam, plates, sheet pile, etc.)
12	Soil compactors (range from 24” wide to 84” wide)
12	Sweeper/Broom
600+	Traffic Plates
1	Trenchers
52	Trucks (10 Wheelers, flatbeds, end dumps, off-road haulers)
1	Vactor Trucks
6	Vent blowers (12,000 CFM)
4	Water Tower (12,000 Gallon)
5	Water trucks (size ranges from 2,500 gallon to 4,000
60	Welders 200 amp to 500 amp

* Please note that this list is not a complete list of all company owned equipment but rather a list of equipment that is applicable to this contract. Complete equipment inventory can be provided upon request.

MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / GRBCON, Inc.)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT ("Agreement") is entered into on October 7, 2026, by and between the City of South Pasadena, a California municipal corporation ("City"), and **Contractor** ("Contractor").

2. RECITALS

2.1. City has determined that it requires the following recurring maintenance services from a contractor: **On-Call Sewer and Storm Drain Repairs**

2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1. Intentionally Omitted.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Julian Lee, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor

3.3. "Cost of Services": see **Exhibit B**.

3.4. "Maximum Amount": The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement shall be amount determined by the adopted annual budget for the Work for each year of this Agreement and as determined by the Public Works Director.

3.5. "Commencement Date": October 7, 2026

3.6. "Termination Date": This Agreement shall termination on June 30, 2029 ("Initial Term"), unless terminated or extended by the City as set forth herein.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties, with up to two additional one-year extensions at the option of the City at the end of the initial period, or terminated earlier under Section 16 ("Termination") below.

Year 1: 07 October 2026 – 30 June 2027
Year 2: 01 July 2027 – 30 June 2028
Year 3: 01 July 2028 – 30 June 2029
Option Year +1: 01 July 2029 – 30 June 2030
Option Year +2: 01 July 2030 – June 30 2031

5. CONTRACTOR'S DUTIES

5.1. **Scope of Services**. Contractor shall perform and provide all materials, tools, equipment, labor, incidentals and services necessary to complete the work for the project identified as "On-Call Sewer and Storm Drain Repairs" ("Project") and as described in the Contract Documents (referred to as the "Work" or "Scope of Services"). Such Work shall be subject to, and performed in accordance with the terms and conditions of this Agreement, including Exhibit A (Scope of Services) and the terms and conditions of the Contract Documents. The plans and specifications for the Work are further described in Exhibit B. Any terms listed in the Contract Documents shall be incorporated into this Agreement as if set forth in full. All Work shall be completed in a good and workmanlike manner. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by a written change order executed by the Parties. The Contract Documents consist of this Maintenance Services Agreement, the Request for Proposals (Exhibit C), the Contractor's response to the Request for Proposals (Exhibit D) any post-bid documentation submitted before or after the notice to award and change orders executed by the City, if any, all of which are incorporated herein as if set forth in full.

5.2. **Coordination with City**. In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Appropriate Personnel.** Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. **Kristion Grbavac** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

5.7. **Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

5.8. **Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits. Contractor represents that it has the required license classification for the Scope of Services.

5.9. **Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

5.10. Records. Contractor 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 City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

6.1. General Prohibition On Assignment. This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. Contractor Responsible. Contractor shall be responsible to City for all services to be performed under this Agreement.

6.3. Subcontracting. Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 12 (Insurance), to City's satisfaction.

6.4. Compensation for Subcontractors. Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. General. City agrees to compensate Contractor for the Work provided under this Agreement, and Contractor agrees to accept payment in full satisfaction for the Work,

the compensation as is further described in the Cost of Services. Such compensation shall not exceed the Maximum Amount established for each year of this Agreement. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the compensation based on the Cost of Services not to exceed the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. LABOR CODE

8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.

8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars ($200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the

Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

8.4. Apprentices. Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.

8.5. Payroll Records. Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

8.6. 8-Hour Work Day. This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City $25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property

of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

10.1. General. Contractor is, and shall at all times remain as to City, a wholly independent contractor.

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1. Definitions. For purposes of this Section 11, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

11.3. Scope of Indemnity. Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4. Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5. Defense Deposit. The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.

11.6. Waiver of Statutory Immunity. The obligations of Contractor under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.7. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of

Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: **On-Call Sewer and Storm Drain Repairs**
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $4,000,000 aggregate
• General Liability:	
• General Aggregate:	$4,000,000
• Products Comp/Op Aggregate	$4,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured.

Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. General Liability Insurance. Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. Worker's Compensation Insurance. Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. Automobile Liability Insurance. Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Claims-Made Policies. If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.8. Additional Insured Endorsements. The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.9. Failure to Maintain Coverage. In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required

insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.10. Insurance Notices. Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030**.

12.11. Contractor's Insurance Primary. The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

12.12. Waiver of Subrogation. Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductibles and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Julian Lee
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Contractor:

Kristion Grbavac
GRBCON, Inc.
5114 Elton Street
Baldwin Park, CA 91706
Telephone: 626-699-2380
Facsimile: 626-699-2457

With courtesy copy to:

Roxanne Diaz, Esq.
South Pasadena City Attorney
Richards Watson Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213)-626-8484

Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. City Termination. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. Contractor Termination. Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. Compensation Following Termination. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. Remedies. City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. Integration of Exhibits. All documents referenced as exhibits in this Agreement and the Contract Documents are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the

provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. If there is a material discrepancy between the City's Request for Proposal and the Contractor response to the City's Request for Proposals, the City's Request for Proposal shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.

17.3. Headings. The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. Pronouns. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
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17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. Confidentiality. All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. Conflicts of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide

employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. Non-assignment. Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.4. Binding on Successors. This Agreement shall be binding on the successors and assigns of the parties.

18.5. No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. Time of the Essence. Time is of the essence for each and every provision of this Agreement.

18.7. Non-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. Waiver. No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. Excused Failure to Perform. Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.10. Remedies Non-Exclusive. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. Attorneys' Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City" City of South Pasadena	"Contractor" GRBCON, Inc.
By:_____ *Signature*	By:_____ *Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date:_____

_____
Signature

_____
Printed Name

_____
Title

EXHIBIT A: SCOPE OF SERVICES

Contractor shall provide sewer and storm drain maintenance and repairs as further described in Exhibit C and performed in accordance with the terms and specifications provided therein.

EXHIBIT B: COST OF SERVICES

Compensation for the Work shall be in accordance with the cost schedule below and is subject to the "Measurement and Payment" provisions set forth in Exhibit C, which is incorporated herein by this reference.

After the initial first year of the Term as set forth in Section 4, the pricing below shall be adjusted to incorporate a cost-of-living increase each subsequent year of the Agreement. The cost-of-living increase will be determined by the percentage change in the Consumer Price Index ("CPI") for the previous twelve-month period of April through March for all urban consumers in the Los Angeles/Long Beach/Anaheim area. In the event this CPI index as described is no longer published, an equivalent index may be used as mutually agreed by both parties. In no case shall said adjustment exceed the change in the cost-of-living index for the Los Angeles area.

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
1	Mobilization	EA	6	$5,525	$ 33,150-
2	Replace 8-inch Sanitary Sewer	LF	42	$1,685	$ 70,770-
3	Replace 12-inch Sanitary Sewer	LF	30	$1,960-	$ 58,880-
4	Replace 15-inch Sanitary Sewer	LF	24	$1,990-	$ 47,760-
5	Reconstruct Permanent Asphalt Concrete Pavement	SF	200	$ 42.30	$ 8,460-
6	Sewer Bypass and Pumping	Daily	20	$1,625	$ 32,500-
7	Shoring of Open Excavation	Daily	20	$ 1,800	$ 36,000-
8	Video Inspection	LF	300	$ 5.20	$ 1,560-
9	Replace manhole covers and frames.	Each	5	$ 3,480-	$ 17,400-
			TOTAL PROPOSED PRICE		$ 306,400-

b. Storm Drain Construction Services

The labor and equipment rates for storm drain construction services will use the current State of California Department of Transportation Labor Surcharge and Equipment Rental Rates . A link to the rates are as follows:

https://dot.ca.gov/-/media/dot-media/programs/construction/documents/equipment-rental-rates-and-labor-surcharge/book_25_26.pdf

Item No.	Other	Unit	
1	Mobilization	EA	$ 5,525
2	Material Markup (%)	% 15	% 15

Equipment 15%.
LABOR 20%.

EXHIBIT C

CITY'S REQUEST FOR PROPOSALS

ON-CALL SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

EXHIBIT D

CONTRACTOR'S RESPONSE TO CITY'S REQUEST FOR PROPOSALS

ON-CALL SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

City of South Pasadena

Department of Public Works
1414 Mission Street, South Pasadena, CA 91030
626-403-7240

August 10, 2026

NOTICE TO PROPOSERS

ADDENDUM NO. 1 SPECIFICATION CHANGES
AND QUESTIONS & ANSWERS:

ON-CALL CITYWIDE SEWER AND STORM DRAIN REPAIR SERVICES

This addendum changes and supersedes the language in the original Specifications. Please acknowledge receipt of this addendum by signing and submitting with your proposals. Any bidder who fails to submit this addendum may be disqualified.

Please note the following clarifications, additions, or changes:

1. SPECIFICATIONS:

PLANET BIDS

- **Receipt of Bids:** The submission duration has been updated. Originally submissions were due 1:00 p.m. Tuesday, August 11, 2026. Due to the delayed release of Q&A responses, the submissions will be accepted until 1:00 p.m. Friday, August 14, 2026.
- A revised Request For Proposals, with revised dates in red, is attached to this addendum.

2. QUESTIONS AND ANSWERS:

Question # 1:
The RFP includes inspection and repair of utility manholes and storm-drain manhole repair and/or rehabilitation; however, it does not specifically address interior concrete repair, rehabilitation, or the application of a protective coating system. Would the City consider expanding the scope to expressly include these services for sanitary sewer manholes, storm-drain manholes, and other applicable concrete structures identified during the contract term? These services could include surface preparation, repair of deteriorated concrete, infiltration control where required, and application of a corrosion-resistant protective coating system. Including this work as an optional service could help restore structural integrity, protect the concrete from continued deterioration, and extend the service life of the City's infrastructure. If the City is receptive, would it consider adding corresponding unit-price items to the Schedule of Cost of Services for concrete rehabilitation and protective coating?

Answer:
The cost file provided for submission represents an estimation of annual expected work and is intended to be used as a baseline for evaluating proposals and establishing unit pricing for common work items. The City will not be amending the current Schedule of Cost of Services to include unit-price items for interior concrete rehabilitation and protective coating systems at this time. Should the City determine during the contract term that non-priced work items are required, such services will be addressed strictly through the City's standard formal Change Order process, subject to independent negotiation and City approval at that time.

Question # 2:
Is a digital signature allowed in this bid?

Answer:
Yes, digital signature will be accepted on submissions.

CONTACT: Before the Bid opening, prospective Bidders shall direct any communications regarding this Work to:

City of South Pasadena Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Attention: Michael Lau

E-mail: mlau@southpasadenaca.gov

Communications may be written or oral, but the City is not bound by any oral interpretation of the Contract Documents made by any City employee, nor does the City guarantee the accurate transcription of oral questions.

PREPARED BY: Michael Lau

ACKNOWLEDGED BY: KA ~~GRBAT~~ GRBCON, INC.
Company Name

KRISTON GIRBAUAC PRESIDENT
Print Name Title

Signature 8.14.26
Date

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
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The labor and equipment rates for storm drain construction services will use the current State of California Department of Transportation Labor Surcharge and Equipment Rental Rates . A link to the rates are as follows:

https://dot.ca.gov/-/media/dot-media/programs/construction/documents/equipment-rental-rates-and-labor-surcharge/book_25_26.pdf

Item No.	Other	Unit	
1	Mobilization	EA	$ 5,525
2	Material Markup (%)	% 15	% 15

Equipment 15%.
LABOR 20%.

EXHIBIT A – REQUIRED FORMS

1. BIDDER'S ACKNOWLEDGEMENT
2. DESIGNATION OF SUBCONTRACTORS
3. NON-COLLUSION AFFIDAVIT
4. WORKER'S COMPENSATION CERTIFICATE
5. CONTRACTOR'S INFORMATION REPORT
6. PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION
7. CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

BIDDER'S ACKNOWLEDGEMENT

This page shall be completed, signed, and returned with the bidder's proposal.

The CITY reserves the right to amend or split the work with more than one CONTRACTOR, as deemed in the best interest of the CITY. The decision to amend or split the work will be at the sole discretion of the CITY.

It is understood and agreed that:

1. After the acceptance of the proposal, the designated CONTRACTOR shall attend a pre-job conference. The CONTRACTOR shall be informed of the said time and location.
2. No verbal agreement or conversation with any officer, agent or employee of the CITY, either before or after the execution of the Agreement shall affect or modify any of the terms or obligations of this Proposal.
3. The CITY will not be responsible for any errors or omissions on the part of the undersigned in making up this proposal, nor will bidders be released on account of errors. The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has no directly or indirectly induced or solicited any other bidder to put in a sham proposal, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.
4. The undersigned has carefully examined the RFP specifications for the "CITY of South Pasadena Sewer Pipeline CCTV Inspection Services", and hereby proposes to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said specifications for the prices listed in the submitted line items / proposal form.
5. The undersigned is licensed in accordance with the Laws of the State of California. The undersigned bidder acknowledges receipt of the following addendum issued for the above project. If no addendum has been received, write "none".

List of Addendum Received: 1

In accordance with Section 7028.15 of the California Business and Professions Code, I hereby certify under penalty of perjury that the foregoing is true and correct:

Grbcon, Inc. — 8·14·26

Bidder's Name — Date

Authorized Signature — S Corporation

Authorized Signature — Individual Partnership or Corporation

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles)

On August 14, 2026 before me, Brett Dylan Harper, Notary Public
(insert name and title of the officer)

personally appeared Kristion Grbavac,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is/are~~ subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his/her/their~~ authorized capacity(~~ies~~), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), ~~or the~~ entity upon behalf of which the person(s) ~~acted~~, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

BRETT DYLAN HARPER
Notary Public - California
Los Angeles County
Commission # 2514141
My Comm. Expires Mar 11, 2029

S Corporation	5114 Elton Street, Baldwin Park, CA. 91706
Type of Organization	Address
(626) 699-2380	1012408, A, C-42
Telephone	State of California License Number

If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, and if the bidder is an individual, their signature shall be placed above.

DESIGNATION OF SUBCONTRACTORS

This page shall be completed, signed, and returned with the bidder's proposal.

As required by State Law, the General CONTRACTOR bidding will hereinafter state the subcontractor who will be the subcontractor on the job for each particular trade or subdivision of the work in excess of one-half percent of the total proposal price and will state the first name and principal location of mill, ship, plant or office of each. Where no subcontractor is listed for a particular phase of the work, it is understood that the General CONTRACTOR will perform the work. No changes or substitutions may be made in these subcontractors except upon the prior approval of the CITY. The undersigned certifies that he or she has used the sub-bids of the following listed subcontractors in making up this proposal, and that the subcontractors listed will be used for the work identified herein, subject to the approval of the CITY, and in accordance with the applicable provisions of the Specifications.

	ITEM OF WORK	SUBCONTRACTOR NAME	ADDRESS & TELEPHONE
1.	_____	_____	_____ _(____)_____
2.	_____	_____	_____ _(____)_____
3.	_____	_____	_____ _(____)_____
4.	_____	_____	_____ _(____)_____

BIDDER'S NAME Grbcon, Inc.

TYPE OF ORGANIZATION: c INDIVIDUAL c PARTNERSHIP (c CORPORATION)

ADDRESS 5114 Elton Street, Baldwin Park, CA. 91706

TELEPHONE (626) 699-2380

_____ 8·14·26

AUTHORIZED SIGNATURE DATE

600

NON-COLLUSION AFFIDAVIT

This page shall be completed, signed, and returned with the bidder's proposal.

The undersigned declares:

I am the President of Grbcon, Inc., the party making the foregoing proposal.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration is executed on 8.14.26 [date], at Baldwin Park [CITY], CA [state].

Signature of Declarant

Kristion Grbavac, President

Printed Name of Declarant

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles)

On August 14, 2026 before me, Brett Dylan Harper, Notary Public
(insert name and title of the officer)

personally appeared Kristian Grbavac,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is/are~~ subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his/her/their~~ authorized capacity~~(ies)~~, and that by ~~his/her/their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

BRETT DYLAN HARPER
Notary Public - California
Los Angeles County
Commission # 2514141
My Comm. Expires Mar 11, 2029

WORKER'S COMPENSATION CERTIFICATE

This page shall be completed, signed, and returned with the bidder's proposal.

I am aware of the provision of Section 3700 of the Labor Code, which requires every employer to be insured for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this CONTRACT.

CONTRACTOR NAME: Grbcon, Inc.

BY: Kristian Grbavac
(Print)

(Signature)

DATE: 8.14.26

CONTRACTOR'S INFORMATION REPORT

This page and the following pages shall be completed and returned with the bidder's proposal.

(Attachments are acceptable)

Name of Firm Grbcon, Inc.

Address 5114 Elton Street

CITY Baldwin Park State CA Zip 91706

Contact Name Kristion Grbavac Title President

Telephone Number (626) 699-2380

Type of organization:

a. X A Corporation, organized and existing under the laws of the State of California

b. _____ A partnership (if so, please list partners)

_____

_____

_____

c. _____ An individual

Name Grbcon, Inc.

Number of years in business 10

Number of employees 28

EQUIPMENT FACILITIES

1. Is your repair and yard facility at the above address? Yes x No ____

2. If not, state the address of your yard and facilities. N/A

The proposal shall include a completed "List of Machinery and Equipment Available" in order to determine whether or not CONTRACTORs can adequately perform the necessary work. All equipment you anticipate being committed to this CONTRACT, if awarded, should be included in the listing. Experience has shown that it is essential to have adequate backup equipment in reserve to allow for breakdowns. "BEING AVAILABLE" shall be interpreted to mean that the equipment is owned or under the control of the bidder submitting this Proposal.

UNITS	TYPE OF EQUIPMENT
4 EA	Backhoes
9 EA	Excavators
6 EA	Dump Trucks
3 EA	Skid Steers
10 EA	Tool/Pickup Trucks
8+	Bypass Pumps

FINANCIAL INFORMATION

1. Are current quarterly financial statements available? Yes x No ____

2. Is a certified public audit available for your preceding fiscal year? Yes x No____

3. Have you, any major stockholder, or your company ever filed for bankruptcy?

Yes____ No x

4. State the name and address of your bank account. American Business Bank

400 S Hope Street Ste 300, Los Angeles, CA. 90071

FIRM EXPERIENCE

Los Angeles County municipalities of similar size and population to South Pasadena in which your company conducted work between **January 1, 2019, and June 30, 2024**. Use additional sheets if necessary.

Contracting Entity	Date of Service From – To	Dollar Value of Contract	Date Completed
See Project List and SOQ attached as well as the relevant experience form			

STAFF EXPERIENCE

List the names and roles of the management personnel of your company who will be directly involved with the management and supervision of this CONTRACT (include Account Manager

and Field Supervisor/Crew Lead Person, and Video Inspection Reviewer at a minimum). Please include resumes and copies of licenses and/or certifications for each staff member. Resumes should include work experience, education, licenses and certifications:

1. Name: John Gavigan, Project Manager. 30+ Years Experience

2. Name: Tim Grbavac , Superintendent. 25+ Years Experience

3. Name: Gordon Grbavac , Superintendent. 10+ Years Experience

4. Name: Kristion Grbavac , Project Manager. 10+ Years Experience

QUESTIONS

See Project List and SOQ attached as well as the relevant experience form. Resumes can be found within.

If your proposal is considered for award, will you be able to provide documentation to support the above information?

Yes x No

Do you have Workers' Compensation Insurance coverage?

Yes x No

PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION

This page shall be completed, signed, and returned with the bidder's proposal.

Pursuant to Labor Code sections 1725.5 and 1771.1, all CONTRACTORs and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a CONTRACT to perform public work must be registered with the Department of Industrial Relations.

See http://www.dir.ca.gov/Public-Works/PublicWorks.html for additional information.

No bid will be accepted nor any CONTRACT entered into without proof of the CONTRACTOR's and subcontractors' current registration with the Department of Industrial Relations to perform public work valid through the date of submission.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a CONTRACTOR with the Department of Industrial Relations.

Name of Bidder: Grbcon, Inc.

DIR Registration Number: 1000038691

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.

2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.

3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Bidder: Grbcon, Inc.

Signature: _____

Name: Kristion Grbavac

Title: President

Dated: 8.14.26

CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with this Request for Proposal (RFP) and to be bound by the terms and conditions of the RFP.

2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.

3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.

4. The proposal includes all of the commentary, figures and data required by this Request for Proposal.

5. This firm has carefully read and fully understands all of the items contained in Section II, General Information for All Contractors. This firm agrees to all of the general requirements except for those disclosed by the firm in project proposal, listed on an attachment.

6. The proposal shall be valid for 120 days from the date of the proposal due date.

Name of Firm: Grbcon, Inc.

By: _____
(Authorized Signature)

Type Name: Kristion Grbavac

Title: President

Date: 8.14.26

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles)

On August 14, 2026 before me, Brett Dylan Harper, Notary Public
(insert name and title of the officer)

personally appeared Kristian Grbavac,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

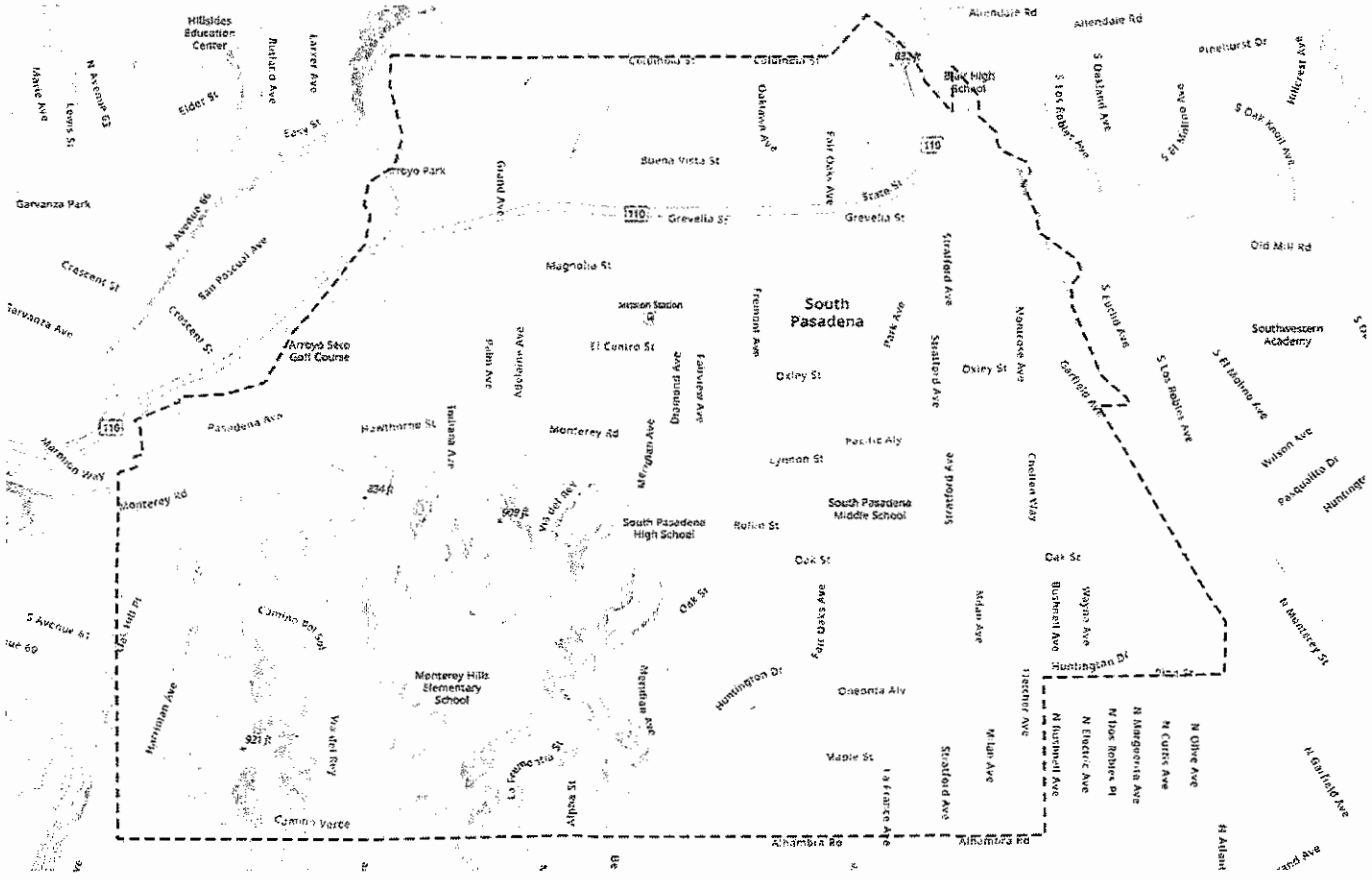
WITNESS my hand and official seal.

Signature _____ (Seal)

BRETT DYLAN HARPER
Notary Public - California
Los Angeles County
Commission # 2514141
My Comm. Expires Mar 11, 2029

610

EXHIBIT B - SERVICE AREA MAP


South Pasadena
Hillsides Education Center
Arroyo Park
Garvanza Park
Arroyo Seco Golf Course
South Pasadena High School
South Pasadena Middle School
Monterey Hills Elementary School
Fair Oaks Ave
Meridian Ave
Pasadena Ave
Monterey Rd
El Centro St
Oak St
Huntington Dr
Fremont Ave
Mission Station
Gold Line
Columbia St
Buena Vista St
Grevelia St
Magnolia St
Oxley St
Lyndon St
Pacific Aly
Maple St
Oneonta Aly
Camino Verde
Camino Bel Sol
Hermosa Ave
Harriman Ave
Marmion Way
Indiana Ave
Alpha Ave
Diamond Ave
Fairview Ave
Park Ave
Stratford Ave
Monterey Ave
Chelten Way
Meridian Ave
Midan Ave
Fletcher Ave
Bushnell Ave
Wayan Ave
Electric Ave
Olive Ave
Curtis Ave
Garfield Ave
Fair Oaks Ave
Orange Grove Blvd
Allendale Rd
Alhambra Rd
Columbia St
Oakland Ave
Fair Oaks Ave
State St
Grevelia St
Stratford Ave
Monterey Ave
Oxley St
Fremont Ave
Park Ave
Meridian Ave
Diamond Ave
Fairview Ave
Indiana Ave
Alpha Ave
Hawthorne St
Monterey Rd
El Centro St
Pacific Aly
Lyndon St
Oak St
Huntington Dr
Oneonta Aly
Maple St
Camino Verde
Camino Bel Sol
Harriman Ave
Marmion Way
Pasadena Ave
Arroyo Park
Grand Ave
Buena Vista St
Columbia St
Oakland Ave
Fair Oaks Ave
State St
Grevelia St
Magnol

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COVER LETTER

GRBCON, Inc. is pleased to submit our bid for the On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs Contract. GRBCON is a Southern California-based wet utility contractor specializing in sanitary sewer, storm drain, and water main construction and repair. With approximately 10 years of experience, our team has successfully completed projects ranging from emergency repairs and maintenance to full pipeline replacement and underground utility construction.

Our company is structured to provide direct oversight and quick response for on-call work. Our ownership and management team remain actively involved in daily operations, project coordination, scheduling, and field activities. GRBCON maintains experienced labor and operating personnel capable of performing sewer and storm drain repairs safely and efficiently while coordinating with the Owner, inspectors, residents, businesses, and other affected parties.

General Qualifications

GRBCON has the personnel, equipment, experience, and resources necessary to perform the work identified under this contract. Our experience includes sanitary sewer and storm drain maintenance, pipeline replacement, excavation and shoring, bypass pumping, manhole work, pavement restoration, and video inspection of underground pipelines.

Our field crews are experienced in working within active public rights-of-way and understand the importance of maintaining access, protecting existing utilities, controlling traffic and pedestrian impacts, and restoring disturbed areas in a timely manner. GRBCON also has experience responding to unforeseen field conditions and emergency utility issues where work must be evaluated, coordinated, and completed quickly to minimize impacts to the public and surrounding properties.

Executive Summary – Project Approach

GRBCON's approach to this on-call contract will be centered on responsiveness, safety, communication, and efficient completion of each work assignment. Upon receiving a work order, our team will promptly evaluate the requested repair, coordinate with the Owner, identify site-specific requirements, and develop an appropriate work plan before mobilizing to the site.

For sewer replacement work, GRBCON will utilize experienced crews and appropriate equipment to safely excavate, remove and replace existing 8-inch, 12-inch, and 15-inch sewer lines. Where required, excavation shoring will be installed and maintained in accordance with applicable safety requirements. Existing utilities will be located and protected, and excavation activities will be coordinated to minimize impacts to adjacent properties and the traveling public.

5114 Elton Street, Baldwin Park, CA 91706 | Office: 626-699-2380 | Fax: 626-699-2457

Lic. No. 1012408 A | Exp: 3/31/28 | DIR No. 1000038691 | Exp: 6/30/27 | DGS SBE No. 2002710

Where maintaining sewer service is necessary during construction, GRBCON will provide sewer bypass pumping designed to maintain continuous service while the repair or replacement work is performed. Bypass operations will be monitored throughout the work to reduce the potential for service interruptions, spills, or impacts to the surrounding area.

GRBCON will utilize video inspection to evaluate existing sewer conditions, verify the condition of completed work, and assist in identifying deficiencies or areas requiring repair. This information will be used to help develop an efficient repair approach and provide the Owner with a clear understanding of existing and completed conditions.

Following underground utility work, GRBCON will complete the required surface restoration, including permanent asphalt concrete pavement reconstruction. Manhole improvements will include the replacement of manhole covers and frames where identified in the work order. Our goal will be to return each work area to a safe, clean, and serviceable condition while maintaining the quality and integrity of the surrounding improvements.

Because this is an on-call contract, GRBCON understands that assignments may vary significantly in size, complexity, and urgency. Our team will maintain the flexibility necessary to respond to individual work orders and adjust manpower, equipment, sequencing, and scheduling based on the specific requirements of each assignment.

GRBCON is committed to providing the Owner with reliable and responsive sanitary sewer and storm drain maintenance and repair services throughout the duration of the contract. Our experience as a wet utility contractor, combined with our hands-on management approach and experienced field personnel, will allow us to efficiently address both routine and emergency repair needs while maintaining a strong focus on safety, quality, and minimizing disruption to the public.

We appreciate the opportunity to submit our bid and look forward to the opportunity to work with the Owner on this contract.

Sincerely,

Kristion Grbavac, President

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WORK STATEMENT

Technical and Management Approach

1. Understanding of the Contract

GRBCON, Inc. understands that the City of South Pasadena is seeking a qualified contractor to provide on-call sanitary sewer and storm drain maintenance and repair services throughout the City. The work is intended to address both routine and emergency needs and may include sewer blockages, sewer point repairs, sewer pipeline reconstruction, storm drain repairs, manhole repairs, video inspection, and associated restoration.

GRBCON understands that the on-call nature of this contract requires a contractor that can respond quickly, evaluate field conditions, coordinate directly with the City, and provide the labor, equipment, materials, and management necessary to complete individual work assignments safely and efficiently. The City maintains approximately 58 miles of sewer, and work may occur at various locations and under varying site conditions throughout the service area.

GRBCON will approach each work order as an individual assignment while maintaining consistent management, safety, quality control, communication, and documentation procedures throughout the contract.

2. Management Approach

GRBCON will designate a Project Manager as the primary point of contact with the City's Director of Public Works or designated representative. The Project Manager will be responsible for coordinating work orders, scheduling, field operations, communications, documentation, and completion of each assignment.

Upon receiving a work order, GRBCON will review the requested scope with the City, confirm the location and site conditions, determine the personnel and equipment required, and establish the appropriate sequence of operations. No additional work will be performed without authorization from the City's Project Representative, consistent with the requirements of the RFP.

GRBCON will maintain clear communication with the City throughout each assignment. Field conditions, changes in scope, unforeseen conditions, schedule impacts, and other issues affecting the work will be communicated promptly so that decisions can be made efficiently and the work can continue without unnecessary delay.

GRBCON will also participate in the monthly coordination meetings required by the City. These

meetings will be used to review completed work, upcoming assignments, concerns, and potential extra or emergency work.

3. Emergency Response Approach

GRBCON recognizes that emergency response is one of the most important components of this contract. The City requires the contractor to maintain 24-hour, 7-day-a-week availability, including weekends and holidays, for sewer system emergencies.

Upon accepting an emergency assignment, GRBCON will provide a responsible individual at the emergency site within four hours and a repair crew at the site within the following 24 hours. GRBCON will maintain the capability to work around the clock when necessary to restore flow, stabilize an emergency condition, and protect the public and surrounding property.

The initial response will focus on:

- Evaluating the immediate condition and identifying the source of the problem.
- Establishing appropriate traffic and pedestrian controls.
- Protecting the public, adjacent properties, and existing utilities.
- Determining whether bypass pumping or other temporary measures are necessary.
- Stabilizing the site and restoring sewer service where possible.
- Developing the appropriate permanent repair approach.
- Coordinating all work and decisions with the City's representative.

Once the emergency condition has been stabilized, GRBCON will transition into the permanent repair phase and continue working until the assignment has been completed in accordance with the City's requirements.

4. Sewer Repair and Reconstruction

GRBCON will perform sewer point repairs and pipeline reconstruction using open-cut methods or other approved methods appropriate for the specific field conditions.

The bid items specifically include replacement of existing 8-inch, 12-inch, and 15-inch sanitary sewer. GRBCON's work will include the necessary excavation, removal and disposal of damaged pipe, installation of replacement pipe, backfill, compaction, traffic control, and associated restoration. The City's cost proposal identifies the assumed sewer reconstruction conditions as a 7.5-foot excavation depth, six feet of mainline pipe replacement, no lateral connections, and one-sack slurry backfill for the representative bid quantities.

Prior to excavation, GRBCON will coordinate utility locating and identify existing site conditions. Excavations will be performed in a controlled manner with appropriate shoring and access measures based on the depth and site conditions.

Following pipe installation, GRBCON will complete required backfill and compaction and restore the surface in accordance with the project requirements.

5. Sewer Bypass and Pumping

When existing sewer flows cannot remain in service during repair operations, GRBCON will provide bypass pumping appropriate for the specific flow conditions and work area.

The bypass system will be planned to maintain service while allowing the repair to proceed safely. GRBCON will coordinate the bypass arrangement with the City, establish the necessary pumping and discharge configuration, and continuously monitor the system while it is operating.

Bypass pumping will be managed with particular attention to maintaining uninterrupted flow, protecting the public and surrounding properties, preventing releases, and allowing the permanent repair to proceed efficiently.

6. Shoring and Excavation Safety

GRBCON will treat excavation safety as a primary component of every sewer and storm drain repair involving an open excavation.

Excavations will be evaluated based on depth, soil conditions, existing utilities, adjacent improvements, and site constraints. Appropriate protective systems will be provided and maintained throughout the work in accordance with applicable safety requirements.

The City's specifications require compliance with City safety standards, Federal OSHA, California OSHA, and applicable local regulations, with the most stringent requirements controlling.

GRBCON's field supervision will monitor excavation conditions and ensure that personnel do not enter an excavation unless the required protective measures are in place.

7. Video Inspection

GRBCON will utilize video inspection as a diagnostic and verification tool throughout the contract.

Video inspection may be used to identify defects, verify the condition of existing sewer pipe, assist in determining the limits of a repair, and document completed work. Inspection results will be reviewed by the project team and coordinated with the City when determining the appropriate repair approach.

8. Manhole Repairs and Replacement

GRBCON will perform manhole-related repairs associated with sewer system maintenance and reconstruction, including manhole adjustments and replacement of damaged manhole covers and frames.

Replacement work will be coordinated with the surrounding pavement and finished grade so that the completed manhole installation is properly integrated into the roadway surface and provides a safe and serviceable condition.

9. Storm Drain Construction and Repairs

GRBCON understands that storm drain assignments may involve a range of construction and repair activities depending on the condition of the City's drainage infrastructure.

Our approach will allow for storm drain pipe installation, slip-lining, rehabilitation and repair; storm drain manhole repair and rehabilitation; catch basin installation and repair; drainage grate work; ditch maintenance; road shoulder grading; and associated asphalt and concrete restoration.

The RFP also identifies potential work involving curb, gutter, sidewalk, lift station structures, and other drainage-related improvements.

GRBCON will evaluate each storm drain assignment based on the existing condition, access, surrounding improvements, drainage requirements, and the City's direction before proceeding with the appropriate repair method.

10. Traffic Control and Public Protection

GRBCON understands that many assignments will occur within active public streets and rights-of-way. Maintaining safe public access and minimizing disruption will therefore be incorporated into the work plan for every assignment.

Traffic control will be provided as required, including appropriate signs, barricades, lights, flaggers, and other devices. GRBCON will maintain access to adjacent properties and provide pedestrian and vehicular visibility consistent with the City's requirements.

GRBCON will coordinate traffic control with the City and adjust operations as necessary based on traffic conditions, site constraints, and the City's direction.

11. Pavement and Surface Restoration

GRBCON will restore disturbed surfaces following completion of underground utility work. Permanent asphalt concrete restoration will include placement and compaction of aggregate base and permanent asphalt patching using City-approved materials.

The RFP requires permanent asphalt concrete patches to be approximately 4 to 8 inches thick and to provide a smooth driving surface satisfactory to the City's representative.

GRBCON will also restore other disturbed improvements associated with the work, as applicable, including concrete, landscaping, irrigation, striping, and other site features. Completed emergency repair sites will be thoroughly cleaned and restored to their original condition or as directed by Public Works.

12. Safety, Environmental Protection, and Site Cleanliness

Safety will be incorporated into the planning and execution of every work assignment. GRBCON will comply with applicable City, Federal, State, OSHA, and Cal/OSHA requirements.

GRBCON will maintain clean and orderly work areas throughout construction. Debris generated by the work will be removed as the work progresses, and the work area will be cleaned at the end of each workday.

GRBCON will also implement appropriate Best Management Practices to prevent construction materials, sediment, debris, or other pollutants from entering the City's storm drain system. GRBCON will comply with the City's Water Quality Management Plan and applicable BMPs.

13. Scheduling and Coordination

GRBCON will coordinate work schedules with the City based on the urgency and complexity of each assignment.

Typical City contractor work hours are identified as 7:30 a.m. to 4:00 p.m., Monday through Friday, excluding City-recognized holidays. When work outside these hours is required, GRBCON will coordinate with the City in accordance with the notification requirements established in the RFP. Work near schools will also be scheduled outside applicable school commuting hours.

Emergency assignments will be handled according to the City's emergency response requirements and may require continuous work until the immediate condition has been stabilized.

14. Documentation and Communication

GRBCON will maintain records for each work assignment, including the work performed, materials and equipment utilized, site conditions, repair information, inspection information, and other documentation required by the City.

GRBCON will provide reports and supporting documentation as requested by the City and will ensure that invoices clearly identify the work performed. This documentation will provide the City with a clear record of the work completed under each work order.

15. Quality and Completion

GRBCON's objective for every assignment will be to complete the work correctly the first time, minimize disruption to the public, and return the affected area to a safe and serviceable condition.

Before demobilization, GRBCON will verify that the work has been completed, the site has been cleaned, required restoration has been performed, and all temporary facilities and traffic control devices that are no longer required have been removed.

The City requires the completed work to be guaranteed for up to twelve months, during which the contractor is responsible for maintaining the improvements to the City's satisfaction. GRBCON is committed to standing behind the work performed under this contract and addressing deficiencies in accordance with the contract requirements.

16. Commitment to the City

GRBCON, Inc. is committed to providing the City of South Pasadena with a responsive, professional, and dependable on-call sewer and storm drain contractor. Our approach combines experienced field personnel, direct management involvement, appropriate construction equipment, rapid emergency response, clear communication, and attention to safety and quality.

GRBCON understands that the success of an on-call contract depends not only on completing individual repairs, but also on being available when the City needs assistance, responding quickly to changing conditions, communicating effectively, and completing each assignment with minimal disruption to residents, businesses, and the traveling public.

GRBCON is prepared to provide the personnel, equipment, materials, management, and technical resources necessary to perform the requested services and is committed to meeting the City's requirements throughout the duration of the contract.

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QUALITY CONTROL PLAN
GRBCON, Inc.

1. Quality Control Commitment

GRBCON, Inc. is committed to completing all work under the On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs Contract in a safe, professional, and workmanlike manner and in accordance with the City's contract documents, approved work orders, applicable standards, and direction from the City.

GRBCON's quality control program is designed to identify potential issues before they affect the completed work, verify that work is being performed correctly during construction, and promptly identify and correct deficiencies before demobilization.

Because this is an on-call contract involving varying work locations, emergency conditions, and different types of sewer and storm drain repairs, GRBCON will apply the same quality control process to every assignment while adjusting the inspection and verification procedures to the specific work being performed.

All work will be performed in accordance with the applicable contract requirements, including the 2024 Edition Standard Specifications for Public Works Construction (SSPWC), 2021 Edition Standard Plans for Public Works Construction (SPPWC), applicable Federal and State requirements, and City requirements.

2. Quality Control Organization

GRBCON will maintain direct management oversight of work performed under the contract. The Project Manager will have overall responsibility for coordinating the quality control process and ensuring that work is performed in accordance with the approved scope and contract requirements.

The Project Manager will coordinate with the City's Director of Public Works or designated representative and will ensure that field personnel understand the requirements of each work order before work begins.

Field supervision will be responsible for:

- Confirming that the crew understands the approved work scope.
- Verifying that the appropriate materials, equipment, and personnel are available.
- Monitoring construction activities and workmanship.
- Confirming compliance with approved construction methods.
- Identifying unforeseen conditions or potential deficiencies.
- Coordinating corrective action when necessary.
- Confirming completion of required restoration and cleanup.
- Documenting the work performed.

3. Work Order Review and Pre-Construction Quality Control

Before beginning each assignment, GRBCON will review the work order and identify the specific requirements of the work.

The pre-construction review will include, as applicable:

- Location and limits of the work.
- Type and size of sewer or storm drain facility.
- Existing site conditions and utility conflicts.
- Required traffic control, excavation, and shoring.
- Sewer flow conditions and bypass requirements.
- Required materials and restoration requirements.
- Video inspection and manhole or structure requirements.
- Environmental and stormwater protection requirements.
- Required permits, approvals, and City inspections.

4. Material Quality Control

GRBCON will verify that materials incorporated into the work are appropriate for the intended application and comply with the contract requirements. Materials will be inspected upon delivery and before installation for obvious damage, defects, incorrect sizes, or other conditions that could affect the quality of the completed work.

Particular attention will be given to sewer and storm drain pipe, manhole components, covers and frames, aggregate base, asphalt concrete, backfill and slurry materials, bypass pumping equipment, and shoring systems. Materials that do not meet project requirements or are damaged or otherwise unsuitable will not be incorporated into the work.

5. Sewer Pipe Replacement Quality Control

For sewer point repairs and replacement of 8-inch, 12-inch, and 15-inch sewer, GRBCON will monitor the installation process from excavation through final restoration. Quality control activities will include:

- Verifying the location and limits of the repair.
- Confirming existing utilities have been identified and protected.
- Verifying excavation dimensions, safe access, and required protective systems.
- Inspecting the prepared trench and pipe zone prior to pipe installation.
- Verifying the correct pipe size and materials are installed.
- Monitoring pipe alignment, grade, joints, and connections.
- Verifying backfill and compaction operations.
- Confirming required testing or inspection has been completed.
- Verifying final surface restoration.

6. Bypass Pumping Quality Control

When bypass pumping is required, GRBCON will establish a bypass system appropriate for the existing flow conditions and planned repair. Prior to beginning the repair, GRBCON will verify that the bypass system is properly installed and operational.

During bypass operations, field personnel will monitor pump operation, flow conditions, hose and pipe connections, potential leaks, system capacity, upstream and downstream conditions, and conditions that could result in a sanitary sewer overflow. GRBCON will maintain personnel and equipment capable of responding to bypass system issues and will coordinate significant changes or problems with the City immediately.

7. Excavation and Shoring Quality Control

GRBCON will inspect excavation and shoring operations throughout the work. Before personnel enter an excavation, field supervision will verify that the excavation has been evaluated and that appropriate protective measures are in place.

Quality control will include monitoring excavation depth and configuration, soil and site conditions, shoring or protective systems, access and egress, existing utilities, groundwater or water infiltration, stability of adjacent improvements, and changes in site conditions. If conditions change, GRBCON will stop and reassess the work before continuing.

GRBCON will comply with applicable City safety standards, Federal OSHA, California OSHA, and local regulations.

8. Video Inspection and Verification

GRBCON will use video inspection to assist with pre-repair evaluation and post-repair verification when required. Video inspection may be used to identify pipe defects, determine the limits of damaged pipe, confirm existing pipe conditions, assist in determining the appropriate repair method, verify completed repairs, and document completed work.

Inspection results will be reviewed by GRBCON's project team and coordinated with the City when necessary.

9. Manhole Quality Control

Manhole repairs and replacement of manhole covers and frames will be inspected to verify proper installation and finished condition. GRBCON will verify the correct cover and frame size, proper fit and seating, finished elevation, alignment with surrounding pavement, proper adjustment to grade, stability of the completed installation, and restoration surrounding the manhole.

The completed manhole will be inspected before the work area is released to traffic.

10. Asphalt and Surface Restoration Quality Control

GRBCON will inspect pavement restoration to ensure disturbed areas are properly prepared and restored. Quality control will include verification of pavement removal limits, subgrade condition, aggregate base placement and compaction, asphalt material and placement, compaction, finished elevation, smooth transition to existing pavement, and final appearance.

GRBCON will correct deficient areas identified during its own inspection or by the City.

11. Storm Drain Quality Control

For storm drain assignments, GRBCON will apply the same inspection principles while tailoring the quality control process to the specific work. Depending on the assignment, inspections may

include pipe installation and repair, slip-lining or rehabilitation, storm drain manholes, catch basins, drainage grates, ditches, concrete improvements, curb and gutter, sidewalk, road shoulders, lift station structures, and asphalt and concrete restoration.

GRBCON will verify that completed drainage improvements are properly installed, structurally sound, and capable of performing their intended function.

12. Traffic Control and Public Protection

GRBCON will inspect traffic control measures before and throughout construction. Field supervision will verify that traffic control devices remain properly positioned and that the work area is adequately protected.

Traffic control will be adjusted as site conditions change, including changes in work limits, traffic patterns, pedestrian conditions, or construction activities. GRBCON will also monitor the work area for conditions that could create hazards to residents, businesses, pedestrians, motorists, or City personnel.

13. Environmental and Stormwater Quality Control

GRBCON will implement appropriate Best Management Practices to prevent construction debris, sediment, wastewater, fuel, or other materials from entering the storm drain system. The work area will be monitored throughout construction, and corrective measures will be implemented when necessary.

GRBCON will comply with the City's Water Quality Management Plan and applicable BMP requirements.

14. Daily Inspection and Documentation

GRBCON's field supervision will monitor work activities throughout each workday. Daily quality control documentation will include, as applicable:

- Work performed and location/limits of work.
- Crew and equipment utilized.
- Materials installed.
- Existing and unforeseen conditions.
- Inspection activities and video inspection information.
- Bypass pumping and shoring operations.
- Restoration activities and traffic control.
- Photographs and issues requiring correction.
- Final cleanup.

15. Deficiency Identification and Corrective Action

GRBCON's quality control process is designed to identify deficiencies as early as possible. When a deficiency is identified, GRBCON will:

- Identify and document the deficiency.
- Determine the cause and extent of the problem.
- Notify appropriate project personnel and the City representative when required.
- Develop and complete an appropriate corrective action.

- Reinspect the affected work.
- Document that the deficiency has been corrected.

16. Final Inspection and Closeout

Before requesting final acceptance of an assignment, GRBCON will conduct an internal final inspection. The inspection will verify that authorized work and required inspections are complete, sewer or storm drain improvements and structures are properly installed, pavement and other surfaces are restored, unnecessary traffic control has been removed, debris has been removed, the site is clean, required documentation is complete, and identified deficiencies have been corrected.

GRBCON will coordinate final inspection with the City's representative and address any punch list or corrective items identified by the City.

17. Emergency Work Quality Control

GRBCON understands that emergency conditions may require immediate action and that normal construction sequencing may not always be possible. During emergency work, quality control priorities will be to protect life and public safety, stabilize the emergency condition, restore or maintain sewer service where possible, protect adjacent property and infrastructure, maintain traffic and pedestrian controls, perform the permanent repair in accordance with contract requirements, and complete final inspection and restoration.

Emergency response will not eliminate GRBCON's responsibility for quality workmanship. Once the immediate emergency has been stabilized, GRBCON will complete the remaining work using the same inspection, documentation, and closeout procedures applied to routine assignments.

18. Continuous Improvement

GRBCON will use information obtained from completed work orders to improve future operations. Recurring issues, field conditions, construction challenges, and corrective actions will be communicated to project management and field personnel so lessons learned can be incorporated into subsequent assignments.

The objective of GRBCON's quality control program is not simply to identify deficiencies after they occur, but to prevent them through proper planning, experienced supervision, inspection, communication, and verification.

19. Quality Control Commitment

GRBCON, Inc. is committed to providing the City of South Pasadena with consistent, reliable, and high-quality sewer and storm drain maintenance and repair services. Our quality control approach places responsibility for quality at every level of the organization, from project management through field supervision and individual crew members.

GRBCON will maintain direct oversight of each work assignment, communicate openly with the City, identify and correct deficiencies promptly, and verify that completed work meets the City's requirements before demobilization.

Our goal is to provide the City with completed repairs that are safe, durable, properly documented, and completed with minimal disruption to the surrounding community.

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STAFF QUALIFICATIONS

GRBCON, Inc. will provide experienced management and field personnel with extensive backgrounds in sanitary sewer, storm drain, underground utility, and public works construction. The proposed team combines project management, estimating, field supervision, heavy equipment operation, trench safety, emergency repair, and sewer rehabilitation experience.

Kristion Grbavac – President / Project Management

Kristion has been President of GRBCON since 2015 and is responsible for project management, scheduling, budgeting, change order resolution, estimating, finance, and compliance. His qualifications include Confined Space, CPR/First Aid, and Competent Person certifications, and he is a CSLB-licensed General Engineering Contractor. Kristion will provide executive and project management oversight and assist with coordination between the City, field personnel, subcontractors, and suppliers.

Gordon Grbavac – Vice President / Superintendent / Operator

Gordon has served as GRBCON's Vice President, Superintendent, and Operator since 2015. His responsibilities include project scheduling, coordination with material suppliers, job cost analysis, agency coordination, estimating support, and operation of heavy equipment. His previous experience also includes work as a Project Engineer and Assistant Project Superintendent on sewer and water projects. Gordon holds Confined Space, CPR/First Aid, Competent Person, and Heavy Equipment Operator Safety certifications.

Tihomir (Tim) Grbavac – Superintendent / Operator

Tim brings more than 23 years of sewer and storm drain construction experience and has served as a Superintendent/Operator with GRBCON since 2019. His responsibilities include field scheduling, subcontractor management, material coordination, daily project records, as-built management, heavy equipment operation, and enforcement of field safety procedures. His background includes specialized experience with pipe bursting, CIPP, sewer point repairs, and DAR work. Tim holds Confined Space, CPR/First Aid, Competent Person, Heavy Equipment Operator Safety, and OSHA 10/30 certifications.

John Gavigan – Vice President / Project Estimator and Manager

John brings more than 30 years of sewer and storm drain construction experience and has served as a Project Estimator and Manager with GRBCON since 2019. His experience includes estimating and managing public works projects, change order management, value engineering, coordination with field management, subcontractor and supplier management, daily project records, and as-built management. He also has specialized experience with pipe bursting, CIPP, point repairs, and DAR work. John holds Confined Space, CPR/First Aid, and Competent Person certifications.

Brett Harper – Business Development Manager / Project Support

Brett has been with GRBCON since 2019 and currently serves as Business Development Manager. His responsibilities include job costing, payroll, accounts payable, fringe benefit compliance, estimating support, and assistance with the management of public works projects. He also assists with pre-bid meetings, estimating, scheduling, subcontractor coordination, and other administrative and project support functions.

Overall Team Qualifications

GRBCON's proposed staff provides the combination of management and hands-on field experience necessary for an on-call contract where assignments may range from planned maintenance to emergency sewer and storm drain repairs. The team has experience with open-cut sewer construction, point repairs, pipe rehabilitation, bypass operations, manholes, storm drain repairs, pavement restoration, heavy equipment operation, shoring and trench safety, subcontractor coordination, and public works documentation.

GRBCON's personnel are supported by a union workforce trained in construction safety requirements, including OSHA regulations, trench safety, and confined-space procedures.

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FIRM EXPERIENCE

GRBCON, Inc. was established in 2015 and specializes in public works sewer, storm drain, and potable water pipeline construction. The company's leadership brings decades of underground utility experience, and since its formation GRBCON has completed numerous public works contracts throughout Southern California.

GRBCON's experience is directly applicable to the City of South Pasadena's On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs Contract. Our project history includes sewer main replacement, sewer point repairs, storm drain repair and rehabilitation, CCTV inspection, CIPP rehabilitation, bypass pumping, excavation and shoring, manhole construction and rehabilitation, pavement restoration, and associated public works improvements.

Citywide Storm Drain Repairs 2024 - City of Ontario

GRBCON served as the prime contractor for the City of Ontario's Citywide Storm Drain Repairs 2024 project. The work included installation of approximately 662 feet of UV fiberglass patches to repair damaged storm drain pipe at six locations, open-cut removal and replacement of approximately 130 feet of RCP, complete pipe replacement between inlets and catch basins at three locations, backfill, paving, and associated restoration.

The project had an original contract amount of $707,191 and a final contract amount of approximately $1.41 million. This project demonstrates GRBCON's ability to perform multiple types of storm drain repairs at various locations under a single municipal contract.

West Topa Topa Drive Storm Drain Repair Project - City of Ojai

GRBCON served as the prime contractor for the City of Ojai's West Topa Topa Drive Storm Drain Repair Project. The scope included storm drain cleaning and CCTV inspection, invert repair, storm drain coupling repair, and CIPP rehabilitation of approximately 160 feet of 36-inch corrugated metal pipe.

The project was completed with a contract value of $215,525. This work is particularly relevant to South Pasadena because it demonstrates GRBCON's experience evaluating existing drainage infrastructure through CCTV and performing targeted rehabilitation and repairs based on existing field conditions.

Marina Trunk Sewer Section 1A Relief - Los Angeles County Sanitation District No. 2

GRBCON is the prime contractor for the Marina Trunk Sewer Section 1A Relief project for Los Angeles County Sanitation District No. 2. The project includes permits, utility potholing and excavation, bypass operations, approximately 1,610 feet of 18-inch FRP sewer, a 60-inch junction structure, manhole rehabilitation, multiple new manholes, landscaping restoration, and approximately 19,000 square feet of asphalt paving.

The project has a contract amount of approximately $3.31 million. The combination of sewer construction, bypass operations, manhole work, excavation, utility coordination, and pavement restoration closely relates to the services anticipated under the South Pasadena contract.

Annual Sewer Improvements Phase 2 - City of Hermosa Beach

GRBCON is the prime contractor for the City of Hermosa Beach's Annual Sewer Improvements Phase 2 project. The project includes approximately 4,820 feet of 8-inch SDR-35 sewer main, reconnection of 208 sewer laterals, extension of approximately 642 linear feet of sewer lateral, installation of 14 full-depth polyurethane manhole liners, and construction of 24 new manholes.

The contract amount is approximately $2.94 million. This project demonstrates GRBCON's ability to manage substantial municipal sewer rehabilitation and replacement work involving sewer mains, laterals, manholes, and associated improvements.

Sewer Main Replacement Project - City of Covina

GRBCON served as the prime contractor for the City of Covina's Sewer Main Replacement Project. Work included mobilization, potholing, survey, shoring, connection to the City sewer system, installation of approximately 195 feet of 6-inch sewer, installation of a 24-inch access manhole and sewer cleanout, and restoration of brick driveway and asphalt pavement.

The project was completed for $152,675. This project is representative of the smaller, targeted sewer repair assignments that may be issued under an on-call maintenance contract and demonstrates GRBCON's ability to efficiently deliver smaller work orders in addition to larger capital improvement projects.

Las Flores Park Modular Restroom Project - City of La Verne

GRBCON served as the prime contractor for the City of La Verne's Las Flores Park Modular Restroom Project. The underground utility portion of the project included approximately 370 feet of 8-inch VCP sewer, two precast manholes, cleanouts, sewer laterals, water improvements, and approximately 4,750 square feet of trench pavement repair.

The final contract amount was approximately $989,064. The project demonstrates GRBCON's experience installing 8-inch sanitary sewer, constructing manholes and laterals, and completing pavement and concrete restoration associated with underground utility construction.

Relevant Experience and Performance

GRBCON's project history demonstrates experience performing both large-scale pipeline construction and smaller targeted repair and rehabilitation projects. This range of experience is particularly applicable to an on-call contract, where individual work orders may vary substantially in size, complexity, location, and urgency.

GRBCON also maintains established relationships with vendors, suppliers, and subcontractors to support project delivery. The firm's prequalification package states that GRBCON has had no termination for default or significant failure to perform timely or in accordance with contract plans and specifications.

The combination of GRBCON's municipal public works experience, experienced personnel, field resources, and history of sewer and storm drain construction provides the City of South Pasadena with a contractor experienced in the same types of services anticipated under this contract.

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REFERENCES

City of Ontario

Project:	Citywide Storm Drain Repairs 2024
Agency:	City of Ontario
Address:	303 E. B Street, Ontario, CA 91764
Contact:	Casey Cameron
Phone:	(909) 241-5467
Project Type:	Storm Drain
Contract Amount:	Original: $707,191.00 | Final: $1,408,676.51

Scope of Work: Installation of approximately 662 LF of UV fiberglass patches for damaged storm drain pipe at multiple locations; open-cut removal and replacement of approximately 130 LF of RCP; complete pipe replacement between inlets and catch basins; backfill, paving, and surface restoration.

City of Hawthorne

Project:	Sewer Main and Miscellaneous Storm Drain Improvement Project 2023
Agency:	City of Hawthorne
Address:	4455 W. 126th Street, Hawthorne, CA 90250
Contact:	Heecheol Kwon
Phone:	(310) 649-2984
Project Type:	Sewer and Storm Drain
Contract Amount:	Original: $2,181,303.00 | Final: $2,880,966.00

Scope of Work: Sewer point repairs; removal and replacement of approximately 2,900 LF of existing 8-inch and 10-inch VCP with 12-inch VCP; construction of 13 sewer manholes; installation of 15-inch and 18-inch RCP storm drain; storm drain manholes and catch basins; traffic loops; and pavement restoration.

City of Alhambra

Project:	Main Street Sewer Pipe Replacement Project No. N2M23-24
Agency:	City of Alhambra
Address:	111 S. 1st Street, Alhambra, CA 91801
Contact:	Thomas Amare
Phone:	(626) 300-1562
Project Type:	Sewer

Scope of Work: Excavation and installation of approximately 760 LF of 12-inch VCP sewer; construction of two 60-inch sewer manholes; 16 sewer lateral connections; sewer bypass operations; traffic loop replacement; slurry seal; and associated surface restoration.

City of Covina

Project:	Sewer Main Replacement Project - Project No. S2502
Agency:	City of Covina
Address:	125 E. College Street, Covina, CA 91723
Contact:	Rafael Fajardo
Phone:	(626) 672-5991
Project Type:	Sewer
Contract Amount:	$152,675.00

Scope of Work: Mobilization, potholing, survey, shoring, connection to the existing City sewer system, installation of approximately 195 LF of 6-inch sewer, installation of a 24-inch access manhole and cleanout, and asphalt and hardscape restoration.

GRBCON
INCORPORATED

DELIVERY

GRBCON, Inc. has the personnel, equipment, management structure, and field experience necessary to provide responsive on-call sanitary sewer and storm drain maintenance and repair services for the City of South Pasadena. Our approach is structured to allow GRBCON to respond to both planned work orders and emergency conditions while maintaining the manpower and equipment necessary to complete each assignment safely and efficiently.

Personnel and Staffing

GRBCON maintains experienced project management, supervisory, operating engineer, and labor personnel capable of performing the various types of work anticipated under this contract. Our management and field staff have extensive experience with sanitary sewer and storm drain construction, emergency repairs, point repairs, open-cut pipeline replacement, excavation and shoring, bypass operations, manhole work, pavement restoration, and other public works construction.

Upon receipt of a work order, GRBCON will assign a superintendent/foreman and crew based on the size, complexity, and urgency of the assignment. Management will coordinate manpower, equipment, materials, subcontractors, traffic control, and other resources necessary to complete the work.

GRBCON's existing organizational structure allows project management and field supervision to communicate directly, which is particularly important for an on-call contract where conditions and priorities can change quickly.

Emergency Response Capability

GRBCON understands that the contract requires 24-hour, seven-day-a-week availability for sewer system emergencies, including weekends and holidays. The City requires a responsible individual to be present at an emergency site within four hours of accepting an assignment and a repair crew to arrive within the following 24 hours.

GRBCON is prepared to meet these requirements and will prioritize emergency assignments immediately upon notification. The initial response will focus on evaluating and stabilizing the condition, protecting the public and surrounding property, maintaining sewer service where possible, and determining the personnel, equipment, materials, bypass pumping, shoring, and traffic control necessary to complete the repair.

When conditions require continuous operations, GRBCON will coordinate the necessary personnel and resources to continue work until the emergency condition has been stabilized and the required repair can be completed.

Equipment and Field Resources

GRBCON maintains and has access to construction equipment necessary to perform underground utility construction and repair work. Equipment will be selected for each

assignment based on excavation depth, pipe size, access limitations, existing utilities, roadway conditions, and the specific work being performed.

GRBCON's experienced operators and field personnel provide the ability to mobilize equipment and crews efficiently without relying solely on outside resources for the primary underground construction operations.

Specialized equipment or services required for an individual assignment will be coordinated in advance whenever possible. For emergency assignments, GRBCON will immediately identify any specialized resources necessary and coordinate their mobilization as part of the emergency response.

Scheduling and Work Order Management

Each City work order will be reviewed upon receipt to determine the required manpower, equipment, materials, subcontractors, and anticipated duration.

GRBCON's Project Manager and field supervision will coordinate the work to establish an efficient construction sequence and minimize delays. Scheduling considerations will include material availability, traffic control, utility coordination, bypass pumping requirements, inspection requirements, restoration activities, and access to the work area.

Because individual assignments under an on-call contract can vary considerably in size and urgency, GRBCON will adjust crew size and resources based on the specific requirements of each assignment rather than applying the same staffing level to every work order.

Emergency work will take priority when necessary, and GRBCON management will coordinate existing operations to provide the personnel and resources required to respond.

Materials and Suppliers

GRBCON will coordinate material requirements immediately following authorization of each work order. Pipe, fittings, manhole components, covers and frames, backfill materials, asphalt materials, and other required items will be identified based on the approved scope and existing field conditions.

GRBCON's management and field personnel regularly coordinate with material suppliers as part of ongoing public works construction operations. Material availability will be reviewed early in the work order process so that potential lead-time issues can be identified before they affect the construction schedule.

For emergency repairs, GRBCON will work with available suppliers and the City to obtain appropriate materials as quickly as practical.

Subcontractor Coordination

When specialty subcontractors or outside services are required, GRBCON will remain responsible for overall coordination and management of the assignment.

Subcontracted work will be incorporated into GRBCON's overall construction schedule and coordinated with field operations so that specialty services do not unnecessarily delay the work. GRBCON's Project Manager and field supervision will communicate directly with

subcontractors regarding scheduling, access, safety requirements, sequencing, and completion of their work.

GRBCON will remain the City's primary point of responsibility for the work regardless of whether portions of an assignment require specialty subcontractors.

Coordination with the City

GRBCON will maintain direct communication with the City's designated representative throughout the contract. Upon receipt of a work order, GRBCON will confirm the requested scope, schedule, location, and any special conditions before beginning work.

During construction, GRBCON will promptly communicate unforeseen conditions, potential changes in scope, schedule impacts, emergency conditions, or other issues requiring City direction.

This direct communication between City representatives, GRBCON management, and field supervision will allow decisions to be made quickly and help prevent unnecessary delays.

Ability to Deliver the Requested Services

GRBCON's experience is directly related to the work anticipated under this contract. The company's qualifications package documents experience with public works sewer and storm drain projects throughout Southern California, including sewer replacement, storm drain repair, pipeline rehabilitation, point repairs, manholes, excavation, and associated surface restoration.

The proposed management and field team also brings significant individual experience in sewer and storm drain construction. John Gavigan has more than 30 years of sewer and storm drain experience, and Tim Grbavac has more than 23 years of experience in the same field, including point repairs and rehabilitation methods.

GRBCON's project history further demonstrates its ability to deliver work similar to the City's anticipated assignments, including Citywide Storm Drain Repairs for the City of Ontario, West Topa Topa Drive Storm Drain Repair for the City of Ojai, Marina Trunk Sewer Section 1A Relief, and numerous sewer replacement and rehabilitation projects.

GRBCON's combination of experienced management, qualified field supervision, union labor, equipment resources, supplier and subcontractor relationships, and direct experience with sewer and storm drain construction provides the capacity necessary to successfully deliver the services required by the City of South Pasadena.

The company's goal throughout the contract will be to provide the City with a contractor that can be relied upon to respond when needed, mobilize the appropriate resources, communicate clearly, and complete each assignment safely and efficiently.

EXHIBIT C – PROPOSAL CONTENT CHECKLIST

Description	✓
Cover Letter	✓
Table of Contents	✓
Work Statement & Quality Control Plan	✓
Staff Qualifications	✓
Corporate Capability & Firm Experience	✓
References	✓
CITY Required Forms:	✓
• Bidder's Acknowledgement	✓
• Designation of Subcontractors	✓
• Non-Collusion Affidavit	✓
• Worker's Compensation Certificate	✓
• CONTRACTOR's Information Report	✓
• Public Works Contractor Registration Certification	✓
Certification of Proposal to City of South Pasadena	✓
Qualification Documentation:	✓
• California State Licensing Board (CSLB) Contractor's License Classification - A or C42	✓
Completed Cost of Services Form	Front

CONTRACTORS STATE LICENSE BOARD

Contractor's License Detail for License # 1012408

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click here for a definition of disclosable actions.
- Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- Arbitrations are not listed unless the contractor fails to comply with the terms.
- Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 8/14/2026 12:49:53 PM

Business Information

GRBCON INC
5114 ELTON STREET
BALDWIN PARK, CA 91706
Business Phone Number:(626) 699-2380

Entity Corporation
Issue Date 03/28/2016
Expire Date **03/31/2028**

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- C42 - SANITATION SYSTEM
- A - GENERAL ENGINEERING

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with EVEREST REINSURANCE COMPANY .
Bond Number: ES00022455
Bond Amount: $25,000
Effective Date: 03/31/2026
Contractor's Bond History

Bond of Qualifying Individual

The qualifying individual KRISTION GRGO GRBAVAC certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.
Effective Date: 10/18/2022

Workers' Compensation

This license has workers compensation insurance with the FEDERAL INSURANCE COMPANY
Policy Number:54326907
Effective Date: 07/18/2025
Expire Date: 07/18/2027
Workers' Compensation History

Workers' compensation classification code(s):
6308 - Sewer Construction-high wage
6307 - Sewer Construction-low wage

For a description of the workers' compensation classification code(s) listed for this licensee, contact the licensee's insurance carrier. Contact information for the licensee's insurer is available by clicking the insurer link above. Classification codes are also available on the Workers' Compensation Insurance Rating Bureau's classification search page.

The board does not verify or investigate the accuracy of classification codes displayed.

Other

- Personnel listed on this license (current or disassociated) are listed on other licenses.

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GRBCON
INCORPORATED

STATEMENT OF QUALIFICATIONS

Contract Satisfaction –

GRBCON, Incorporated (DGS SBE #2002710, CSLB No. 1012408) has the workforce, competence, funding and experience to perform the proposed contract in a judicious, qualified and adequate manner including having available and committed tools of the contracts completed to the extent of:

- Financial resources
- Required licenses
- Experience in personnel
- Technical equipment
- Relationships with responsive, accountable vendors, suppliers and subcontractors to adequately assist in completion of the project

Past Contract Performance –

- No suspension or revocation of any relevant professional licenses, significant fines, penalties or failure to comply with any Federal, State or local requirements.
- No termination for default of any contract, nor significant failure to perform timely or in accordance with the proposal, plans and/or specifications.
- No premeditated failure to comply with labor laws and regulations including laws pertaining to timely payment of wages, payment of prevailing wages, sexual harassment, child labor and timely payment of all obligations to subcontractors, vendors and material suppliers.
- No intentional disregard for the personal safety of anyone on company construction sites, or the public.
- No violations of Workers' Compensation laws.
- No failure to comply with State, Federal and local laws and regulations prohibiting discrimination or promoting equal employment opportunity.
- No significant violation of local, state or federal environmental protection laws, rules, regulations or requirement including those related to the unauthorized or unpermitted discharge of pollutants, including wastewater/SWPPP.

Ethics and Business Practice of our Personnel and Firm –

GRBCON, Inc. has had no disputes with its reliability and business ethics for the life of the firm and by the officers of the firm including:

- No conviction of a crime involving bidding upon or performance of local, state or federal government contracts.
- No conviction of a crime involving serious moral depravity, a lack of integrity, or the knowing disregard of the law.

Subcontractor Relations –

The aforementioned business ethics tie into our belief when it comes to dealing with subcontractors including the following:

- Knowledge and understanding with federal, state and local laws and regulations including the California Contract Code pertaining to utilization of subcontractors and business practices toward subcontractors.
- Practicing good faith and fair dealings
- Proving record of intended performance of contractual obligations owing to subcontractors, including timely payment.
- A proven understanding of Davis Bacon, Federal and State funding payroll compliance and respective programs.

Insurance and Bonds –

GRBCON, Inc., has been in full compliance when it comes to documenting and submitting all necessary bonds and insurance to fulfill the requirements of the agencies we have done business with. There is no history of bonding issues, and we a job has never been taken over by the bonding company or had a claim on our bond. We are backed by Everest Insurance which is rated "A+ Superior" by A.M. Best and listed as a California Admitted Surety. We are currently approved for a $16.00 MM aggregate program.

Our insurance coverages are as follows:

- *General Liability- Travelers Indemnity Co. of Connecticut*
  - $1,000,000.00 Per Occurrence
  - $300,000.00 Damage to Rented Premises
  - $5,000.00 Medical Expenses
  - $1,000,000 Personal/Adv. Injury
  - $2,000,000 Products/Completed operations
  - $2,000,000 General Aggregate
- *Auto Liability – Travelers Indemnity Co. of Connecticut*
  - $1,000,000.00 Combined Single Limit
- *Workers Compensation- Travelers Property Casualty Co. of America*

    - $1,000,000.00 Each Accident
    - $1,000,000.00 Each Employee
    - $1,000,000.00 Policy Limit
- *Pollution Liability – Westchester Surplus Lines Insurance Co.*
    - $5,000,000.00 Per Claim/Aggregate
- *Rented/Leased Equipment - Travelers Property Casualty Co. of America*
    - *$250,000.00 Per Claim/Aggregate*
- Umbrella Liability - *Travelers Property Casualty Co. of America*
    - *Confidential Amount – Presented to owner/agency upon contract award.*

Historical Bidding Practices –

At any time additional information has been requested by an agency or owner on a project before or after the time of bid, GRBCON has furnished all necessary documents within the time frame requested. A historical summary of projects performed by GRBCON personnel is attached to this package for reference.

Our Company History –

Established in 2015, GRBCON, Inc. is owned by Kristion Grbavac, Gordon Grbavac Jr. and Gordon Grbavac Sr. Combined, a partnership amongst the three men -- a two-generation venture --bringing both long-standing experience, and current relevancy to the organization. The three Grbavac gentlemen have experience in pipeline related to water, sewer and storm drains of over 30 years dating back to 1990 when Gordon Grbavac first became a C-42 license holder. Since 1990, Gordon Sr. has held ownership roles in three C-42 holding corporations (License No.'s: 592467, 585791, and 907164) and currently holds his own A License. Additionally, Gordon Grbavac Sr. was an officer with California Builders Group (License No: 919166) which formerly held an A license with the State of California. Gordon's experience in Sanitation Systems provides the engineering knowledge and experience of trenching, specifically related to shoring and safety at all levels. He has worked in nearly every county and city in Southern California over the course of his career and will be devoted to the firm's overall success as well as successful project completion.

Since the firm's inception, GRBCON, Inc. has secured numerous Public Works contracts in Sewer, Storm Drain, and Potable Water Line construction. Gordon Grbavac, Jr. and Kristion Grbavac have taken the experience gained at W.A. Rasic and MNR to position GRBCON for market success in Southern California. GRBCON has completed contracts in numerous cities from San Luis Obispo County to Orange County. In 2018, GRBCON, Inc. became Signatory to LIUNA and furthermore gained access to a skilled workforce capable of even the most complex construction tasks. GRBCON's partnership with the Laborers' Union has ensured that employees are well trained in industry standards for construction including but not limited to OSHA regulations, trench safety, and confined space entry procedure.

Given the new arrival of GRBCON as a company, we understand the significant impact adapting a safety culture as a company can have. We strive to impact our employees by teaching them safety is always the number one priority, no matter what.

We also do our part within the underground community by being active members of the Engineering Contractors Association (ECA). Kristion Grbavac currently serves on the board for the ECA and is an active member within several committees. As the industry continues to change, GRBCON practices adapting to the newest standards and regulations with the goal of always being in the know. By taking an active position in industry organizations, the firm can adapt actively to adjust the firm's policy, procedure, and adherence to ever-changing regulation.

Key Players –

GRBCON takes pride in the employees we have invested in and trust will assist in providing our clients with the best possible services and results on a project from start to finish. Our key players involved with each successful project are included in the resume's attached to this package.

Kristion Grbavac

EDUCATION

University of San Diego, San Diego, CA
BA in Political Science

- Minors: Communication Studies, Theology and Religious Studies
- Major/Minor GPA: 3.37

EXPERIENCE

GRBCON, Inc., Baldwin Park, CA
President 2015 - Present

- Responsible for all clerical aspects of business pertaining to finance, compliance, dispute resolution, and estimating.
- Responsible for project management including but not limited to scheduling, change order resolution, and budgeting.

W.A. Rasic Construction Co., Inc., *Long Beach, CA*
Public Works Department Intern 2013-2015

- Responsible for performing take-off calculations on projects up to $ 250,000,000
- Contacted potential subcontractors for material quotations
- Responsible for performing Good Faith Effort, aimed at utilizing small minority and women owned enterprises as subcontractors
- Compiled master contact list of over 700 contacts for Estimators to utilize
- Completed job walks and surveyed potential projects for Estimating staff
- Managed RFIs for potential contract opportunities
- Responsible for review of Specification to assist Estimating staff with bidding process
- Assisted in estimation process of following projects:
- Estimated on: City of Temecula Old Town Sewer Improvements, City of Escondido Cemetery Area Water Pipeline Replacement Project, City of Los Angeles North Outfall Sewer (NOS) Rehabilitation Unit 3 – Vermont to Trinity, City of Burbank Beachwood-Sparks Force Main Replacement and Pump Station Upgrade Project, LADWP Construction Of Owens Lake Dust Mitigation Project Phase 9/10, and Chevron Refinery Station Fire Loop Upgrade Project

SKILLS/LANGUAGES

- Proficient in Croatian and English
- Proficient with Bluebeam CAD software and blue print markup
- Confined Space Certification
- CPR/First Aid Certification
- Competent Person Certification
- CSLB Licensed (A) General Engineering Contractor (#1050830)

Gordon Grbavac

EDUCATION

University of Oregon Eugene, OR
Bachelor of Science June 2017

- General Social Science: Business and Applied Economics
- Cumulative GPA: 3.33

EXPERIENCE

GRBCON, Inc., Baldwin Park, CA
VP/Superintendent/Operator 2015 - Present

- Working closely with the estimating department and bringing a more technical point of view during the bid process
- Project scheduling
- Dealing directly with material distributors
- Job cost analysis
- Acting as a mediator between firm and agency
- Operating all forms of heavy equipment

W.A. Rasic Construction Co., Inc., Long Beach, CA 2013 –2015
Project Engineer

- Acting as a liaison between project manager and technical disciplines involved with projects
- Schedule preparation
- Resource forecasting for construction and other technical activities
- Job cost analysis
- Team building

MNR Construction, Inc., Baldwin Park, CA *2013*
Assistant Project Superintendent

- Assistant to Superintendent obtaining plans, specifications and materials
- Responsible for stocking all utility trucks with proper safety equipment and tools needed for sewer and water projects
- Attended pre-construction meetings and asked relevant questions to agency about respective project

SKILLS/LANGUAGES

- Proficient in Croatian and English
- Certified Microsoft Office Specialist
- Confined Space Certification
- CPR/First Aid Certification
- Competent Person Certification
- Heavy Equipment Operator Safety Certified

5114 Elton Street, Baldwin Park, CA 91706 | Office: 626-699-2380 | Fax: 626-699-2457

Lic. No. 1012408 | DIR No. 1000038691

Gordon Grbavac Sr.

EDUCATION

Pasadena City College 1985-1987
Associates Degree in Business Management

EXPERIENCE

GRBCON, Inc., Baldwin Park, CA
VP/Head Superintendent 2015 - Present

- Working closely with the estimating department and bringing a more technical point of view during the bid process
- Responsible for project scheduling and job cost analysis
- Handle relationships with material suppliers
- Acting liaison between firm and agency
- Operator for all forms of heavy equipment
- RMO, General Engineering Contractor (A) and C-42

California Builders Group 2011 –2012
Officer/Head Estimator/Operator Foreman

- Lead Superintendent of Public Works division
- Estimated and built/ installed projects
- Handled all change orders and resolutions
- Relationship manager for all subcontractors and vendors

Drina Underground Corp., Baldwin Park, CA
VP/Head Superintendent 2008-2010

- Estimated all projects
- Handled project scheduling and job costing and change orders
- Dealt directly with material distributors
- Acted as a mediator between firm and agency
- Operated all forms of heavy equipment

Grgo and Gordon Grbavac Construction Co. Inc., Baldwin Park, CA
VP/Head Superintendent 1991-2006

- Estimated all projects
- Handled project scheduling and job costing and change orders
- Dealing directly with material distributors
- Acting as a mediator between firm and agency
- Operating all forms of heavy equipment
- Responsible for all accounting matters
- Representative for all labor relations

SKILLS/LANGUAGES

- Proficient in Croatian and English
- Confined Space Certification
- CPR/First Aid Certification
- Competent Person Certification
- Heavy Equipment Operator Safety Certified

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Brett Harper

EDUCATION

University of Arizona, Tucson, AZ
BS in Business Administration - Finance
- Major GPA: 3.56

EXPERIENCE

GRBCON, Inc., Baldwin Park, CA
Business Development Manager 2019 - Present
- Responsible for accounts payable, payroll, job costing, and fringe benefit payments.
- Researches potential markets and explores new opportunities aligned with Grbcon's strategic growth model
- Provides comprehensive support in the estimating process and assists in the management of public works projects

Gelt, Inc., *Tarzana, CA*
Asset Management and Aquisitions Intern Summer 2018
- Prepared marketing audits, inspected properties, and compiled information regarding competitors
- Assisted in the underwriting process by completing estimates and providing market research
- Collaborated with asset managers on specific ways to cut down on portfolio wide expenses

Pacific Systems Interiors, *Irwindale, CA*
Accounting Associate Intern Summer 2018
- Efficiently entered invoices into vender accounts to track job cost and payable status
- Processed check requests and cut weekly checks ranging from $500,000-$2,000,000
- Reconciled monthly job disbursement statements to ensure the correct retention was held and outstanding balances were cleared

Grbcon, Inc., *Baldwin Park, CA*
Construction Management Intern Summer 2017
- Attended pre-bid meetings to obtain project details and network with subcontractors
- Participated in the estimating process of public works bid opportunities
- Prepared monthly schedules and researched jobs listed on various platforms

SKILLS/LANGUAGES

- Proficient or advanced in Word, Excel, PowerPoint, Bluebeam, Xactimate, and Vista.

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Lic. No. 1012408 | DIR No. 1000038691

Tihomir (Tim) Grbavac

EDUCATION

Citrus College
Associates Degree in Business Management

EXPERIENCE

GRBCON, Inc., Baldwin Park, CA
Superintendent/Operator (Local 12) 2019 - Present

- Working closely with the estimating department and bringing a more technical point of view during the bid process.
- Brings over 23 years of sewer and storm drain construction experience to the firm from previous employer(s).
- Working closely with Management to ensure schedules are met.
- Effectively communicates changes in field condition to ensure proper notification to ownership
- Subcontractor management, ensuring adherence to respective city standards
- Handle relationships with material suppliers, dispatch of subcontractors
- Acting liaison between firm's management and agency
- Daily Project Record Keeping, As-Built Management
- Operator for all forms of heavy equipment
- Ensure strict adherence to safety procedure

Vasilj, Inc., Irwindale, CA
Superintendent/Operator (Local 12) 2002 –2019

- Working closely with the estimating department and bringing a more technical point of view during the bid process.
- Working closely with Management to ensure schedules are met.
- Effectively communicates changes in field condition to ensure proper notification to ownership
- Subcontractor management, ensuring adherence to respective city standards
- Handle relationships with material suppliers, dispatch of subcontractors
- Acting liaison between firm's management and agency
- Daily Project Record Keeping, As-Built Management
- Operator for all forms of heavy equipment
- Ensure strict adherence to safety procedure
- Construction of Various City of LA SSRP and ESR Projects
- Specified knowledge in Pipe Bursting, CIPP, Point Repairs and DAR Work. **(Media Attached)**

Grgo and Gordon Grbavac Construction Co. Inc., Baldwin Park, CA
Foreman/Operator (Local 12)/Driver (Class A) 1996-2002

- Operating all forms of heavy equipment
- Managerial Foreman, responsible for scheduling of subs, material delivery, daily records, as-builts, agency meetings.

SKILLS/LANGUAGES

- Proficient in Croatian, English and Spanish
- Confined Space Certification
- CPR/First Aid Certification
- Competent Person Certification
- Heavy Equipment Operator Safety Certified
- OSHA 10/30

John Gavigan

EDUCATION

Pasadena City College
Associates Degree in Business Management

EXPERIENCE

GRBCON, Inc., Baldwin Park, CA
Vice President/Project Estimator and Manager 2019 - Present

- Estimate and Manage Public Works Project
- Change order dispute management
- Value engineering
- Brings over 30 years of sewer and storm drain construction experience to the firm from previous employer(s)
- Working closely with field management to ensure expedient construction
- Effectively communicates changes in field condition to ensure proper notification to ownership
- Subcontractor management, ensuring adherence to respective city standards
- Handle relationships with material suppliers, dispatch of subcontractors
- Daily Project Record Keeping, As-Built Management

Vasilj, Inc., Irwindale, CA
Project Estimator and Manager 2003 - 2019

- Estimate and Manage Public Works Project
- Change order dispute management
- Value engineering
- Working closely with field management to ensure expedient construction
- Effectively communicates changes in field condition to ensure proper notification to ownership
- Subcontractor management, ensuring adherence to respective city standards
- Handle relationships with material suppliers, dispatch of subcontractors
- Acting liaison between firm's management and agency
- Daily Project Record Keeping, As-Built Management
- Specified knowledge in Pipe Bursting, CIPP, Point Repairs and DAR Work. **(Media Attached)**

E.C. Construction Co., South El Monte, CA
Laborer, Superintendent, Project Manager/Estimator 1990 - 2003

- Estimate and manage surface restoration project
- Assist the firm with bidding private and public works projects
- Assist the firm with soliciting subcontractor wet utility bids
- Laborer on paving and concrete crews

SKILLS/LANGUAGES

- Proficient in English and Spanish
- Confined Space Certification
- CPR/First Aid Certification
- Competent Person Certification

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Lic. No. 1012408 | DIR No. 1000038691

LA DPW ENGINEERING TRANSFORMING LOS ANGELES

No. 15-1 July 9, 2014

NEWSLETTER

BOE's Harbor District Completes Major Pipe Bursting Project
6200 Feet of Pipe Sets a New Record for City of L.A.!

As part of the City of Los Angeles' settlement agreement with the U.S. Environmental Protection Agency, California Regional Water Quality Control Board, Santa Monica Baykeeper, et al, the $2.1M Secondary Sewer Renewal Program (SSRP) T06A Anaheim St & Broad Ave/T06B Fries Ave and Pier A St sewer project rehabilitated aging secondary pipelines in the Wilmington area of the City.

The 3.12 mile long project was bid as open-cut/lining, with much of the open-cut work being the upsizing of existing 8, 10, 12 and 14-inch sewer lines in some of the most congested streets of Wilmington. In an effort to reduce impact to the surrounding neighborhoods, mitigate anticipated groundwater, and deal with the high volume of underground oil lines present in the refinery rich area of Wilmington, the contractor, Vasilj Inc., proposed pipe bursting as a no-cost alternative. Vasilj, with subcontractor Mocon Trenchless, recently completed the installation of approximately 33,000 feet of 10 to 20-inch sewer pipe for the City of Covina which won an APWA Southern California Chapter Project of the Year (2013).



l to r: *Rob Morrow- President, Mocon Construction, John Gavigan-Project Manager, Vasilj Inc., Tim Grbavac-Superintendent, Vasilj, Inc., Gary Lam-Harbor District Project Manager, Lynn Hanami-Cummings-Harbor District Project Engineer, Rich Clark-Con Ad Project Inspector.*

Pipe bursting is a well-established method for trenchless replacement of pipe wherein the existing sewer pipe is broken by fracturing or splitting (using a mechanically applied force or bursting tool) and a new pipe of the same or larger diameter is pulled in behind it. Existing house laterals and wyes are reconnected manually to the new pipe by excavations made at each house location.



Rob Morrow explains Pipe Bursting to WCED and WCCD Engineers during a site visit.

The City has utilized pipe bursting previously on sewer projects, but not to the extent of this project; 22 sewer reaches totaling 6200 LF of pipe set a new record for the City of Los Angeles! A total of 21 bursts were made on the project. The average burst was about 300 feet in length with one as short as 80 feet (to burst under a high pressure hydrogen line) and the longest burst was 450 feet.

Due to the different conditions present amongst the 22 adjacent sewer reaches, two types of bursting machines were used on the project. A pneumatic system utilizing a bursting tool driven by compressed air was used on the T06A portion of the project where deeper sewers, larger degrees of upsizing and denser soils were encountered. A static system wherein the bursting tool is basically pulled through the existing pipe (no hammering action), was used to pull the larger diameter 16-inch pipe in the T06B portion of the project. Both systems require the construction of pits for inserting and retrieving the bursting tool, except in the case where a reversible type-pneumatic machine is used. The reversible machine is designed to back itself out through the installed pipe and therefore eliminates the need for a retrieval pit. This machine was used in the heavily congested Anaheim-Avalon intersection where traffic would have been highly impacted by the construction of a retrieval pit.

The Bureau of Sanitation has supported the use of pipe bursting because pipe bursting typically utilizes high density polyethylene pipe (HDPE) fused as one continuous piece of pipe. In the long-term, this pipe will provide better protection from root damage and potential groundwater inflow/infiltration. Other construction benefits include less traffic disturbance, shorter replacement time, less

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Pipe Bursting Project continued from page 1

business interruption, and reduced surface paving. Negative impacts of using this method of construction include the generation of considerable noise by the pneumatic system, and the need for large work space in relatively close proximity to the work for fusing the 40 foot lengths of pipe into a single length. One caveat is that once pipe bursting operations commence, they must be completed without interruption as the sewer laterals are disconnected during the process and must be reconnected immediately after the new pipe is installed.

John Gavigan and Tim Grbavac of Vasilj, and Rob Morrow of Mocon Trenchless evaluated the conditions present on the project and determined that the soil conditions and sewer characteristics were compatible with pipe bursting. The bursting route on this project went through mainly commercial developments of Wilmington and crossed Harry Bridges Blvd, a main thoroughfare for container truck traffic accessing the Port of Los Angeles (POLA). As POLA was also constructing a major grade separation project and performing shipping terminal renovations, it was a constant challenge to coordinate truck and construction traffic throughout the project. Crystal Killian, Transportation Engineer with the Southern Office of LADOT was instrumental in assisting the project team with the sequencing of lane closures amongst the multiple projects. Staff from Council District 15 met regularly with residents to keep them informed of the construction schedules and impacts.

Kudos to the residents and businesses of Wilmington who endured the noise generated by the pipe bursting activities, but understanding that the result would be a significantly shortened construction time.

There were some unexpected challenges. The first burst of the project took three hours to burst 300 feet of 8-inch pipe being upsized to 10-inch, a rather typical burst for the conditions present. However, the adjacent reach, although being upsized from 8-inch to 12-inch pipe, encountered unknown ground conditions that required close to 30 non-continuous hours to burst.

In other reaches, we unexpectedly found 12" and 14" diameter pipes heavily laden with sediments. During the bursts, intermediary maintenance holes filled 6-8 feet high with sludge which had to be removed by hand before the sewer system could be returned to use. Winching cables were broken a few times, fortunately occurring within retrievable distances of the constructed retrieval pits or near planned excavations for reconnecting sewer laterals.

An undocumented high pressure hydrogen gas line located within a foot of our sewer and in a utility-congested intersection also proved to be quite challenging. Lots of hand digging, utility company "stand-by" alerts and coordination, and adjustment of bursting rates resulted in a successful bursting run. Groundwater was kept at bay by scheduling the work at low tides and with only minor encounters.



Static Bursting Machine.



Static Bursting Machine being lowered into pit.

Various differing site conditions (contaminated soil, substantially deeper sewer invert depths) were found throughout the project that resulted in change order costs. However, these costs would have been substantially more had the project been built using the contract specified open-trenching methods. The pipe bursting method suggested by Vasilj, Inc. resulted in a savings to the City of about $150,000.

The project was designed by WCED staff, **Sean Zahedi** and **Romulo Samonte**, and construction was managed by **Lynn Hanami-Cummings** and **Gary Lam** of the Harbor District Office. Inspection was provided by District 4 inspectors with Jim Cassley being the Principal Inspector and Rich Clark being the lead inspector. Survey was provided by the Harbor District Survey staff of **Mark Santistevan**, **Froilan Nero** and **Daniel Santistevan**. Staff from the BOS-South Yard under the direction of Wayland Marzett assisted with some of the sewer cleanings and Vasilj foreman, Tim Grbavac was exceptional in coordinating the work and keeping the City team informed of necessary changes. Council District 15 staff members, Gabriela Medina and Nicole Wells and BPW Public Works Affair Officer Ron Charles provided much appreciated communication with the residents of Wilmington.

Kent Welling, representing the Engineer of Design, is currently preparing Pipe Bursting Specifications to be included in the next revision of the Brown Book. This will facilitate future pipe bursting operations by providing quality control and performance requirements. Vasilj hopes to do more pipe bursting projects in the City. As the project was completed on schedule and within budget, they are off to a good start.

Congratulations go to everyone involved with the project.

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HDPE Pipe
Responsible Infrastructure

Covina Sewer Replacement

The city of Covina, CA is populated by more than 49,000 people and is serviced by 121 miles of pipe infrastructure. When the city needed over 6.2 miles of underground sewer pipe replaced in 2011, HDPE provided a reliable, durable, and affordable solution.

On top of the replacement of over 33,000' of vitrified clay pipe, the project had to pass through heavily trafficked areas such as schools, hospitals, residences, and main and secondary streets. HDPE allowed for minimal disturbance to the city and installation in areas with difficult or limited access. The city also experienced tremendous savings on the project, coming in at almost $8 million under budget instead of cost overruns. Pipe bursting often cost as little as $71 per linear foot whereas open cut never cost less than $95 a foot.



HDPE allowed the city of Covina to install a new pipeline without disruption important community areas like a hospital, baseball field, neighborhoods, and trailer park.

Willdan Engineering and Vasilj. Inc. worked with Mocon Trenchless Corporation on the project, which was one of the "larger pipe bursting projects in Southern California" ever attempted. The project totaled 33,112' of 8"-12" DR11 HDPE and ran a complex route under residential, commercial, hospital, and industrial areas. The pipe bursting was divided into 97 runs averaging over 300'. Crews faced additional challenges from a cul-de-sac, trailer park, and baseball field, but reversible bursting tools from TT Technologies allowed them to work without an exit pit for some bursts and avoid the extra construction.

In under a year and a half Covina's pipe project was completed, having provided minimal disruption during pipe bursts and saved the city millions. With the durability and resistance to corrosion of the HDPE, the city does not need to replace this pipeline again for the next century.

Source:
http://ucononline.com/2013/10/02/major-ca-bursting-project-proves-very-cost-effective/

John Gavigan - Past Project Construction List

Emergency Projects

Work Order	Title	work	Dates	Billed Amt	
SWC02380	ALVARADO	remove jetter	*11/13	$ 5,141.99	
SWC02399	GAS TRAP MANHOLES	install SS gas traps	12/13 - 1/14	$ 29,760.02	
SWC02420	HOLLYWOOD BL	replace MH lids	2/14-3/14	$ 7,910.14	
SWC02437	RINALDI	Drop MH	3/14 - 4/14	$ 39,216.61	
SWC02458	AVALON & 59th	18" VCP	*4/14	$ 58,054.84	
SWC02469	309 CHURCH Ln.	point repairs	*5/14	$ 27,500.21	
SWC02488	WILSHIRE Bl.	abandon 8" VCP	5/14 - 7/14	$ 14,236.05	
SWC02496	GRAND VIEW	remodel MH	*6/14	$ 1,149.40	
SZS11559	RESEDA Storm Drain	plug SD lateral	*7/14	$ 8,661.17	
SWC02508	CORBIN	t-lock MH removal	*7/14	$ 1,495.59	
SWC02532	KINGSLEY	drop MH	*8/14	$ 13,429.89	
Pasadena	La Loma	lateral repairs	*7/14	$ 16,955.00	
LACSD	301 Rosemead	pothole	*5/14	$ 23,012.31	
Pasadena	1051 Summit	lateral repairs	*8/14	$ 1,700.00	
SWC02646	23720 LUND ST	lateral repairs	*8/14	$ 4,615.59	
SWC02662	3800 Hollyline	wall & adjust MH	*10/14	$ 25,442.62	
SWC02682	12th	lateral repairs	*11/14	$ 47,001.41	
LACSD	Douglas Ave. Trunk Sink Hole	paving	*11/14	$ 17,455.04	
SWC02697	1608 New Jersey	R&R 8"	*12/14	$ 62,831.00	
SWC02713	1700 West Blvd.	lateral repairs	*1/15	$ 36,441.72	
SWC02728	4100 Marcasel	tool removal	*1/15	$ 50,283.46	
SZS11575	Rose	v-gutter	*2/15	$ 82,663.04	
SWC02745	1280 Angelo	manhole	*2/15	$ 31,779.94	
SWC02760	3700 Oak Hill Ave.	6" vcp repair	*3/15	$ 72,067.48	
SZC12722	59th Alley Pothole	31 potholes	*3/15	$ 91,956.88	
SWC02779	10200 W. Sunset Blvd.	325 lf of 8" VCP	*4/15	$ 184,339.17	

SZC12732	Lambert / Locksley	pipe burst	*4/15	$ 77,140.00	
SWC02808	6151 Figueroa	drop MH	*5/15	$ 36,860.46	
SZC12737	Queens Rd	repairs & lining	*6/15	$ 40,572.00	
SWC02548	4700 Bonvue	tool removal	*7/15	$ 34,413.00	
SWC02868	9600 Bellanca	8" vcp	*8/15	$ 4,446.11	
SZC12740	10300 Kerwood	CCTV & clean spill	*9/15	$ 8,041.75	
SWC02891	Morningside	point repair	*9/15	$ 16,178.00	
LACSD	Rocket pump station	pipe replacement	*10/15	$ 16,680.00	
SZC12747	75th St.	R&R entire reach	*10/15	$ 127,100.00	
SWC02939	7th st Alley	remove tool & steps	*12/15	$ 2,557.16	
SWC03004	200 Vermont	R&R 8" VCP slurry filled	*12/15	$ 42,439.00	
City of Santa Monica	19th & Olympic	16" water main repair	*1/16	$ 35,000.00	
SZS11607	3649 Berry Dr.	72' of 12" HDPE	*1/16	$ 167,928.00	
SWC03018	Lanfranco	point repairs	*1/16	$ 27,069.00	
SWC03033	3500 N. Division St.	New MH & point repair	*2/16	$ 59,560.25	
LACSD	Valencia pothole	pothole	*2/16	$ 48,600.00	
SWC03047	400 Alameda	8" VCP	*2/16	$ 41,229.00	
SWC03061	69th St.	point repair	*3/16	$ 51,558.99	
SWC03077	Rockingham	lining	*4/16	$ 16,064.81	
LACSD	Pasadena pothole	pothole	*4/16	$ 18,953.13	
Anaheim	Katella lateral	install clean out	*4/16	$ 5,400.00	
Anaheim	Lincoln & Broadview	MH to MH	*4/16	$ 112,345.00	
City of Santa Monica	valve replacement at Pier	new valves	*4/16	$ 78,029.00	
SWC03149	2200 Gaffey	6" point repairs	*4/16	$ 42,376.00	
Pasadena	El Molino	12" VCP	*4/16	$ 21,370.00	
SWC03164	3900 Drysdale	6" point repair & MH	*5/16	$ 101,244.32	
Anaheim	3146 Graciosa	lateral repair	*5/16	$ 7,475.00	
SWC03179	Doheny Lining	top hat installation	*5/16	$ 14,300.00	
SWC03195	San Vincente	clean & CCTV	*6/2	$ 137,182.83	

City of Santa Monica	Fire Station Lateral	4" lateral	*6/2	$ 36,455.00	
SWC03208	Trino Way Pacific Palisades	open cut & brick MH	*6/22	$ 141,000.00	
SWC03225	Van Ness (Paramount Studios)		*6/30	canceled	
Anaheim	Paseo Real	MH remodel	*6/30	$ 1,985.00	
Anaheim	Helena St.	wye connection	*7/5	$ 7,985.00	
SZC12767	Mission Rd	full reach 35' deep	*7/16	$ 498,744.00	
SWC03304	Dorcas		*8/15	$ 61,775.00	
SWC03317	Glenville	lining	*8/16	$ 13,290.10	
SWC03332	Jefferson / Rodeo	bulkheads	*8/16	$ 264,750.00	
SWC03343	Tobin	MH remodels	*9/16	$ 49,295.00	
SWC03430	ESR Zoo Dr.	MH deck repairs	*10/16	$ 10,000.00	
anaheim	220 Crescent	lateral repair	*10/16	$ 7,250.00	
SWC03444	Cahuenga	lining & top hats	*10/16	$ 25,000.00	
SWC03454	Woodshire	brick MH	*11/16	$ 23,462.59	
SZC12785	Wonderland Park	R&R 8" reach	*11/16	deleted	
SWC03483	Wheeling	lining	*12/16	$ 36,490.00	
SZS11629	Wheeling	storm drain CCTV & repair	*12/16		
SWC03498	Medlow	repairs & lining	*12/16		
SZC13165	100 Vermont	bursting of 8"	*12/16	$ 172,618.00	
SWC03520	737 Basin / Gaffey	point repair	*1/17		
SWC03531	1330 MLK / Normandie	sink hole	*1/17	$ 17,040.00	
SWC03639	Comstock	point repair	*3/17		
Anaheim	321 Vicki	point repair	*3/17	$ 6,950.00	
anaheim	Palm	new MH	*3/17	$ 11,250.00	
Anaheim	La Palma	point repair	*3/17	$ 7,650.00	
SZC13181	La Presa Bursting	burst	*3/17	$ 228,000.00	
SWC03678	Goodland	lateral repair	*3/17		
SWC03694	Sunshine		*4/17		

Agency/General	Contact / Phone		Job Title	Dates	Value	
LACDPW	Brian Mossberg		Walteria Drain	6/03 - 7/04	$ 4,500,000.00	4900' of 72" drain
Colonies Crossroads			Upland Offsite sewer	7/04 - 10/04	$ 1,000,000.00	4000' of 12" open
Lancaster	Roy Kellogg	661-510-4322	Ave I Storm Drain	9/04 -2/05	$ 969,000.00	1300' of 66" RCP
Claremont	Kirk Phillips	909-399-5478	Storm Drain	7/04-3/05	$ 1,100,000.00	2500' of 48" RCP
Yorba Linda Water			Fiesta Sewer	10/04-11/04	$ 148,000.00	500 of 8" open
Bowden Development			El Monte Elliot Ave.	12/04 - 2/05	$ 25,000.00	site drainage
Burbank Airport			Wash Pad	3/05 - 3/05	$ 38,000.00	concrete pad
LACSD	Peter Brennan	661-775-9723	Trunk "F", Lancaster	4/05 - 11/06	$ 6,155,000.00	8800 lf of 54" open
Pasadena	Yannie Wu	626-744-3762	City Wide Sewer	1/05 - 5/05	$ 150,000.00	point repairs
Sancon Tech.	Bob Hollingsworth	714-891-2323	West Hollywood Sunset Bl.	7/05 - 8/05	$ 195,000.00	point repairs
E.C. Const.	Dave Wilhite	626-444-9596	Foothill Transit Storm Drain	7/05 -8/05	$ 100,000.00	36" storm drain
E.C. Const.	Dave Wilhite	626-444-9596	El Monte Schools	9/05 - 9/05	$ 80,000.00	fire hydrant lateral
Sully Miller	Victor Hernandez		Glendale Street Resurfacing	9/05 - 10/05	$ 110,000.00	point repairs
MCEC, Inc.			Arco Station Sylmar	12/05 - 1/06	$ 115,000.00	lateral
Vernon	Pin Chan		District Blvd. Sewer	1/06 - 5/06	$ 1,700,000.00	3000 of 12" open
City of Los Angeles	Mohamad Fakih	213-485-5841	Sepulveda Sherman Oaks	3/06 - 2/07	$ 3,901,000.00	4500 of 15" open
LACSD	Ted Brodeur	562-699-7411	45th Street East, Palmdale	4/06 - 7/06	$ 920,000.00	1800 of 18" open
LACSD			Joint Outfall "J" Lomita	6/06-7/06	$ 180,000.00	250' of 18" open
Montery Park	Vinnie Bermudez		El Mercado Street	8/06 - 9/06	$ 110,000.00	600 of 8" open
Sully Miller	Victor Hernandez		Pasadena - Raymond Ave.	8/06 - 10/06	$ 390,000.00	1100' of 15" open
LACSD			Artesia Blvd.	12/06 - 1/07	$ 32,000.00	potholing
City of Pasadena	Yannie Wu	626-744-3762	Laguna St. Sewer	1/07 - 3/07	$ 353,000.00	800' of 12" open
E.C. Const.	Dave Wilhite	626-444-9596	Foothill Transit Fire Line	1/07 - 2/07	$ 56,000.00	250' of 8" water
City of Pasadena			Water Main WD 06-03	2/07 - 5/07	$ 801,780.00	5600' of 8" water
Covina	Steve Henley	626-384-5490	Sewer Rehabilitation Phase 1	2/07- 7/07	$ 1,735,000.00	5000' of 8" open
Kaiban, Inc.			Pasadena - Avenue 64	4/07 - 4/07	$ 40,000.00	point repairs

Torres Const.			LAUSD - Garvanza School	4/07 - 4/07	$ 20,000.00	lateral
City of Anaheim	Sean Razmy	714-765-5059	Katella Ave. phase 1	6/07 - 10/07	$ 486,000.00	1200 of 12" open
City of Anaheim	Sean Razmy	714-765-5059	Katella Ave. phase 2	8/07 - 12/07	$ 1,735,000.00	2400' of 18" open
City of Pasadena	Yannie Wu	626-744-3762	Arroyo Ave. Sewer	9/07 - 01/08	$ 635,000.00	1600' of 15" open
City of Anaheim	Sean Razmy	714-765-5059	Brookhurst Ave.	8/07 - 01/08	$ 1,996,000.00	3600' of 18" open
City of Hermosa Beach			Sewer Target Areas 2-4	7/07 - 02/08	$ 435,000.00	repairs & lining
City of Fullerton			Watermain / Sewer	6/07 - 9/07	$ 789,000.00	5600' of 8" water
E.C. Const.	Dave Wilhite	626-444-9596	Citrus College	8/07 -10/07	$ 300,000.00	storm drain
City of Los Angeles			CSRP Unit 6	11/07 - 2/08	$ 635,575.00	3000' of 8" open
City of Garden Grove			Garden Grove Sewer	2/08 - 3/09	$ 3,592,000.00	5400 of 21" open
RJ Noble Co.			City of Buena Park - Knott Ave.	8/08 -10/08	$ 412,000.00	MH on 78" sewer
City of Los Angeles	Felix Madagria	213-485-5709	CSRP Unit 5 NE Wilshire	8/08 - 11/08	$ 1,145,000.00	repairs & lining
City of Anaheim	Sean Razmy	714-765-5059	Citywide Sewer	4/08 - 2/09	$ 1,410,000.00	repairs & lining
City of Los Angeles	Carlton Jones	310-732-4696	Menlo Storm Drain	1/08 - 5/08	$ 478,000.00	500' of HDPE drain
City of Los Angeles	Kola Ajibola		SSRP - Rose Ave. C04	4/08 - 1/11	$ 1,978,000.00	repairs & lining
City of Los Angeles	David Ventura		SSRP - Willow Glen H28A	5/08 - 6/09	$ 2,125,000.00	repairs & lining
City of Los Angeles	Lynn Hanami	310-732-4693	SSRP - Coliseum A02B	5/08 - 7/09	$ 2,424,844.00	repairs & lining
City of Los Angeles	Lynn Hanami	310-732-4693	SSRP - Venice A02A	5/08 - 7/09	$ 1,941,795.00	repairs & lining
City of Anaheim	Sean Razmy	714-765-5059	Citywide Sewer Phase II	5/09 - 6/09	$ 1,251,000.00	repairs & lining
City of Anaheim	Bob Palaelogus	714-765-5285	Lincoln Ave.	1/09 - 5/09	$ 905,300.00	1800' of 15" open
City of Los Angeles	David Ventura		SSRP - Prosser U19B	5/09 - 6/11	$ 2,450,745.00	repairs & lining
City of Los Angeles			Cartwright Assessment	1/09 - 2/09	$ 331,335.00	1000' of 8" open
City of Long Beach	Rene Bracamontes	310-487-9254	West Side Storm Drain	7/09 - 7/10	$ 3,133,000.00	7x4 RCB drain
City of Pasadena	Yannie Wu	626-744-3762	Citywide Sewer	7/09 - 9/09	$ 430,000.00	point repairs
LACDPW			Via Coronel Sewer	7/09 - 8/10	$ 135,000.00	500' of 8" open
Port of Long Beach	Ramajit Brar	562-824-2702	Pier G Sewer	8/09 - 4/10	$ 679,750.00	18" VCP boring
City of Long Beach	Rene Bracamontes	310-487-9254	River Ave. Drain	11/09 - 2/10	$ 1,021,675.00	78" storm drain
E.C. Const. / Pasadena	Dave Wilhite	626-444-9596	Walnut Ave. Kinneloa St.	1/10 - 1/10	$ 192,270.00	storm drain
City of La Puente			Sewer Phase III	11/09 - 4/10	$ 1,494,000.00	7800' of PVC open

City of Los Angeles	Bryan Choorut	213-847-0379	SSRP - Robertson U24	1/10 - 9/10	$ 758,628.00	repairs & lining
City of Riverside	Daniel Simmons	951-712-4952	Tequesquite Sewer	5/10 - 6/11	$ 5,625,287.00	5600' of 36 open
Southwest	Justin Duchaineau		SSRP U15	11/10 - 2/11	$ 65,000.00	repairs & lining
City of Anaheim	Sean Razmy	714-765-5059	CSSSR&R phase 2	8/10 - 1/11	$ 1,299,982.00	repairs & lining
City of Los Angeles	Christine Sotelo	213-485-1505	SSRP H25 A&B	1/11 - 1/12	$ 1,454,000.00	repairs & lining
City of Pomona	Paul Mochel	858-444-6804	Various Locations "A"	2/11 - 9/11	$ 1,574,000.00	10,000 of 8" open
City of Anaheim	Sean Razmy	714-765-5059	CSSSR&R phase 3	5/11 - 12/11	$ 1,031,000.00	repairs & lining
City of Los Angeles	Tao Yang	213-847-0304	SSRP U09 - U10	7/11 - 6/12	$ 1,438,000.00	repairs & lining
City of Los Angeles	Christine Sotelo	213-485-1505	SSRP C01B	10/11- 7/12	$ 1,100,755.00	repairs & lining
City of Pasadena	Bob Gardner	626-590-4909	2011 Upgrades	10/11-2/12	$ 448,248.00	2200 of 10" open
City of Anaheim	Bob Palaelogus	714-765-5285	CSSIP - Orangewood	11/11-10/12	$ 2,515,000.00	7200 of 21" open
City of Covina	Steve Henley	626-384-5490	City Sewer System S-2011	2/12-7/13	$ 4,318,000.00	30,000 bursting
City of Los Angeles	Christine Sotelo	213-485-1505	SSRP C01A	6/12 -8/13	$ 2,032,000.00	repairs & lining
City of Pasadena	Bob Gardner	626-590-4909	2012 Upgrades	8/12 -4/13	$ 219,000.00	1000 of 10" open
City of Anaheim	Sean Razmy	714-765-5059	CSSSR&R group 1	8/12 -11/12	$ 1,230,000.00	repairs & lining
City of Anaheim	Sean Razmy	714-765-5059	CSSSR&R Group 2	3/13-6/13	$ 1,013,000.00	repairs & lining
City of Anaheim	Sean Razmy	714-765-5059	CSSIP - Group 5	3/13 - 10/13	$ 3,949,000.00	9500 lf of 24" VCP
Southwest	Justin Duchaineau		Hermosa Beach	1/13-2/13	$ 195,000.00	point repairs
City of Santa Monica	Carlos Rosales		Wasterwater FY12-13	8/13-12/13	$ 1,181,000.00	3500 of 10" C-900
City of Sana Ana	Kurt		Westminister Sewer	9/13-2/14	$ 1,228,000.00	3300 of 15" vcp
City of Los Angeles	Lynn Hanami	310-732-4693	SSRP T06A	7/13-4/14	$ 2,215,000.00	7500 of 15" HDPE
Southwest	Justin Duchaineau		Hermosa Beach Bayview Ave.	9/13-9/13	$ 332,000.00	1300 of 8" HDPE
Southwest	Justin Duchaineau		Barstow	7/13-7/13	$ 120,000.00	200 of 8" vcp
City of Los Angeles	Carla Rinehart		SSRP S07	3/14 - 12/14	$ 909,000.00	3500 of 8" vcp
City of Fullerton	Allison Tran		Bastanchury	2/14 - 6/14	$ 1,340,000.00	2600 lf of 15" vcp
City of Pomona	Tim Hampton		Ganesha Hills	3/14 - 7/14	$ 765,000.00	2600 of 8" vcp
City of Los Angeles	Lynn Hanami	310-732-4693	SSRP N06AB & N03	8/14 - 6/15	$ 2,155,000.00	4000 of 8" & 70 MH
LADWP	Marcelo		#8888 lateral reconstruction	8/14 - 9/14	$ 262,000.00	5 locations
All American	John Manly		Hawthorne Blvd	6/14 - 8/14	$ 478,000.00	8 to 12" upsizing

Southwest	Rob Bolger	City of Gardena	11/14 - 1/15	$ 38,000.00	spot repair
City of Los Angeles	Celso Perez 213-847-0334	Pierce Woodman Diversion	10/14 - 2/15	$ 360,860.00	24" VCP & MH
City of Pomona	Tim Hampton	Phillips Ranch Wall	12/14 - 1/15	$ 118,000.00	blockwall
City of Santa Monica	Carlos Rosales	Wastewater SP2303	3/15 - 10/15	$ 1,776,000.00	7,000 of 8" c-900
Southwest	Rob Bolger	Barstow	1/15 - 2/15	$ 213,000.00	misc. spot repairs
City of Sierra Madre	Bruce Inman	W. Grand View Sewer	1/15 - 4/15	$ 205,000.00	400 of 10" vcp
LACDPW	Khalad	Carroll Dr. Sewer	4/15 -7/15	$ 105,000.00	400 of 8" vcp
City of Hermosa Beach	Victor chavez	Herondo Water line	3/15 - 4/15	$ 138,000.00	700 lf of reclaimed
City of Pomona	Tim Hampton	Fairplex Sewer	4/15 - 8/15	$ 966,000.00	1000 of 15" vcp
City of Fullerton	Brian Korcok	Orangethorpe MH	4/15 - 5/15	$ 70,000.00	7 new MHs
Southwest	Rob Bolger	Hermosa Beach 14-402	5/15 - 7/15	$ 208,000.00	point repairs
City of Arcadia	Dean	Sewer Repairs	5/15 - 7/15	$ 45,000.00	3 point repairs
City of Upland	Daniel Lee	Sewer Rehab	4/15 - 12/15	$ 303,450.00	30 manholes
City of Long Beach	Jinny Huang	PCH Sewer	4/15 - 12/15	$ 1,488,000.00	1000 of bursting
City of Orange	alan Truong	Glassell	6/15 - 10/15	$1,043,300.00	6000 of 8"
City of Anaheim	Kelli Tunnicliff	Katella & Harbor	7/15 - 12/15	$2,598,000.00	5000 of 21 & 24
Rossmoor	Harvey Gobas 714-751-7373	Katella Ave.	11/15 - 4/16	$785,000.00	1800 of 8"
City of Anaheim	Jonathan Hefferman	Anaheim Hills Golf Course	12/15 - 2/16	$ 195,000.00	60" SD
City of Pasadena	Roubik	2016 Sewer Relining	1/16 - 4/16	$ 491,500.00	978 of 8" & lining
City of Los Angeles	Carla Rinehart	SSRP Z18A	1/16 - 1/17	$ 2,481,000.00	
City of Los Angeles		SSRP P08	8/16 - 9/17	$ 1,804,700.00	
City of Anaheim	Tim Flint	Lincoln Sewer	3/16 - 7/16	$ 376,000.00	
City of Arcadia	Michael	Huntington Dr. bursting	7/16 - 8/16	$ 326,000.00	2000 of 14" HDPE
City of El Segundo		Illinios	9/16 - 11/16	$ 414,000.00	2500 of 8"
City of Anaheim	Kelli Tunnicliff	Alomar Sewer	1/17 - 4/17	$ 739,000.00	1300 of 18"
City of LA		SSRP H22	1/17 - 12/17	$ 2,262,000.00	
City of Anaheim	Kelli Tunnicliff	Cerritos Sewer	2/17 - 7/17	$ 2,236,000.00	2800 lf of 24"
city of LA		SSRP P22	6/17 - 2/18	$ 1,588,392.00	1000 of 15" vcp
City of Arcadia		Misc Sewer	5/17 - 6/17	$ 45,000.00	remodel MH

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PROJECT LIST

Job No	Work Done As:	Project Title	Completion Date	Awarding Body	Awarding Body Address	Awarding Body Contact	Prime Contractor	Phone Number	Pipeline Type	Description	Original Contract Amount	Final Contract Amount
25PW03	GRBCON, Inc.	Indian Canyon Sewer, City Project No. 01-11B	IP	City of Palm Springs	3200 E Tahquitz Canyon Way, Palm Springs, CA. 92262	India Allen	GRBCON, Inc.	858-757-1124	Sewer	Mobilization, Traffic Control, SWPPP, 7675' of 10" C900 Pipe Installation, Backfill, Compaction, Base Paving 38,375 SF, 1,200' of Microtunneling 10" Sewer, 24 EA Sewer Manholes, Microtunneling Shafts 2 EA, Microtunnel 36" Tri Loc Casing, 76,750 SF of 1.5" Grind and Overlay, Striping, etc.	$ 8,512,176.49	IP
25PW01	GRBCON, Inc.	Sewer Main Replacement Project - Project No. S2502	May-25	City of Covina	125 E College St, Covina, CA 91723	Rafael Fajardo	GRBCON, Inc.	626-672-5991	Sewer	Mobilization, Potholing, Survey, Shoring, Connection to City Sewer, 195' of 6" Sewer, 24" Access MH Install, 1 EA 6" Cleanout, R&R Brick Driveway, and 725 SF of Asphalt Restoration.	$ 152,675.00	$ 152,675.00
24SW12	GRBCON, Inc.	Las Flores Park Modular Restroom Project	Aug-25	City of La Verne	3660 "D" Street, La Verne, California, CA. 91750-3599	Miguel Cuyugan	GRBCON, Inc.	909-594-9702	Sewer	Clearing and Grubbing, Mobilization, Traffic Control, Grading and Unclassified Excavation, Removal of Tree Roots, 12' Sewer Lateral, 820 SF of PCC Sidewalk Removal, Install 1175SF PCC Sidewalk, 370' of 8" VCP Sewer, 2 EA Precast MH, Cleanouts, 40' 4" VCP Laterals, 60' of 1" Water, 4,750 SF Trench Pavement Repair, Furnish and Install Prefab Restroom Building, Concrete Pad, and Electrical Conduit Conductors, and Pull Boxes.	$ 982,822.50	$ 989,063.69
24SW25	GRBCON, Inc.	Marina Trunk Sewer Section 1 A Relief	IP	Los Angeles County Sanitation District No. 2	1955 Workman Mill Road, Whittier, CA. 90601	Donald Ton	GRBCON, Inc.	562-447-3567	Sewer	Mobilization, Permits, Unknown Utility Potholing/Excavation, Landscaping, Bypass, 1610' of 18" FRP Sewer, 60" Junction Structure, MH Rehab, 48" MH Type C, 48" Angle Point MH Type D, 3 EA MH Type D, 19,000 SF Asphalt Paving, etc.	$ 3,312,930.00	IP
24SW28	GRBCON, Inc.	Agreement No. 12A2229 Parking Lot Paving, Installation of Storm Drains and Electrical Conduits, In Orange County	Jul-25	California Department of Transportation	1727 30th Street, MS 65, Sacramento, CA. 9516-7006	Gurinder Kaur	GRBCON, Inc.	279-234-2252	Storm Drain	Asphalt Cracking Repair and Prep Work For Seal Coat, Seal Coat, Striping, Crack Seal, Storm Drain, and Electrical Conduits.	$ 321,641.00	$ 321,641.00
24SW24	GRBCON, Inc.	West Topa Topa Drive Storm Drain Repair Project SW-3080	Jan-25	City of Ojai	401 S. Ventura Street, Ojai, CA. 93023		GRBCON, Inc.		Storm Drain	Mobilization, Cleaning/CCTV, Invert Repair, SD Coupling Repair, CIPP Pipe Installation 160' of 36" CMP, and Demobilization.	$ 215,525.00	$ 215,525.00
24SW17	GRBCON, Inc.	CIP No. 421 Annual Sewer Improvements Phase 2	Nov-25	City of Hermosa Beach	1315 Valley Drive, Hermosa Beach, CA. 90254	Andrew Nguyen	GRBCON, Inc.	310-318-0212	Sewer	Install 4,820' of 8" SDR -35 Sewer Main, Reconnect 208 Sewer Laterals, Extend 642 LF of Sewer Lateral, 14 EA Install of full depth Polyurethane MH liner, 24 EA New MH, Etc.	$ 2,944,821.00	TBD
24SW21	GRBCON, Inc.	Badillo Street Water Services Replacement Project	Dec-24	City of Covina	125 E College St, Covina, CA 91723	Rafael Fajardo	GRBCON, Inc.	626-672-5991	Water	Install 60' of 4" Service Lateral, R&R 6 EA 1" Water Service/Box, R&R 4 EA Fire Hydrants, Install 160' of 6" PVC Water Main, and R&R 250 SF of PCC Driveway Approach.	$ 379,581.20	$ 408,903.96

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PROJECT LIST

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24SW08	GRBCON, Inc.	Citywide Storm Drain Repairs 2024	Feb-25	City of Ontario	303 E "B" Street, Ontario, CA. 91764	Casey Cameron	GRBCON, Inc.	909-241-5467	Storm Drain	Install 662' of UV Fiberglass Patch to Repair Broken Pipe Between 6 Locations, Dig and Replace 130' of RCP, Full Pipe Replacement from Inlet to Catch Basin at 3 Locations, Backfill, Paving, Etc.	$ 707,191.00	$ 1,408,676.51
24SW07	GRBCON, Inc.	Valve Replacement Project	Jul-24	City of Arcadia	240 West Huntington Drive, Arcadia, CA. 91007	Tiffany Lee	GRBCON, Inc.	626-254-2721	Water	Traffic Control, 1 EA Install 12"X12"X8" Tee, 1 EA 12" Resilient Wedge Gate Valve, 1 Ea 8"X8"X8" Tee, 3 EA 8" Gate Valves, 430 SF of Asphalt Paving, 710 SF of PCC Cross Gutter, Striping, and 252SF of Slot Paving.	$ 146,255.00	$ 146,255.00
23SW04	GRBCON, Inc.	Sewer Main and Miscellaneous Storm Drain Improvement Project 2023	May-24	City of Hawthorne	4455 W. 126th Street, Hawthorne, CA. 90250	Heecheol Kwon	GRBCON, Inc.	310-649-2984	Sewer and Storm Drain	45' of 8" VCP Point Repairs, R&R 2,900' of Existing 8" and 10" VCP with 12" VCP, 13 EA 48" MH, 380' of 15" and 18" RCP, 2 EA SD MH, 2 EA Catch Basins, Traffic Loops, and Pavement Restoration.	$ 2,181,303.00	$ 2,880,966.00
23SW03	GRBCON, Inc.	Badillo Street and Azusa Ave Water Main Replacement Project	Sep-24	City of Covina	125 E College St, Covina, CA 91723	Rafael Fajardo	GRBCON, Inc.	626-672-5991	Water	1410' of 12" and 8" CL52 DI Water Main, 3 EA Fire Hydrants, 4 EA 1" and 2" Water Services, 6 EA 12" Gate Valves, 1 EA 8" Gate Valve, T's, Reducers, Crosses, Asphalt Paving, 2 Ea 4" Fire Lines, Paving, Etc.	$ 814,045.00	$ 814,045.00
23SW02	GRBCON, Inc.	Main Street Sewer Pipe Replacement Project No. N2M23-24	Dec-23	City of Alhambra	111 S 1st St, Alhambra, CA 91801	Thomas Amare	GRBCON, Inc.	626-300-1562	Sewer	Excavation, 760' of 12" VCP Sewer, 2 EA 60" Manholes, 16 EA Sewer Laterals, Bypass, 8 EA Traffic Loops, 50,000 SF Slurry Seal, etc.	$ 710,879.00	$ 681,980.10
22SW02	GRBCON, Inc.	Downtown District Sewer	Jan-24	Valley Sanitary District	45-500 Van Buren, Indio, CA. 92201	Adrian Contreras	GRBCON, Inc.	760-238-5400	Sewer	Clean/Install 12,065' of 8", 10", and 12" CIPP Liner, Reinstate 135 Lateral Connections, Rehab 52 Manholes, Construct 1905' of 8" and 6" PVC Sewer,	$ 2,317,866.00	$ 2,578,308.95
22SW07	GRBCON, Inc.	Sewer Main Replacement - Portion of Azusa Ave & Citrus Street	Aug-22	City of West Covina	1444 West Garvey Avenue South, West Covina, CA. 91790	Okan Demirci	GRBCON, Inc.	714-319-6137	Sewer	460' of 8" HDPE Sewer Installed by Pipe Bursting, 3 new 48" manholes, paving, traffic control, etc.	$ 358,911.00	$ 219,994.40
22SW11	GRBCON, Inc.	City-Wide Manhole/Trench Adjustment Project Project No. P2301	IP	City of Covina	125 E College St, Covina, CA 91723	Rafael Fajardo	GRBCON, Inc.	626-672-5991	Sewer	R&R 120' of 8"VCP Sewer, 75' of 4" VCP Sewer Laterals, 4 EA 48" Sewer Manholes,	$ 125,850.00	$ 125,850.00
22SW10	GRBCON, Inc.	Storm Drain Repair 2021 Project	Feb-23	City of Pasadena	100 North Garfield Ave. Pasadena, CA 91101	Brent Maue	GRBCON, Inc.	626-744-4307	Storm Drain	250 SF Remove and Reconstruct Catch Basin Deck, 120' Furnish and Install Catch Basin Protection, 2 EA Adjust Culvert Lid, 15 EA Catch Basin Inserts, etc.	$ 352,550.00	$ 352,550.00
22SW02	GRBCON, Inc.	Valley Blvd/Kaiser Sewer Project SB-19-PW-22	Apr-23	City of Fontana	8353 Sierra Avenue, Fontana, CA. 92335	Kyle Scribner	GRBCON, Inc.	(909) 350-6530	Sewer	550' of 10" and 15" VCP Sewer, Shoring, 4 EA 48" Poly-Crete Manholes, 2700' of 10" CIPP Lining, and Paving.	$ 752,829.96	$ 872,225.55
22SW03	GRBCON, Inc.	Beverlywood Street Storm Drain Project	May-23	City of Los Angeles	200 N Spring Street Room 355, Los Angeles, CA. 90012	Hugo Rico	GRBCON, Inc.	(213) 485-4564	Storm Drain	375' of 36" RCP Storm Drain, 16' of 24" RCP Storm Drain, 2 EA Manholes, 1 Catch Basin, and 1 EA House Connection Remodel, etc.	$ 662,920.00	$ 546,718.06
22SW04	GRBCON, Inc.	Secondary Sewer Renewal Program D Con 03 (E28 & E30) W.O.SZC14006	Mar-23	City of Los Angeles	200 N Spring Street Room 355, Los Angeles, CA. 90012	Ali Hemmatabadi	GRBCON, Inc.	(213) 847-4756	Sewer	Remove and Replace 514' of 8" VCP, 65' of 8" Spot Repairs, Reconnect 25 EA House Connections, 1835' of Non Structural Lining, and 672' of Structural Lining.	$ 772,162.00	$ 825,301.77
22SW05	GRBCON, Inc.	Secondary Sewer Renewal Program D CON 02A (E20) W.O.SZC14009	IP	City of Los Angeles	200 N Spring Street Room 355, Los Angeles, CA. 90012	Brook Teferi	GRBCON, Inc.	(213) 847-0366	Sewer	513' of 8" VCP, 296' of 8" VCP Spot Repairs, 3815' of Structural 8" Lining, Reconnect 38 Laterals, CCTV, and Trench Resurfacing.	$ 1,188,777.00	$ 1,279,781.01

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PROJECT LIST

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22SW09	GRBCON, Inc.	North Hollywood West Wellhead Treatment Storm Drain Connection	Dec-22	Los Angeles Department of Water and Power	111 N Hope Street Room L-43, Los Angeles, CA. 90012-2694	Manuel Perez	GRBCON, Inc.	818-771-3765	Storm Drain	Storm Drain Connection Comprising a Storm Drain Catch Basin Approx 15' from the new 18" RCP Storm Drain Pipe.	$ 97,444.00	$ 100,612.00
22SW06	GRBCON, Inc.	Sewer HC Remodeling For The City Trunk Line North Unit 1 Project	May-23	Los Angeles Department of Water and Power	111 N Hope Street Room L-43, Los Angeles, CA. 90012-2694	Ian Lei	GRBCON, Inc.	213-367-3474	Sewer	25 EA Remodel Existing 6" House Connections, Shoring, Backfill, and Paving.	$ 1,565,271.00	$ 1,565,271.00
22SW01	GRBCON, Inc.	Sewer Relief Line Project - San Bernardino Rd From Second Ave to Third Ave	Jul-22	City of Covina	125 E College St, Covina, CA 91723	Rafael Fajardo	GRBCON, Inc.	626-672-5991	Sewer	190' of 8" HDPE Sewer, 360' of 10" HDPE Sewer (Pipe Bursting), 875' of 10" HDPE Sewer, 11 Precast Sewer Manholes, 400' of 8" HDPE (Pipe Bursting), and 1 Drop Manhole	$ 934,666.00	$ 968,447.47
21SW10	GRBCON, Inc.	Citywide Storm Drain Repairs	Aug-22	City of Ontario	303 E B St, Ontario, CA. 91764	Casey Cameron	GRBCON, Inc.	909-241-5467	Storm Drain	1225' of 12", 15", 18", and 24" Storm Drain Repairs between 7 different locations, 6 fiberglass patches (UV Lining), and Paving.	$ 681,901.00	$ 681,901.00
21SW10	GRBCON, Inc.	Proj No. 530 Los Nietos, Line D, Sorensen Lateral	Jul-22	LACDPW	900 S. Fremont Ave, Alhambra, CA. 91803	Omid Emam	GRBCON, Inc.	626-607-7444	Storm Drain	86' of 18" RCP, 407' of 30" RCP, 55 LF of Curb and Gutter, 2 Manholes, 3 Catch Basins, Grind and Overlay, and 2 Junction Structures.	$ 391,885.00	$ 409,041.39
21SW08	GRBCON, Inc.	Alley Sanitary Sewer Improvement Project - ASSIP - E/O Wilhlemina	Apr-22	City of Anaheim	200 S Anaheim Blvd, Anaheim, CA 92805	Tim Flint	GRBCON, Inc.	949-254-7954	Sewer	645' of 8" VCP Sewer Construction. 15 house connections. Construction of (4) 48" sewer manholes. 13,257 SF of Concrete Alley Replacement.	$ 875,599.00	$ 665,000.00
21SW04	GRBCON, Inc.	N Atlantic Sewer Main Replacement Project	IP	City of Monterey Park	320 W Newmark Ave, Monterey Park, CA 91754	Cesar Vega	GRBCON, Inc.	626-712-8406	Sewer	3,000' of 12" and 16" Pipe Bursting -- Open Cut of 900' of 18" VCP. Various Sewer Structures and MH Rehabilitation. Applicable Grind and Overlay + Restoration.	$ 2,393,156.00	IP
21SW09	GRBCON, Inc.	6th Street Sewer Main Replacement Project	Dec-21	City of Alhambra	111 S 1st St, Alhambra, CA 91801	Thomas Amare	GRBCON, Inc.	626-300-1562	Sewer	1,321' of 12" VCP Open Cut Replacement, with bypass. 46 house connections. 43,800 SF of asphalt grind and overlay. 4,600 SF of full AC removal. Construction of 6 new 48" manholes with PVC Lining.	$ 701,847.00	$ 725,844.00
21PR01	GRBCON, Inc.	Rosa De Castilla Apartments	Dec-21	WPIC/COLA	125 W Maple Ave, Monrovia, CA 91016	Dieco DeAndrade	WPIC	626-877-3459	Sewer/Storm Drain	Approx 1,200 of 6",8",10",12",and 15" Storm Drain Line Construction including junction structures, manholes, and drain boxes. Installation of 60' of 6" Sewer Line and 6" CIPP rehab.	$ 719,000.00	$ 978,000.00
21SW05	GRBCON, Inc.	Sewer Manhole Restoration at Commhnity Center and Sewer Main Repair on Santa Margarita	May-21	City of Arcadia	11800 Goldring Road, Arcadia, CA 91066	Michael Kwok	Grbcon, Inc.	(626) 254-2727	Sewer	Raise Manholes -- Perform 2 (8" point repairs)	$ 24,794.00	$ 24,794.00
21SW03	GRBCON, Inc.	Sewer Line Installation Project - Zone 10	Jun-21	City of Covina	125 E College St, Covina, CA 91723	Rafael Fajardo	GRBCON, Inc.	626-672-5991	Sewer	Construct 570' of 8", 270 of 4", Construct Two Manholes, 77,000 SF of Overlay, 2 ADA Ramps, Striping anf Signage, Traffic Loops	$ 509,619.70	$ 522,344.24

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PROJECT LIST

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21SW02	GRBCON, Inc.	2020 Sewer Replacement Project	Mar-21	City of Stanton	7800 Katella Ave, Stanton, CA. 90680	Paul Interwest	GRBCON, Inc.	562-673-8143	Sewer	R&R 330' of 8" VCP with 12" VCP, 1 Lateral + Chimney Riser, Manhole Coring for New Pipe, Decorative/Colored PCC Pavement, AC Paving	$ 199,299.00	$ 213,128.25
21SW01	GRBCON, Inc.	Sewer Relief Line Project - Badillo Street from Fourth Ave to Hollenbeck Ave	May-21	City of Covina	125 E College St, Covina, CA 91723	Rafael Fajardo	GRBCON, Inc.	626-672-5991	Sewer	Bypass Sewer, Install 1,150' of 12" HDPE + 270' of 18" HDPE by pipe bursting method. Reconnect house connections. Construct 260' of 8" VCP + 3 manholes, 4" and 6" house laterals and various grind and overlay.	$ 501,583.00	$ 663,466.20
20SW03	GRBCON, Inc.	FY 20 Arenoso Lane Sewer Line Rehabilitation	Mar-21	City of San Clemente	910 Calle Negocio, San Clemente, CA. 92673	Shawn Ryan	GRBCON, Inc.	760-805-4552	Sewer	Remove and Replace 20' of 8" PVC Pipe, Bypass Sewer Line and Restore Surface. Bypass discharge located at bottom of cliff.	$ 99,730.00	$ 99,730.00
21SS02	GRBCON, Inc.	City of Lynwood - Pavement Rehab Phase 2	Mar-21	City of Lynwood	11330 Bullis Road Lynwood, CA 90262	Lorry Hempe	Sequel Contractors, Inc.	310-603-0220	Sewer	30' Open Cut Point Repairs, Bypass, TC, Compaction, Shoring, Backfill	$ 29,950.00	$ 29,950.00
20SW05	GRBCON, Inc.	Baldwin Ave. Sewer Project	Dec-20	City of Arcadia	11800 Goldring Road, Arcadia, CA 91066	Michael Kwok	GRBCON, Inc.	(626) 254-2727	Sewer	Install 1,080' of 16" HDPE by PipeBursting, Repair 6 Manholes affected by bursing operations, tie-in 23 house connections to newly installed sewer main, modify 8" to 12" drop connection transition, grind and overlay affected payment and restore striping	$ 424,645.00	$ 424,645.00
20SS01	GRBCON, Inc.	2020 Sewer Lining Project	Nov-20	City of Pasadena	100 North Garfield Ave. Pasadena, CA 91101	Brent Maue	Southwest Pipeline and Trenchless Corp.	626-744-4307	Sewer	Various Point Repairs on 8", 10", and 12" Pipe. Sewer Bypass . Manhole Remodels. Sinkhole Repairs,	$ 141,000.00	$ 181,391.40
20SW02	GRBCON, Inc.	Chapel Ave. Sewer Main Replacement Project	Nov-20	City of Alhambra	111 S 1st St, Alhambra, CA 91801	Thomas Amare	GRBCON, Inc.	626-300-1562	Sewer	700' open cut 12" VCP, 1225' of 14" HDPE by pipebursting, 68 HC Reconnections, 1 New Manhole, 8 Manhole Rehabs with Spray Liner, 85,500 SF of Slurry Seal, Striping, Grind and Overlay, Const. Sewer Lateral to Lift Station, 360 SF of Exposes Agg PCC Pavement	$ 1,149,175.00	$ 1,065,975.00
20EM12	GRBCON, Inc.	Verde Vista Asphalt Repair	Oct-20	City of Monterey Park	320 W Newmark Ave, Monterey Park, CA 91754	Frank Lopez	GRBCON, Inc.	626.307.1323	Paving	Remove and Replace 10,850 SF of Asphalt affected by a blown out water line. Perform outreach, traffic control, removal, disposal of subgrade and asphalt. Replace with new asphalt and compact new subgrade.	$ 92,008.00	$ 92,008.00
20SW06	GRBCON, Inc.	Garvey and Atlantic Sewer Repair	Sep-20	City of Monterey Park	320 W Newmark Ave, Monterey Park, CA 91754	Frank Lopez	GRBCON, Inc.	626.307.1323	Sewer	Install 12' of 18" Sewer Pipe to divert flows from one manhole to another, bypass, remodel (2) manholes and coat with zebron liner, perform traffic control, shoring, and paving.	$ 59,539.00	$ 54,702.95
20SW04	GRBCON, Inc.	Mt. Olive Lane Sewer Extension Project	Aug-20	City of Bradbury	600 Winston Ave, Bradbury, CA 91008	Michael Lee	GRBCON, Inc.	(909) 594-9702	Sewer	1,030' open cut 8" HDPE, 320' OPEN CUT 4" HDPE, 385' OF 8" HDPE via Horizontal Directional Drilling, 181' of 6" HDPE via HDD, Installation of (5) Sewer Manholes, Installation of 4 (Smart Covers Surcharge Monitor Systems), Construction of 6,500 SF Access Road, Grind and Overlay/Base Pave, and 47,000 SF of Hydroseed	$ 551,862.00	$555,000.00

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20SD01	GRBCON, Inc.	Bicycle and Pedestrian Improvements - Orange Ave. Catch Basin Installation	20-May	City of West Covina	1444 W Garvey Ave S, West Covina, CA 91790	Okan Demirci	GRBCON, Inc.	714-319-6137	Storm Drain	20' of 18" RCP Lateral, Junction Structure into 36" RCP, 14' catch basin, ADA ramp, striping, curb and gutter, stamped concrete, sidewalk restoration, and AC Pavement Cap/Slot Trenching	$ 73,235.00	$73,235.00
20SW01	GRBCON, Inc.	FY 20 Priority Sewer Main Replacement	20-Apr	City of Covina	125 E College St, Covina, CA 91723	Rafael Fajardo	GRBCON, Inc.	626-672-5991	Sewer	520' of 10" HDPE DR17 Pipe Bursting, 200' of 6" Laterals, 555' of 8" VCP Open Cut, 105' of 4" Laterals, Construction of 4 48" Sewer Manholes, Live Bypass, Shoring, 5,000 SF AC Restoration	$ 434,630.00	$540,757.85
19SW02	GRBCON, Inc.	Glenoaks Sewer and Water Improvement Project	20-Feb	City of San Fernando	117 N Macneil St, San Fernando, CA 91340	Patsy Orosco	GRBCON, Inc.	(818) 898-1224	Sewer	2,624' of 15" and 18" VCP, Live Bypass, ADA Ramps, Sidewalk, Curb and Gutter, 1" + 2" Water Services, AC Grind and Overlay, 50+ House Connections	$ 1,092,496.00	$1,500,000.00
19SW04	GRBCON, Inc.	CD2 - SHERMAN WAY SEWER TIE IN	19-Oct	City of Los Angeles, GSD	111 E 1st St, Los Angeles, CA 90012	Todd Davie	GRBCON, Inc.	323-328-0415	Sewer	20' of 6" Lateral - CD2 Facility	$ 50,600.00	$50,600.00
19SS01	GRBCON, Inc.	Annual Sewer CIP	Aug-19	City of San Juan Capistrano	32400 Paseo Adelanto San Juan Capistrano, CA 92675	Mike Marquis	SANCON Engineering, Inc.	949-443-6326	Sewer	Raise Manholes, Cleanouts, 490' of Point Repairs, Paving (Grind and Overlay), Construction of Cleanouts, DAR Repairs	$ 392,919.70	$392,919.70
19SW01	GRBCON, Inc.	Sewer Lining 2016	Aug-19	City of San Luis Obispo	919 Palm Street, San Luis Obispo, CA 93401-3218	Hai Nguyen	GRBCON, Inc.	805.781.7109	Sewer	6" CIPP, Construction of Point Repairs, Cleanouts, and Manhole Rehabs	$ 480,000.00	$480,000.00
19EM01	GRBCON, Inc.	Fairfax and Adams Emergency Sewer Repair	19-April	City of Culver City	9770 Culver Blvd, Culver City, CA 90232	Mate Gaspar	GRBCON, Inc.	310-849-8946	Sewer	Construct One 36" Precast Manhole, Remove Existing Sewer Manhole, Construct 8" Sewer Main Point Repair, Restore Existing AC.	$ 26,335.00	$26,335.00
19SW03	GRBCON, Inc.	Pacific Ave. Sewer Manhole Relocation	19-April	City of Bellflower	16600 Civic Center Dr. Bellflower, CA.	Philip Wang, P.E.	GRBCON, Inc.	562-804-1424 x2254	Sewer	Construct (1) 48" Sewer Manhole, Demolish (1) 48" Sewer Manhole, and Abandon 120' of 8' Sewer Pipe	$ 24,480.00	$24,480.00
18PR02	GRBCON, Inc.	2900 Wilshire - Storm Drain Reallignment	18-Dec	2900 Wilshire LLC/AECOM	1999 Avenue of the Stars #2600 Los Angeles, CA. 90067	Mike Woody	Aecom/Wilshire	213-215-6767	Storm Drain/Sewer	Construction of (2) Junction Structure (MH JM Type), Installation of 100' of 3000-D 36" RCP, Dewatering, and Removal and Relocation of (1) Sewer Cleanout and Lateral.	$ 165,000.00	$568,000.00

GRBCON INCORPORATED

PROJECT LIST

Job No	Work Done As:	Project Title	Completion Date	Awarding Body	Awarding Body Address	Awarding Body Contact	Prime Contractor	Phone Number	Pipeline Type	Description	Original Contract Amount	Final Contract Amount
18SW02	GRBCON, Inc.	Install Sewer Saddle, 89700R1	Oct-18	LADWP	111 N Hope St #1603, Los Angeles, CA 90012	Sanjar Ardalan	GRBCON, Inc.	213-792-4854	Sewer	Installation of Sewer Lateral at LADWP Sheldon Power Generating Station - 35' of 6" VCP and applicable aspahlt restoration and sidewalk restoration	$ 125,702.00	$125,702.00
18SW01	GRBCON, Inc.	Westwood Blvd Sewer Extension Project	Oct-18	City of Culver City	9770 Culver Blvd, Culver City, CA 90232	Mate Gaspar	GRBCON, Inc.	310-849-8946	Sewer	Construction of approximately 40' of 8" Sewer, 2 36" Precast Manholes, Redesign of 4 House Connection Laterals, and Construction of 35' CMU Wall -- all done in backyards (DAR - Difficult Access Reach)	$ 127,271.00	$127,271.00
18SD01	GRBCON, Inc.	Ajax Ave. Storm Drain Improvement Project	Sep-18	City of Industry	15625 Stafford St #100, City of Industry, CA 91744	Gerry Perez, CNC Engineering	GRBCON, Inc.	626-956-8034	Storm Drain	725' of 24" and 30" RCP Storm Drain Pipe, Construction of 1 Catch Basin, 3 Manholes, and one connection to existing river outfall storm drain, 4500 SF of Asphalt Grind and Cap	$ 289,490.00	$309,490.00
18PR01	GRBCON, Inc.	Tract 31467 - Offsite Sewer and Water Improvments	Aug-18	KB Home Coastal, Inc.	36310 Inland Valley Dr, Wildomar, CA 92504	Dennis Lorton, Murow CM	KB Home Coastal, Inc.	714-493-5831	Sewer, Storm Drain, and Water	50' of 8" SDR-35 Sewer, (3) 60" Sewer Manholes, (1) Metering Manhole Device Modification, (2) 12" to 10" HotTaps, 300' of 10" C-900 Restrained Joint Pipe, (1) Fire Hydrant, (3) Water Line Relocations, (1) Blowoff, (2) Air Vacs, (4) SD Junction Structures, (2) SD Manholes, (2) Modified Catch Basins, 20' of 18" RCP, 100' of 24" RCP, (3)	$ 234,530.00	$912,776.00
18SS02	GRBCON, Inc.	Pasadena CMP Point Repairs and Rehab.	Apr-18	City of Pasadena	100 Garfield Ave, Pasadena, CA 91101	Connor Moore	NuLine Technologies LLC	760-975-5856	Storm Drain	12' of 15" CMP. 30' of 12" CMP, Sidewalk Restoration, Construction of Modified JS	$ 55,240.00	$55,240.00
18SW01	GRBCON, Inc.	Sewer Main Rehabilitation Project FY 17/18 Phase 2	Sep-18	City of Norwalk	12700 Norwalk Blvd, Norwalk, CA 90650	Julian Lee	GRBCON, Inc.	562-209-4915	Sewer	8", 10", and 15" CIPP Lining (8,900'), 263' of FPVC Pipe Bursting, Construction of One New Manhole, Rehab of one 48" Manhole, 14 Open-Cut Sewer Point Repairs on 8" VCP.	$ 635,444.40	$699,000.40
17SS04	GRBCON, Inc.	4th St. Sewer Main Rehabilitation Project	Dec-17	East Valley Water District	31111 Greenspot Rd, Highland, CA 92346	Eliseo Ochoa	SANCON Engineering, Inc.	909-888-8986	Sewer	Remove and Replace 12' of 6" VCP, Remove Broken Wye, Replace Wye and Reconnect Existing Service Lateral, AC Pavement Restoration	$ 18,500.00	$18,500.00
17EM03	GRBCON, Inc.	Misc. Emergency Sewer Repairs	Nov-17	City of Culver City	9770 Culver Blvd #3, Culver City, CA 90232	Mate Gaspar	GRBCON	310-849-8946	Sewer	Construct 2 - 48" Sewer Manholes, Relocate Conduit, Remove and Replace 6" Wye, Convert 3 -Square Access Holes to house 24" Ring and Covers, Related AC Pavement Restoration	$ 54,750.00	$54,750.00
17SS03	GRBCON, Inc.	Sewer Rehabilitation Project	Oct-17	LACDPW	900 Fremont Ave, Alhambra, CA 91803	Issa Adawiya	NuLine Technologies LLC	626-458-3111	Sewer	Remove and Replace 65' of 8" VCP and Reconnect 6 Laterals, Finish AC Pavement	$ 9,500.00	$34,285.71

GRBCON INCORPORATED

PROJECT LIST

Job No	Work Done As:	Project Title	Completion Date	Awarding Body	Awarding Body Address	Awarding Body Contact	Prime Contractor	Phone Number	Pipeline Type	Description	Original Contract Amount	Final Contract Amount
17PR03	GRBCON, Inc.	El Molino Sewer Extension	Nov-17	Gangi Builders	229 Palm Ave, Burbank, CA 91502	Frank Gangi	GRBCON, Inc.	818-482-4551	Sewer	40' of 6" VCP by methods of open cut and tunneling, Concrete Restoration, AC Pavement Restoration	$ 29,737.00	$29,737.00
17PR02	GRBCON, Inc.	Country Club Sewer Extension Project	Oct-17	Dorado Enterprises	4168 Avenida De La Plata # 108, Oceanside, CA 92056	Mario Marovic	Dorado Enterprises	949-813-5683	Sewer	120' of 6" SDR-35 Sewer Line, Construction of Cleanouts, Concrete Demolition, and Finsh Surface Restoration	$ 36,140.00	$36,140.00
17PR01	GRBCON, Inc.	Barrance Road Sewer Extension Project	Aug-17	Bradbury Estates Homeowner's Association	513 S Myrtle Ave # A, Monrovia, CA 91016	Frank Hernandez	GRBCON	818-612-5272	Sewer	140' of 8" VCP, Two 48" Sewer Manholes, and Two 4" VCP House Laterals	$ 58,863.00	$58,863.00
17SW01	GRBCON, Inc.	Lemon Ave Sewer Extension Project	Aug-17	City of Bradbury	600 Winston Ave, Bradbury, CA 91008	Micheal Lee	GRBCON	(909) 594-9702	Sewer	215' of 8" VCP, Two48" Manholes, 2500 SF of AC Paving	$ 69,261.00	$75,711.00
17EM02	GRBCON, Inc.	Emergency Sewer Relocation Project	Jul-17	City of Culver City	9770 Culver Blvd #3, Culver City, CA 90232	Mate Gaspar	GRBCON	310-849-8946	Sewer	65' of12" VCP and Construction of 2 Cleaout Strcutures in a difficult access reach scenario .	$ 48,100.00	$48,100.00
17SS01	GRBCON, Inc.	Sierra Madre Sewer Rehabilitation Project	Jun-17	City of Sierra Madre	232 W. Sierra Madre Blvd., Sierra Madre, CA 91024	Chris Cimino	NuLine Technologies LLC	626-355-7135	Sewer	Remove and Replace 8' of 8" VCP with wye, 17' deep	$ 15,522.00	$15,522.00
17EM01	GRBCON, Inc.	Century and Oklahoma Emergency Sewer Repair	Mar-17	City of South Gate	8650 California Avenue South Gate, CA 90280	Dave Torres	GRBCON	(323) 563-5784	Sewer	Remove and Replace 32' of 8" VCP line by way of open cut methods and tunneling under storm drain. Maintain Sewage flow. Finish AC pavement.	$ 23,350.00	$32,764.00
16SD01	GRBCON, Inc.	Collins Ave. Storm Drain Improvement Project	Jan-17	City of Orange	300 E. Chapman Ave. Orange, CA 92866	Fabio Quinnones	GRBCON	(714) 497-9522	Storm Drain	Install 5 Connector Pipe Screens. Furnish and Install Bio Clean Hydrodynamic Separator Unit at 18' deep. Pour 2 Junction Structures to ensure functionality of unit.	$ 196,844.00	$248,844.00
16SW02	GRBCON, Inc.	Mount Olive Dr. Sewer Extension Phase III	Nov-16	City of Bradbury	600 Winston Ave, Bradbury, CA 91008	Brandon Chen	GRBCON	(909) 594-9702	Sewer	Install 1200' of new 8" VCP and (12) 4" VCP laterals to the property line (150'). Install (5) 48" Manholes. 10,900 SF of AC Pavement Restoration	$ 275,000.00	$284,000.00
16EM01	GRBCON, Inc.	Emergency Removal of CCTV Camera	Nov-16	City of South Gate	8650 California Avenue South Gate, CA 90280	Dave Torres	GRBCON	(323) 563-5784	Sewer	Removal of CCTV Camera by way of open cut method.	$ 3,999.25	$3,999.25
16SW01	GRBCON, Inc.	SW/SE Area Sewer Improvement Project C-3088	Sep-16	City of Monrovia	415 S. Ivy Avenue Monrovia, CA 91016	Richard Cortez	GRBCON	(626) 705-4103	Sewer	Remove and Replace 300' of 8" VCP and Replace with 12" VCP. Maintain flow throughout the project. Construct 85' of 18" Relief Line and Construct 2 New Manholes. 2500 SF of finish AC.	$ 165,000.00	$165,000.00

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS

ON-CALL SANITARY SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

JULY 20, 2026

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT
1414 MISSION STREET
SOUTH PASADENA, CALIFORNIA 91030
PROPOSALS DUE: AUGUST 11, 2026, at 1:00 P.M.

NOTICE INVITING PROPOSALS

"ON-CALL SANITARY SEWER AND STORM DRAIN

MAINTENANCE AND REPAIRS"

PUBLIC NOTICE IS HEREBY GIVEN that the CITY OF SOUTH PASADENA, invites proposals for the above-stated project, and will receive such proposals electronically in the CITY's Planet Bids system. A link to the Planet Bids system is available on the CITY's website at the following location:

https://www.southpasadenaca.gov/government/CITY-clerk/request-for-proposals

Proposals will be received in the Planet Bids system up to **1:00 p.m. Thursday August 11, 2026** to the Project Title: On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs.

The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the work described in the CONTRACT Documents. In general, the work performed under this CONTRACT consists of performing, on an on-call basis, emergency response to sewer blockages; point repairs on sewer lines using trenchless or open-cut methods; replacement of damaged storm drain sections; and video inspection of utility lines. CONTRACTOR must have a State of California Contractor's License Classification A General Engineering Contractor or C-42 Sanitation System Contractor at the time of submitting the proposal.

There will be a link to an optional virtual pre-proposal meeting at **10:00 a.m. on Tuesday July 28, 2026**.

https://teams.microsoft.com/meet/26733149814698?p=E2KIUy8JkwuwBQRAtf

Meeting ID: 267 331 498 146 98

Passcode: GP9aR33k

Any questions regarding the Request for Proposal shall be submitted to the Planet Bids system Online Question and Answer (Q&A) up to **4:00 p.m. on Thursday July 30, 2026** Any changes in the Request for Proposal shall be made by a written addendum, which shall be issued by the CITY to the Planet Bids system.

Proposals must be prepared using all the forms identified in the Instructions to Bidders. The forms required to complete the package are found in the Proposal section of these CONTRACT Documents. The Information to Bidders provides prospective bidders a summary of requirements for acceptance of proposals, guidelines the CITY uses in awarding CONTRACTs, rules to ensure fairness in CONTRACTOR procurement, and guidelines to aid in interpretation of documents.

The CITY of South Pasadena reserves the right to reject any proposals and to waive any minor irregularities in the proposal documents. Bidders may not withdraw their proposal for a period of sixty (60) days after the opening date.

CONTRACT Documents may be obtained through the Planet Bids system, or at the CITY of South Pasadena, Public Works Department, by calling (626) 403-7240, or email at ptran@southpasadenaca.gov Monday through Thursday between 7:30 a.m. and 6:00 p.m.

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    - Standard Plan 222-2 House Connection Sewer

Section I – Scope of Services Requested by CITY

1. BACKGROUND INFORMATION

The CITY is seeking one or more CONTRACTORS for a CONTRACT term up to five years to perform citywide sewer and storm drain repairs consisting of performing, on an on-call basis, inspection and repair of utility manholes; replacement of damaged or deteriorated storm drain sections; point repairs on sewer lines using trenchless or open-cut methods; emergency response to sewer blockages; and video inspection. All work shall comply with the 2024 Edition Standard Specifications for Public Works Construction ("SSPWC"), 2021 Edition Standard Plans for Public Works Construction ("SPPWC"), or other standards and specifications as determined the City Engineer.

The CITY maintains approximately 58 miles of sewer. Exhibit B is a map of the service area.

2. CONTRACT AWARD SCHEDULE

The CITY reserves the right to make changes to the schedule, as deemed beneficial to the CITY's interest.

Notice Inviting Proposals	Friday, July 24, 2026
Optional Pre-Bid Meeting	10:00 a.m., Tuesday, July 28, 2026
Questions Regarding the Proposal Due	4:00 p.m., Thursday, July 30, 2026
Addendum Posted on CITY's Plant Bids System	1:00 p.m., Thursday, August 6, 2026
Proposal Due Date	1:00 p.m., Tuesday, August 11, 2026
Proposal Evaluation	Thursday, August 13, 2026
CITY Council Contract Award	September 2026
Contract Execution	September 2026

Section II – General Information

1. DEFINITIONS

CITY: The word CITY is mentioned in this Request for Proposal (RFP) and the CONTRACT. In the context of this RFP and the CONTRACT, the term CITY refers to the City of South Pasadena, which is the contracting authority. The CITY is the entity entering into the CONTRACT with the CONTRACTOR for the completion of public works projects, and it is the party responsible for administering the CONTRACT, making payments, and enforcing compliance with its terms.

CONTRACT: The CONTRACT refers to the formal maintenance agreement between the CITY and the CONTRACTOR that is executed after the CONTRACTOR submits a proposal or offer, which is then accepted by the CITY Council. The CONTRACT includes all terms and conditions agreed upon, and the amount of the CONTRACT represents the agreed upon compensation for the CONTRACTOR's work.

CONTRACTOR: The CONTRACTOR is the individual, firm, partnership, corporation, joint venture, or other legal entity that enters into a CONTRACT with CITY to provide the goods and/or services in accordance with the scope of work and other requirements specified in this RFP. The CONTRACTOR shall be responsible for fulfilling contractual obligations, complying with applicable laws and regulations, and meeting performance and quality standards as specified in this RFP and the CONTRACT.

AGREEMENT ADMINISTRATOR: The Agreement Administrator refers to the Director of Public Works, their Designee, or the person designated by the CITY Council or other governing body, who is responsible for overseeing public works projects within the jurisdiction of the CITY. This includes project administration, ensuring compliance with CONTRACT terms, and making decisions related to the progress and performance of the CONTRACT. The Designee is any individual authorized by the Director to act on their behalf with respect to specific duties under the CONTRACT.

WORKING DAYS: Working Days refer to the days when regular business operations occur, typically excluding weekends (Saturdays and Sundays), holidays, or days when work is hindered due to adverse weather conditions or other factors beyond the control of the CONTRACTOR. These days are counted from the start of the CONTRACT or notice to proceed until the completion of the CONTRACT. The specific definition may vary, but generally, working days do not include non-working holidays or days when the CONTRACTOR is unable to work due to unforeseen circumstances that prevent the performance of work.

2. PROPOSAL SUBMITTAL

Proposals shall be submitted electronically in the CITY Planet Bids system up to and no later than the time and day specified in the schedule found in Section I. All proposals received after the stated time will not be considered. The Proposer assumes the risk of any delay in submitting the proposal to the Planet Bids system. No hard copy proposal will be accepted via mail submittal or in-person submittal.

Proposals will be opened on the date shown on the schedule found in Section I, unless additional time is amended to the proposal period as announced on the CITY Planet Bids system. Proposals cannot be withdrawn or corrected after being opened.

Unauthorized conditions, limitations, or provisions attached to a proposal will render it non-responsive and cause its rejection. The completed proposal shall be without alterations. Alternative proposals will not be considered unless requested. No oral, telegraphic, or telephonic proposal modifications will be considered. The proposal may be withdrawn upon request by the Proposer without prejudice prior to, but not after the time fixed for opening of

proposal, provided that the request is in writing, that it has been executed by the Proposer or duly authorized representative, and that it is filed with the CITY.

Proposals shall be submitted in accordance with the forms prescribed by the CITY. Failure to respond in this manner may render the proposal non-responsive.

3. QUESTIONS REGARDING THE RFP

Should a party responding to this document find discrepancies in, or omissions from, the specifications, or should such a party be in doubt as to their meaning, the party responding shall notify the CITY immediately.

All questions regarding this RFP shall be submitted by the date shown on the schedule found in Section I to the Online Question & Answer (Q&A) Section on the CITY's Plant Bids system. The CITY reserves the right to respond to any or none of the questions, depending on their merit. Any request for changes to the CONTRACT documents must be submitted prior to the closing of the question period. An addendum to address the submitted questions will be posted on the CITY's Planet Bids system by the date shown on the schedule found in Section I.

4. ADDENDA TO THE REQUEST FOR PROPOSALS

The CITY reserves the right to make such changes in the Request for Proposals, as it may deem appropriate. Any changes in the Request for Proposals shall be made by a written addendum, which shall be issued by the CITY in the Planet Bids system. No oral changes will be permitted. Addenda issued during the proposal process shall become a part of the original proposal.

5. OPTIONAL VIRTUAL PRE-PROPSAL SESSION

The CITY will conduct an optional virtual pre-proposal meeting on the date shown on the schedule found in Section I. Please RSVP your planned attendance by emailing mvartanians@southpasadenaca.gov. Virtual meeting access details will be emailed to interested firms that have submitted an RSVP.

6. TERMS OF CONTRACT

Requests for clarification or changes to the proposed agreement after the close of the date for "Questions Regarding the Proposal" shall be grounds for disqualification at the option of the CITY. Any request for changes to the CONTRACT documents must be submitted prior to the closing of the question period. An addendum to address the submitted questions will be posted on the CITY's Planet Bids system by the date shown on the schedule found above. Requests for changes to CONTRACT language after the question period shall not be granted and bidders will be held to their bid.

The CITY intends to award a multi-year agreement, subject to approval by the CITY Council for an initial three-year period, with up to two (2) additional one-year extensions at the option of the

CITY at the end of the initial period. The proposer shall submit fixed pricing for an initial term of one year. Each subsequent year of the CONTRACT term, pricing shall be adjusted to incorporate a cost-of-living increase. The cost-of-living increase will be determined by the percentage change in the Consumer Price Index ("CPI") for the previous twelve-month period of April through March for all urban consumers in the Los Angeles/Long Beach/Anaheim area. In the event this CPI index as described is no longer published, an equivalent index may be used as mutually agreed by both parties. In no case shall said adjustment exceed the change in the cost-of-living index for the Los Angeles area. At the conclusion of the initial three-year term of the agreement, the CITY may at its option, extend or terminate the CONTRACT, given the CONTRACTOR is in agreement with an extension under the terms presented herein. If the CONTRACT extension is approved by the CITY Council through a CONTRACT amendment, the CONTRACT may be extended up to two (2) additional

one-year terms under the same terms and conditions and subject to a cost-of-living increase based on the CPI as described above. The CONTRACTOR agrees to provide the services described in the attached proposal for said additional periods, should the CONTRACTOR and CITY mutually agree to one or more CONTRACT extensions. In addition, the CITY has the right to terminate the CONTRACT with or without cause at any time within thirty (30) days' written notice.

In the circumstance that the CITY Council approves a CONTRACT term for less than five (5) years (e.g. one-year term, two-year term, or other), an optional CONTRACT term extension of up to two (2) additional one-year term under the same terms and conditions, will be provided as described above with a cost of living increase for the Los Angeles/Long Beach/Anaheim area on an annual basis.

7. EXECUTION OF CONTRACT

The proposer to whom the award is made shall execute a written CONTRACT with the CITY on the form of the agreement included hereafter and shall secure all insurance and bonds required by the CITY within ten (10) days from the date of the award.

Below is a list of the required documents, to be submitted electronically:

- Signed CONTRACT
- Indemnification and Hold Harmless Agreement and Waiver of Subrogation and Contribution
- Worker's Compensation Insurance
- Comprehensive General Liability (CITY Named as Additional Insured on Form CG 20 10 11 85, B+ or higher rating)
- Property Damage Insurance (CITY Named as Additional Insured)
- Automobile Liability Insurance
- CITY Business License

Failure or refusal to enter into a CONTRACT as herein provided, or to conform to any of the stipulated requirements in connection therewith, shall be just cause for the annulment of the award. The award shall then be made to the next proposer as determined by the CITY and approved by the CITY Council and that firm shall fulfill every stipulation as if it were the party to whom the first award was made.

The Agreement shall not be considered binding upon the CITY until executed by the authorized CITY officials. Requests for clarification or changes to the proposed agreement after the close of the date for "Questions Regarding the Proposal" shall be grounds for disqualification at the option of the CITY.

8. INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of this proposal and the selected firm's response are to be incorporated, in total, into the CONTRACT.

9. INTEREST OF MEMBERS OF THE CITY

No member of the governing body of the CITY, and no other officer, or employee, of the CITY who exercises any functions or responsibilities in connection with the carrying out of this project to which this proposal pertains, shall have any personal interest, direct or indirect, in this CONTRACT.

10. INTEREST OF CONTRACTOR

The successful proposal covenants that it's performance of services hereunder do not and will not conflict with any present interest or any acquired interest, direct or indirect, in the CITY or any other interest which would conflict in any manner or degree with the performance of its services. The successful Proposer further covenants that in the performance of this CONTRACT no person having any such conflict of interest shall be employed.

11. PENALTY FOR COLLUSION

If at any time it shall be found that the person, firm or corporation to whom a CONTRACT has been awarded has in presenting any proposal or proposals colluded with any other party or parties, then the CONTRACT so awarded shall be null and void and the CONTRACTOR and CONTRACTOR's bonding company shall be liable to the CITY for all loss or damage which the CITY may suffer thereby; and the CITY may advertise for a new CONTRACT for said labor, supplies, material or equipment.

12. NONDISCLOSURE BY PROPOSER

Until such time that the CITY Council awards the CONTRACT, the proposer agrees that such proposal shall not be made available to any individual or organization without the prior written approval of the CITY.

13. STATUS AS INDEPENDENT CONTRACTOR

CONTRACTOR is, and shall at all times remain as to CITY, a wholly independent CONTRACTOR.

14. SUBCONTRACTORS

The use of subcontractors is not allowed except for one-time specialized services. CONTRACTOR shall utilize the Designation of Subcontractor Form (included in Exhibit A) to identify proposed subcontractors as required by the Subletting and Subcontracting Fair Practices Act (Govt. Code Sec. 4100 et seq.). The subcontractor must be approved by the CITY in writing prior to performing any work. Please see language in the CONTRACT related to the use of Subcontracting and Assignment.

15. PREVAILING WAGES

In accordance with the provisions of Section 1770 et seq., of the California Labor Code, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. The CONTRACTOR will be required to pay to all workers employed on the project sums not less than the sums set forth in the Department of Industrial Relations Director's General Prevailing Wage Determinations.

Attention is directed to the provisions of the Labor Code concerning the employment of apprentices by the CONTRACTOR or any subcontractor under him. The CONTRACTOR and any subcontractor under him shall comply with the requirements of said sections in the employment of apprentices.

Information relative to apprenticeship standards and administration of the apprenticeship program may be obtained from the Director of Industrial Relations, San Francisco, California, or the Division of Apprenticeship Standards and its branch offices.

Please see language in the CONTRACT related to Prevailing Wages.

16. METHOD OF PAYMENT

The CITY intends to make payment within forty-five (45) days of invoice submittal following satisfactory completion of the work required. If any proposer takes exception to this payment schedule, an alternate schedule and appropriate justifications should be stated by the proposer.

In the circumstance where CONTRACTOR services that are required as described in this RFP are not rendered, the CITY may deduct payment of said services up to three (3) times the cost of the service as listed in the submitted Cost Proposal.

17. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing any deviation from specifications, manufacturer name and model numbers, availability of product warrants, and delivery charges. Issuance of the Request for Proposal does not commit the CITY to award any CONTRACT, to pay any costs incurred in the preparation of the proposal, or to procure or contract for services or supplies.

18. PUBLIC RECORD

After the award of the CONTRACT has been made by the CITY Council, all findings and information considered in determining which proposal best meets the needs of the CITY will be made available for public inspections.

19. CHANGES

The CITY may require changes in the scope of the services to be performed by the CONTRACTOR hereunder. All such changes, which are mutually agreed upon by and between all the parties shall be incorporated in written amendments to this Agreement. All such amendments shall state any increase or decrease in the amount of compensation due to the CONTRACTOR for the change in scope.

20. ADDITIONS/DELETIONS OF SERVICE

The CITY reserves the right to add and/or delete services to this CONTRACT. Should a service requirement be deleted, payment to the CONTRACTOR will be reduced proportionally, to the amount of service reduced in accordance with the Proposal price. Should additional services be required from this CONTRACT, prices for such additions shall be in accordance with this Request for Proposal and CONTRACTOR's response thereto. No additional work should be performed unless otherwise authorized by the CITY in writing.

21. RECORDS AND REPORTS

CONTRACTOR shall prepare and submit to the Director of Public Works, or Designee, such reports concerning the performance of the services required by this Agreement as required.

CONTRACTOR shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Director of Public Works or Designee to evaluate the performance of such services. The Director of Public Works or Designee shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, request certified payrolls, and make records and transcripts from such records.

All reports, records, documents and other materials prepared by CONTRACTOR in the performance of this Agreement shall be the property of CITY and shall be delivered to CITY upon request of the Director of Public Works or Designee upon the termination of this Agreement, and CONTRACTOR shall have no claim for further compensation as a result of the

exercise by CITY of its full right of ownership of the documents and materials hereunder. CONTRACTOR may retain copies of such documents for its own use. It shall have an unrestricted right to use the concepts embodied therein.

The drawings, specifications, reports, records, documents and other materials prepared by CONTRACTOR in the performance of services under this Agreement may be subject to release under the California Public Records Act.

Section III – Technical Specifications

1. BACKGROUND AND PURPOSE

The CITY is seeking one or more CONTRACTOR(s) to perform an on-call basis citywide repair of sewer and storm drain lines. The CONTRACTOR shall perform all work and incidentals appurtenant to this Scope of Work. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the CONTRACTOR provide all necessary labor, equipment, materials and incidentals to performed the CONTRACT work mentioned and specified within.

2. GENERAL DESCRIPTION OF THE WORK

The work under this CONTRACT is generally described as on-call sewer and storm drain repairs. The work will consists of performing on an on-call basis emergency response to sewer blockages; point repairs on sewer lines using trenchless or open-cut methods; replacement of damaged storm drain sections; and video inspection of utility lines.

3. SCOPE OF SERVICES

The work to be done shall consist of all required labor, materials, equipment, parts, supplies, and permits necessary for the construction and completion of the project indicated.

a. Emergency Sewer System Point Repairs Services.

CONTRACTOR shall procure parts, labor, and equipment to perform the following work.

i. Sewer pipe repair/reconstruction,
ii. manhole adjustment,
iii. replacement of manhole covers and frames,
iv. Permanent asphalt concrete replacement
v. Flow measurements,
vi. Monitoring and remediation of odor and gas issues,

CONTRACTOR shall be capable of providing an emergency response repair crew and appropriate equipment within 24 hours (a responsible individual at the

emergency jobsite within 4 hours; a repair crew on the emergency jobsite within 24 additional hours). CONTRACTOR shall be available 24 hours a day, 7 days a week, including Saturdays, Sundays, and Holidays, in response to emergencies arising from sewer system failures. Selection of a contractor to perform the repair services is described in the following Section 2.3, Assignment of Work.

Once contacted by Public Works and the CONTRACTOR has accepted the work, the contractor shall have a responsible individual at the emergency site within 4 hours; a repair crew on the emergency jobsite within 24 additional hours; and a capacity to work around the clock to restore flow and/or stabilize the site, then proceed under normal conditions until the job is completed. The CONTRACTOR shall be required to make repairs of all sewer related systems. The CONTRACTOR shall restore the site to its original pre-damage condition, or as directed by the Department.

The CONTRACTOR shall accomplish the emergency repair services expeditiously and in the most professional manner possible. The CONTRACTOR shall be capable and equipped to conduct effective traffic control and be considerate of the community involved to avoid unnecessary traffic hardships. After the job is completed, the CONTRACTOR shall ensure a thorough and orderly cleanup including but not limited to re-striping, paving to county or city standards, removal of USA markings, replacement of landscaping and irrigation, and concrete restoration of the worksite acceptable to Public Works.

b. Storm Drain Construction Services

CONTRACTOR shall provide labor and construction services including but not limited to;

i. Storm-drain pipe installation, slip-lining, rehabilitation and/or repair
ii. Storm-drain manhole repair and/or rehabilitation (i.e. installing manholes, raising manholes, etc.)
iii. Installing and/or repairing concrete curb, gutter, sidewalk etc.
iv. Catch basin installation, refurbishment and repairs
v. Ditch maintenance including concrete, asphalt and natural bottomed
vi. Asphalt repair/maintenance near work area
vii. Concrete repair/maintenance near work area
viii. Drainage grate installation, removal, fabrication and/or repair
ix. Road shoulder grading
x. Lift station structure repairs including patching

4. SPECIFICATIONS

All work shall be performed in accordance with the 2024 Edition Standard Specifications for Public Works Construction (‘SSPWC”) and 2021 Edition Standard Plans for Public Works

Construction ("SPPWC"). All work performed shall be subject to applicable Federal and State Standards, approved proposals, contract documents, City inspection, and approved by the City, its Director of Public Works, or City's designated representative.

Since the Scope of Services is for on-call services, specifications may vary (including additional specifications) as tasks are identified during the contract period. Payment for all tasks shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and shall be considered as included in the contract unit price for each item requiring such work, and no additional compensation will be made therefor. The unit price for each item will include the necessary traffic control to perform the work.

The Sections that follow supplement, but do not replace, the corresponding provisions in Part 2 (Construction Materials), Part 3 (Construction Methods) and Part 4 (Existing Improvements) of the SSPWC and SPPWC, except as otherwise indicated herein. In the event of any conflict between the SSPWC and SPPWC and these Special Provisions, these Special Provisions shall control.

5. EQUIPMENT

Vehicles. Vehicles shall be in conformance with the latest South Coast Air Quality Management District requirements for low emission/alternative fuel use. Upon approval of any new regulations, the CONTRACTOR shall be prepared to meet the requirements of the new rule.

All vehicles utilized by employees in the performance of the work shall be owned, registered, and insured by the CONTRACTOR. Employees of the CONTRACTOR shall not drive personal vehicles to any sites to perform work under the contract.

Logo. CONTRACTOR shall display the name of his/her firm on any vehicles used by the CONTRACTOR's employees to carry supplies and equipment. The firm name shall be in letters large enough to be easily legible from fifty (50) feet along with office telephone number.

6. EXTRA/EMERGENCY WORK

The CONTRACTOR shall not perform any services or incur any costs whatsoever under the terms of this Agreement until they have received written authorization from the City's Project Representative. The City reserves the right to bid extra or emergency work to other firms, in the event a negotiated price or schedule of completing repairs cannot be reached, which is acceptable to both parties.

7. TRAFFIC CONTROL

All traffic control methods shall conform to the latest edition of the MUTCD or Work Area Traffic Control Handbook (WATCH) as it conforms to the standards and guidance of the MUTCD. The CONTRACTOR shall provide flagmen, lights, signs, barricades, and other devices as required to provide for public safety and convenience. Traffic shall be permitted

to pass through the work underway and access shall always be maintained to the adjacent properties during the striping operations. Under heavy traffic conditions, the City may limit the hours of work. The City reserves the authority to modify the conditions for traffic control if deemed necessary. All vehicular and pedestrian access line of sight visibility shall always be maintained per MUTCD or WATCH manual.

8. UNSATISFACTORY WORK

The Contractor shall be notified both verbally and in writing their performance is unsatisfactory and corrective action is necessary.

The Contractor shall complete corrective action within the following time frames after verbal notification:

- Within eight (8) hours for unsafe, hazardous, or unsightly conditions.
- Within sixteen (16) hours for faulty workmanship or equipment failures.
- Other deficiencies within three (3) days.

Failure to correct the deficiency within the time specified shall result in the deduction of $250.00 per day for each instance where an item of work is not completed in accordance with the schedule and/or specifications.

9. PERMITS AND LICENSES

The CONTRACTOR shall procure all permits and license, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the Contract. No fees will be charged for City-related projects.

10. PATENTS

The Contractor shall assume all responsibilities arising from the use of patented materials, equipment, devices, or processes used on or incorporated in the work.

11. DAMAGES

The CONTRACTOR shall report immediately to the City any damage to City or private property and shall be liable to make all repairs. Any repairs and associated cost resulting from Contractor caused damage shall be the responsibility of the CONTRACTOR.

12. SAFETY AND HEALTH REQUIREMENTS

CONTRACTORs and any Subcontractors shall comply with all applicable provisions of the CITY's Safety Standards, Federal OSHA, California OSHA, and Local regulations, whichever is most stringent.

13. WORK HOURS

The CITY's typical CONTRACTOR work hours are between 7:30 a.m. and 4:00 p.m. Monday through Friday, excluding CITY-recognized holidays. The CONTRACTOR shall

notify the CITY of any proposed work outside of typical work hours at least 72 hours in advance. As required, the CITY shall provide notifications to the public for night work. The CONTRACTOR's billing rate(s) shall be applicable to all work hours.

Work shall be performed outside the school commuting hours in the vicinity of schools where applicable.

14. NOISE REQUIREMENTS

The CONTRACTOR shall adhere to CITY noise restrictions at all times. Typical levels shall not exceed a maximum noise level of 65 decibels when measured from a distance of 50 feet from the equipment being used.

15. CLEANUP

Contractor shall remove all debris generated as work progresses. The street, parkway, and private property shall be kept clear of debris at all times. It shall be the responsibility of the contractor to dispose of all waste debris generated by the contractor.

All debris from operations shall be cleaned up each day before the work crew leaves the site. Areas are to be left in a condition equal to or better than that which existed prior to the commencement of tree operations.

16. STORM WATER

No material generated during work operations is permitted to enter any storm drain. The CONTRACTOR is required to abide by the CITY's Water Quality Management Plan. Including all applicable Best Management Practices (BMPs) for the duration of the contract.

17. PROJECT MANAGEMENT AND MEETINGS

CONTRACTOR shall provide a project manager to act as a liaison with the Director of Public Works or their Designee, who will coordinate written reports and see the project through to satisfactory conclusion. The CITY Director of Public Works or their Designee will be responsible for the direction, review and approval of all work. Any meetings and/or correspondence related to this CONTRACT shall be scheduled and approved by the CITY Director of Public Works or Designee.

The Contractor and City's designated representative shall meet during the time when work is occurring monthly to review work completed, work scheduled for the next month, address any concerns, and coordinate any extra/emergency work.

18. WARRANTY

The CONTRACTOR shall guarantee the Work to perform satisfactorily for up to twelve (12) months. During the guarantee period, the CONTRACTOR shall bear all costs to maintain the Improvements to the City's satisfaction.

19. RECORD KEEPING

Contractor shall maintain and provide records and/or associated drawings of all repairs done to any City system.

20. INVOICING/BILLING

Invoicing for services rendered are required for proper payment. The work must be identified on the invoice.

SECTION IV - EVALUATION AND SELECTION OF CONTRACTOR

Selection of one or more CONTRACTORS for an award will be conducted in accordance with the CITY Purchasing Policy and South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XI Purchasing, Section 2.99-29(11).

The CONTRACT will be awarded to the firm that meets all the CITY's requirements as determined by the CITY for the various components contained herein. The CITY reserves the right to determine the responsiveness of the bidder, including, but not limited to, the anticipated initiative and ability of the firm to perform the services set forth herein.

1. PROPOSAL EVALUATION

After receiving proposals CITY staff will evaluate the proposals using the criteria in the table below.

No.	Evaluation Criteria	Potential Points (Weight)
1	Cover Letter. The cover letter should provide contractors qualifications, summarize work approach and identify individuals authorized to negotiate Agreement terms and compensation.	5 (5%)
2	Work Statement. Describe the technical and management approach to providing the requested services.	5 (5%)
3	Quality Control. Describe methods and tools to providing quality control for the services.	5 (5%)
4	Staff Qualifications. Identify key persons and their experience in providing the requested service.	5 (5%)
5	Delivery. Does the firm have sufficient capabilities and resources to successfully deliver requested service.	20 (20%)
6	Firm Experience. The firms record of performance of previous contracts or services.	10 (10%)
7	Proposal Completeness. Does the proposal provide all the required documents and provide it in a manner for the proposal to be thoroughly evaluated.	10 (10%)

8	Proposed cost. Reasonable unit prices and comparison of total cost to other proposals	40 (40%)
	Total	100 (100%)

2. SUPPLEMENTS TO REQUEST FOR PROPOSAL

If the evaluation of any proposal indicates minor non-compliance or variance with the Request for Proposals, the CITY may, but need not, make a written request to the proposer/CONTRACTOR for a supplement to the submitted proposal. This request will attempt to identify the non-compliance or variance and will establish a date on which the supplement to the Request for Proposals shall be submitted. If so requested, the proposer/CONTRACTOR may submit a supplement to the Request for Proposals responsive to such request, within the time period established, which the CITY will evaluate in conjunction with the Request for Proposals. Any supplement to the Request for Proposals will be deemed an integral part of the proposer/CONTRACTOR's submittal.

3. FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements or which provide references that do not support an attribute or condition claimed by the CONTRACTOR may be rejected. If in the opinion of the CITY such information is intended to mislead its evaluation of the proposal, and the attribute condition or capability is a requirement of this proposal, the false information will be sufficient basis for rejection of the proposal.

4. REJECTION OF PROPOSALS

The CITY reserves the right to reject any or any part of a proposal, to waive any informality in the proposal, and to select the services which shall be deemed in the best interest of the CITY.

It is the intent of the CITY to select the lowest responsive proposal based on evaluation of the responses to this request. However, the CITY reserves the right to reject any and all proposals prior to the execution of an acceptable CONTRACT.

SECTION V - PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be submitted by the date shown on the schedule included in this RFP. Proposals received after the deadline will not be considered. Proposals shall be submitted electronically to Planet Bids. Submit all fees and cost proposals in an electronically sealed envelope on Planet Bids. A link to the Planet Bids system is available on the CITY's website at the following location: https://www.southpasadenaca.gov/government/CITY-clerk/request-for-proposals

The submittal package shall include all required information and documents as stated herein. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP, including all exhibits, attachments, and any amendments or addendum issued by the CITY, unless otherwise stated in the proposal.

Below is an overview of the contents that are required in the proposal. Exhibit C is a checklist to ensure that proposals are complete. Proposals including resumes should not be more than forty (40) pages.

1. COVER LETTER / PROPOSAL SIGNATURE

Provide a 2-3 page cover letter including firm name, address, and telephone number of the contact person(s) who will be authorized to make presentations for the firm. The cover letter must bear the signature of the person authorized to sign on behalf of the firm and to bind the applicant into a CONTRACT. If the proposal is made by an individual, it shall be signed and full name of Proposer with complete address shall be given; if made by a firm, it shall be signed with the co-partnership name by a member of the firm who shall sign name and the name and address of each member shall be given; and if it is made by a corporation, the name of the corporation shall be provided and signed by its duly authorized officer or officers attested by the corporate seal, and the names and titles of all officers of the corporation shall be given.

The letter should also briefly introduce the contractor, summarize the contractor's general qualifications, and include an executive summary of the specific approach which will be used to deliver the work scope.

2. TABLE OF CONTENTS

A comprehensive table of contents of material included in the proposal is required.

3. WORK STATEMENT

Present a statement of the firm's understanding of the work to be performed as outlined in the Scope of Work, a description of the methods and techniques to be used by the firm to

achieve the objectives of the CONTRACT, and a positive statement of commitment to perform.

Describe the technical and management approach to providing the Services to the City. Proposer should take into account the Scope of the Services, and general functions as described in Section III-Technical Specifications.

4. QUALITY CONTROL PLAN

The Quality Control Plan shall provide the CITY with an effective and efficient means of identifying and correcting problems throughout the entire scope of operations.

5. STAFF QUALIFICATIONS

Show that the organization is adequately staffed and trained to perform the required service or demonstrate the capability for recruiting such staff. Demonstrate that the organization meets the CONTRACTOR Requirements as outlined in the Scope of Work. Provide resumes for each key personnel that will be assigned to the project and the tasks that person will be responsible for and/or involved in.

6. CORPORATE CAPABILITY & FIRM EXPERIENCE

Provide a summary of relevant background information to ensure that the prospective firm has the capacity to perform required services and sufficient experience of the firm submitting the proposal as a corporation or other entity.

Provide background and experience of the firm in performing this type of work, including the costs of projects conducted and at least five client references of similar size and scope. Include a list of other projects currently underway or anticipated.

7. REFERENCES

Provide a list of up to five clients (located in Southern California) with a contract amount over $100,000, for the last five (5) years, by name, point of contact, address, telephone number, and length of service. Make note of any municipalities currently serviced that were awarded within the last five (5) years.

8. CITY REQUIRED FORMS

CONTRACTOR shall complete and return all the forms included in this document including:

- Bidder's Acknowledgement
- Designation of Subcontractors
- Non-collusion Affidavit
- Worker's Compensation Certificate
- CONTRACTOR's Information Report
- Public Works Contractor Registration Certification

9. QUALIFICATION DOCUMENTATION

CONTRACTOR shall submit the following documents to confirm that they meet the minimum required qualifications:

- Include a statement that the firm is licensed in accordance with the requirements of the State of California and state the license number, type and expiration date. California State Licensing Board (CSLB) Contractor's License Classification. License shall be kept current throughout the entirety of the CONTRACT.

10. VALIDITY PERIOD

The proposal shall be considered valid for a period of sixty (60) days and shall contain a statement to that effect signed by an officer of the firm authorized to bind the firm for this period.

11. ACCEPTANCE OF CONDITIONS

Provide a statement offering the firm's acceptance of all conditions listed in this Request for Proposal (RFP) document and CONTRACT. Any exception on the CONTRACTOR's behalf must be included in this statement.

12. COMPLETED COST OF SERVICES FORM

The CONTRACTOR shall complete the Cost of Services (Section VI), and it shall be submitted with the proposal on the Planet Bids system in the "Line Items" section.

Section VI – Cost of Services

A sample Cost of Services Form is provided below, however, pricing must be entered as "Line Items" in the CITY's Planet Bids system. Submission of this Form may disqualify bidder.

The 'Estimated Quantities' are used for evaluating proposals only. The quantities listed are an estimate for each item to be performed in each contract year. The actual quantities used in each contract year depend on the City budget and the quantities needed. The 'Unit Cost' quoted will apply to the actual quantities for the work requested by the CITY, whatever they may be.

Standard Specifications for Public Works Construction (the "Greenbook") Section 7-3.5 Contract Unit Prices will not apply should actual quantities increase or decrease by more than 25 percent from the Estimated Quantity for any contract year.

1. PROPOSED SCHEDULE OF COST OF SERVICES

The UNIT COST submitted in proposal are valid for the first year of the CONTRACT. The rates may be adjusted each contract year thereafter to a value not to exceed the Consumer Price Index for All Urban Consumers Series ID: CUURS49ASA0, Not Seasonally Adjusted, All Items, Los Angeles-Long Beach-Anaheim, CA as maintained and published by the United States Bureau of Labor Statistics, or its successor index, with the calculation considered for the immediately previous twelve-month period.

Any additional work requested by the CITY but not included in the below Schedule of Cost of Services, the compensation for the work will be paid as PAYMENT FOR EXTRA WORK per Section 7-4 of the SSPWC. This will not preclude a Negotiated Unit Price for the Items of Work or LUMP SUM bid.

a. On-Call Sewer Pipeline Repair and Reconstruction

a) Pipeline reconstruction is the removal and replacement of existing 8-in, 12-in, and 15-in sewer lines.
b) Assume depth to be 7.5 feet.
c) Assume repair length to be 6 feet of mainline pipe.
d) Assume no lateral connections.
e) Assume 1 sack slurry backfill.

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
1	Mobilization	EA	6	$	$

2	Replace 8-inch Sanitary Sewer	LF	42	$	$
3	Replace 12-inch Sanitary Sewer	LF	30	$	$
4	Replace 15-inch Sanitary Sewer	LF	24	$	$
5	Reconstruct Permanent Asphalt Concrete Pavement	SF	200	$	$
6	Sewer Bypass and Pumping	Daily	20	$	$
7	Shoring of Open Excavation	Daily	20	$	$
8	Video Inspection	LF	300	$	$
9	Replace manhole covers and frames.	Each	5	$	$
TOTAL PROPOSED PRICE					**$**

b. Storm Drain Construction Services

The labor and equipment rates for storm drain construction services will use the current State of California Department of Transportation Labor Surcharge and Equipment Rental Rates . A link to the rates are as follows:

https://dot.ca.gov/-/media/dot-media/programs/construction/documents/equipment-rental-rates-and-labor-surcharge/book_25_26.pdf

Item No.	Other	Unit	
1	Mobilization	EA	$
2	Material Markup (%)	%	%

2. MEASUREMENT AND PAYMENT

a. Emergency Sewer Pipeline Repair and Reconstruction

Item 1 – Mobilization

Payment for **Item 1 - Mobilization** will be made at the contract unit price per EACH (EA). Mobilization shall be for each work order issued.

Mobilization shall include but not limited to the following:

- Preparatory work and operations, including but not limited to, those necessary for the movement of personnel, equipment, supplies, incidentals to the project site.
- Traffic control for the duration of the work.
- Cleaning up the site at the completion of work.
- All other work and operations which must be performed or costs incurred prior to beginning of each work order.
- Demobilization costs anticipated at the completion of each work order.

The deletion of work or the addition of extra work in each order shall not affect the price paid for each mobilization.

Items 2-4 Replace Sanitary Sewer

Payment for **Items 2-4 - Replace Sanitary Sewer** will be made at the contract unit price per LINEAR FOOT (LF) of replaced sewer pipe of specified sizes. Payment shall constitute full compensation for furnishing all labor, material, tools, equipment, and traffic control necessary for execution of the work. Work includes but is not limited to excavation and disposal, removal and disposal of pipe, replacement of pipe, backfill and compaction.

Item 5 - Reconstruct Permanent Asphalt Concrete Pavement

Payment for **Item 5-Reconstruct Permanent Asphalt Concrete Pavement** will be made at the contract unit price measured in SQUARE FEET (SF) of the surface area of asphalt patch furnished and installed. Payment shall constitute full compensation for furnishing all labor, material, tools, equipment, and traffic control necessary for execution of the work. This work encompasses furnishing, placing and compacting aggregate base, permanent patching of removed asphalt surfaces 4”-8” thick using Flomix, Aquaphalt, or other City approved hot mix asphalt concrete, to provide a smooth driving surface to the satisfaction of the City representative.

Item 6 – Sewer Bypass and Pumping

Payment for **Item 6-Sewer Bypass and Pumping** will be made at the contract unit price measured PER DAY (DAY). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing sewer bypass and pumping for the work.

Item 7 – Shoring of Open Excavation

Payment for **Item 7-Shoring of Open Excavation** will be made at the contract unit price measured per DAY (DAY). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing shoring for the work.

Item 8 – Video Inspection

Payment for **Item 8-Video Inspection** will be made at the contract unit price measured per LINEAR FOOT (LF). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing video inspection of pipe.

Item 9 – Replace Manhole Cover and Frames

Payment for **Item 9-Replace Manhole Cover and Frames** will be made at the contract unit price measured per EACH (EA). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in replacing each manhole cover.

b. Storm Drain Construction Services

Item 1 – Mobilization

Payment for **Item 1 - Mobilization** will be made at the contract unit price per EACH (EA). Mobilization shall be for each work order issued.

Mobilization shall include but not limited to the following:

- Preparatory work and operations, including but not limited to, those necessary for the movement of personnel, equipment, supplies, incidentals to the project site.
- Traffic control for the duration of the work.
- Cleaning up the site at the completion of work.
- All other work and operations which must be performed or costs incurred prior to beginning of each work order.
- Demobilization costs anticipated at the completion of each work order.

The deletion of work or the addition of extra work in each order shall not affect the price paid for each mobilization.

Item 2 – Materials Mark-up

Payment for Item 2 - Materials Mark-up will be made at the contract unit price per PERCENTAGE (%). The mark-up will be applied to the actual cost of material paid by the CONTRACTOR.

EXHIBIT A – REQUIRED FORMS

1. BIDDER'S ACKNOWLEDGEMENT
2. DESIGNATION OF SUBCONTRACTORS
3. NON-COLLUSION AFFIDAVIT
4. WORKER'S COMPENSATION CERTIFICATE
5. CONTRACTOR'S INFORMATION REPORT
6. PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION
7. CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

BIDDER'S ACKNOWLEDGEMENT

This page shall be completed, signed, and returned with the bidder's proposal.

The CITY reserves the right to amend or split the work with more than one CONTRACTOR, as deemed in the best interest of the CITY. The decision to amend or split the work will be at the sole discretion of the CITY.

It is understood and agreed that:

1. After the acceptance of the proposal, the designated CONTRACTOR shall attend a pre-job conference. The CONTRACTOR shall be informed of the said time and location.
2. No verbal agreement or conversation with any officer, agent or employee of the CITY, either before or after the execution of the Agreement shall affect or modify any of the terms or obligations of this Proposal.
3. The CITY will not be responsible for any errors or omissions on the part of the undersigned in making up this proposal, nor will bidders be released on account of errors. The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has no directly or indirectly induced or solicited any other bidder to put in a sham proposal, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.
4. The undersigned has carefully examined the RFP specifications for the "CITY of South Pasadena Sewer Pipeline CCTV Inspection Services", and hereby proposes to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said specifications for the prices listed in the submitted line items / proposal form.
5. The undersigned is licensed in accordance with the Laws of the State of California. The undersigned bidder acknowledges receipt of the following addendum issued for the above project. If no addendum has been received, write "none".

List of Addendum Received: _____

_____

In accordance with Section 7028.15 of the California Business and Professions Code, I hereby certify under penalty of perjury that the foregoing is true and correct:

_____ _____

Bidder's Name Date

_____ _____

Authorized Signature Individual Partnership or Corporation

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

_____	_____
Type of Organization	Address
_____	_____
Telephone	State of California License Number

If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, and if the bidder is an individual, their signature shall be placed above.

DESIGNATION OF SUBCONTRACTORS

This page shall be completed, signed, and returned with the bidder's proposal.

As required by State Law, the General CONTRACTOR bidding will hereinafter state the subcontractor who will be the subcontractor on the job for each particular trade or subdivision of the work in excess of one-half percent of the total proposal price and will state the first name and principal location of mill, ship, plant or office of each. Where no subcontractor is listed for a particular phase of the work, it is understood that the General CONTRACTOR will perform the work. No changes or substitutions may be made in these subcontractors except upon the prior approval of the CITY. The undersigned certifies that he or she has used the sub-bids of the following listed subcontractors in making up this proposal, and that the subcontractors listed will be used for the work identified herein, subject to the approval of the CITY, and in accordance with the applicable provisions of the Specifications.

	ITEM OF WORK	SUBCONTRACTOR NAME	ADDRESS & TELEPHONE
1.	_____	_____	_____ _(____)_____
2.	_____	_____	_____ _(____)_____
3.	_____	_____	_____ _(____)_____
4.	_____	_____	_____ _(____)_____

BIDDER'S NAME _____

TYPE OF ORGANIZATION: c INDIVIDUAL c PARTNERSHIP c CORPORATION

ADDRESS _____

_____

_____

TELEPHONE _(____)_____

_____ _____

AUTHORIZED SIGNATURE DATE

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

NON-COLLUSION AFFIDAVIT

This page shall be completed, signed, and returned with the bidder's proposal.

The undersigned declares:

I am the _____ of _____, the party making the foregoing proposal.

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

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

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

_____

Signature of Declarant

_____

Printed Name of Declarant

WORKER'S COMPENSATION CERTIFICATE

This page shall be completed, signed, and returned with the bidder's proposal.

I am aware of the provision of Section 3700 of the Labor Code, which requires every employer to be insured for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this CONTRACT.

CONTRACTOR NAME: _____

BY: _____ _____

(Print) (Signature)

DATE: _____

CONTRACTOR'S INFORMATION REPORT

This page and the following pages shall be completed and returned with the bidder's proposal.

(Attachments are acceptable)

Name of Firm _____

Address _____

CITY _____ State _____ Zip _____

Contact Name _____ Title _____

Telephone Number _____

Type of organization:

a. _____ A Corporation, organized and existing under the laws of the State of California

b. _____ A partnership (if so, please list partners)

_____

_____

_____

c. _____ An individual

Name _____

Number of years in business _____

Number of employees _____

EQUIPMENT FACILITIES

1. Is your repair and yard facility at the above address? Yes ____ No ____

2. If not, state the address of your yard and facilities. _____

_____

The proposal shall include a completed "List of Machinery and Equipment Available" in order to determine whether or not CONTRACTORs can adequately perform the necessary work. All equipment you anticipate being committed to this CONTRACT, if awarded, should be included in the listing. Experience has shown that it is essential to have adequate backup equipment in reserve to allow for breakdowns. "BEING AVAILABLE" shall be interpreted to mean that the equipment is owned or under the control of the bidder submitting this Proposal.

UNITS	TYPE OF EQUIPMENT

FINANCIAL INFORMATION

1. Are current quarterly financial statements available? Yes____ No____

2. Is a certified public audit available for your preceding fiscal year? Yes____ No____

3. Have you, any major stockholder, or your company ever filed for bankruptcy?

Yes____ No____

4. State the name and address of your bank account. _____

_____

FIRM EXPERIENCE

Los Angeles County municipalities of similar size and population to South Pasadena in which your company conducted work between **January 1, 2019, and June 30, 2024**. Use additional sheets if necessary.

Contracting Entity	Date of Service From – To	Dollar Value of Contract	Date Completed

STAFF EXPERIENCE

List the names and roles of the management personnel of your company who will be directly involved with the management and supervision of this CONTRACT (include Account Manager

and Field Supervisor/Crew Lead Person, and Video Inspection Reviewer at a minimum). Please include resumes and copies of licenses and/or certifications for each staff member. Resumes should include work experience, education, licenses and certifications:

1. Name: _____

_____

_____

2. Name: _____

_____

_____

3. Name: _____

_____

_____

4. Name: _____

_____

_____

QUESTIONS

If your proposal is considered for award, will you be able to provide documentation to support the above information?

Yes_____ No_____

Do you have Workers' Compensation Insurance coverage?

Yes_____ No_____

PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION

This page shall be completed, signed, and returned with the bidder's proposal.

Pursuant to Labor Code sections 1725.5 and 1771.1, all CONTRACTORs and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a CONTRACT to perform public work must be registered with the Department of Industrial Relations.

See http://www.dir.ca.gov/Public-Works/PublicWorks.html for additional information.

No bid will be accepted nor any CONTRACT entered into without proof of the CONTRACTOR's and subcontractors' current registration with the Department of Industrial Relations to perform public work valid through the date of submission.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a CONTRACTOR with the Department of Industrial Relations.

Name of Bidder: _____

DIR Registration Number: _____

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.

2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.

3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Bidder: _____

Signature: _____

Name: _____

Title: _____

Dated: _____

CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with this Request for Proposal (RFP) and to be bound by the terms and conditions of the RFP.

2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.

3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.

4. The proposal includes all of the commentary, figures and data required by this Request for Proposal.

5. This firm has carefully read and fully understands all of the items contained in Section II, General Information for All Contractors. This firm agrees to all of the general requirements except for those disclosed by the firm in project proposal, listed on an attachment.

6. The proposal shall be valid for 120 days from the date of the proposal due date.

Name of Firm: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____

EXHIBIT B - SERVICE AREA MAP

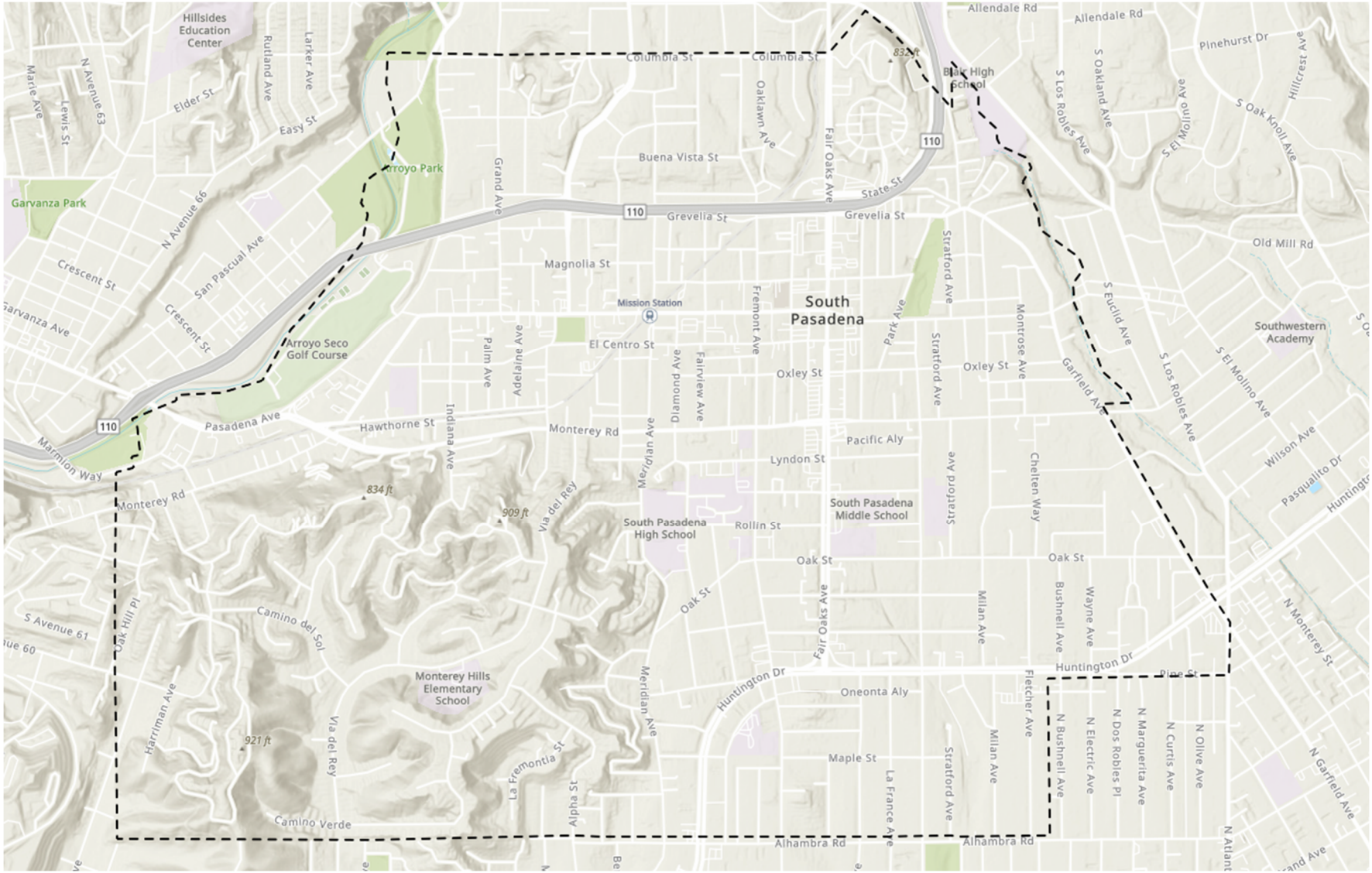


Exhibit B –Map-City of South Pasadena

EXHIBIT C – PROPOSAL CONTENT CHECKLIST

Description	
Cover Letter	
Table of Contents	
Work Statement & Quality Control Plan	
Staff Qualifications	
Corporate Capability & Firm Experience	
References	
CITY Required Forms:	
• Bidder's Acknowledgement	
• Designation of Subcontractors	
• Non-Collusion Affidavit	
• Worker's Compensation Certificate	
• CONTRACTOR's Information Report	
• Public Works Contractor Registration Certification	
Certification of Proposal to City of South Pasadena	
Qualification Documentation:	
• California State Licensing Board (CSLB) Contractor's License Classification - A or C42	
Completed Cost of Services Form	

EXHIBIT D – SAMPLE MAINTENANCE AGREEMENT

SAMPLE MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / *[Company or Individual]*)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and _____, a _____ ("Contractor").

2. RECITALS

2.1. City has determined that it requires the following recurring maintenance services from a contractor: **[enter description of contractor's maintenance services, i.e., landscaping, tree-trimming, brush removal, etc.]**

2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": Such maintenance services as are set forth in the attached scope of work attached hereto as **Exhibit A** and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Julian Lee, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor

3.3. "Cost of Services": see **Exhibit B**.

3.4. "Maximum Amount": The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is _____ Dollars ($_____).

3.5. "Commencement Date": [date].

3.6. "Termination Date": [Until determined to be completed by the City of South Pasadena Public Works Director, but no later than _____]

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 15 ("Termination") below.

5. CONTRACTOR'S DUTIES

5.1. **Services**. Contractor shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of

Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. Appropriate Personnel. Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. **[Name of Project Manager]** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

5.7. Prevailing Wages. This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

5.8. Permits and Approvals. Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.

5.9. Notification of Organizational Changes. Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

5.10. Records. Contractor 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 City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

6.1. **General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.

6.3. **Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.

6.4. **Compensation for Subcontractors.** Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. LABOR CODE

8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.

8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars ($200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

8.4. **Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.

8.5. **Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other

employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

8.6. 8-Hour Work Day. This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City $25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

10.1. General. Contractor is, and shall at all times remain as to City, a wholly independent contractor.

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1. Definitions. For purposes of this Section 11, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

11.3. Scope of Indemnity. Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property

damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4. Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5. Defense Deposit. The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.

11.6. Waiver of Statutory Immunity. The obligations of Contractor under this Section 12 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.7. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: [insert project description from above]
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $4,000,000 aggregate
• General Liability:	
• General Aggregate:	$4,000,000
• Products Comp/Op Aggregate	$4,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. General Liability Insurance. Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. Worker's Compensation Insurance. Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. Automobile Liability Insurance. Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Claims-Made Policies. If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.8. Additional Insured Endorsements. The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.9. Failure to Maintain Coverage. In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this

Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.10. Insurance Notices. Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030**.

12.11. Contractor's Insurance Primary. The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

12.12. Waiver of Subrogation. Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductables and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:	If to Contractor:
[Name]	[Name]
City of South Pasadena	[Address]
Public Works Department	[Address]
1414 Mission Street	Telephone:
South Pasadena, CA 91030	Facsimile:
Telephone: (626) 403-7240	
Facsimile: (626) 403-7241	

With courtesy copy to:

Roxanne Diaz, Esq.

South Pasadena City Attorney

Richards Watson Gershon

350 South Grand Avenue, 37th Floor

Los Angeles, CA 90071

Telephone: (213)-626-8484

Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. City Termination. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. Contractor Termination. Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. Compensation Following Termination. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. Remedies. City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. Integration of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.

17.3. Headings. The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. Pronouns. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. Confidentiality. All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. Conflicts of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. Non-assignment. Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.4. Binding on Successors. This Agreement shall be binding on the successors and assigns of the parties.

18.5. No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. Time of the Essence. Time is of the essence for each and every provision of this Agreement.

18.7. Non-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. Waiver. No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. Excused Failure to Perform. Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.10. Remedies Non-Exclusive. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. Attorneys' Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"	"Contractor"
City of South Pasadena	[Name of Company or Individual]
By:_____	By:_____
Signature	*Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____

Attest:

By:_____
Nikima Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date:_____

_____
Signature

_____
Printed Name

_____
Title

Exhibit A

[INSERT EXHIBIT A – SCOPE OF SERVICES]

Exhibit B

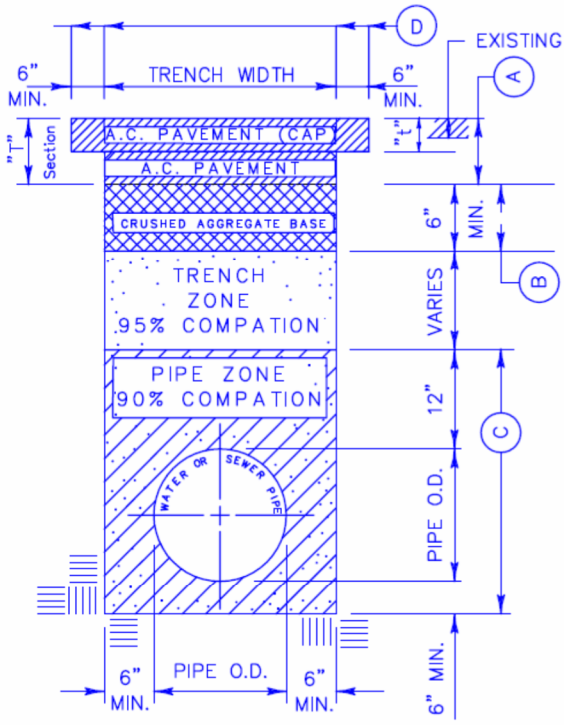
[INSERT EXHIBIT B – RATE SCHEDULE]

Above rates are valid [INSERT COMMENCEMENT DATE through ONE-YEAR LATER], thereafter, the rates may be adjusted once per year to a value not to exceed the Consumer Price Index for All Urban Consumers Series ID: CUURS49ASA0, Not Seasonally Adjusted, All Items, Los Angeles-Long Beach-Anaheim, CA as maintained and published by the United States Bureau of Labor Statistics, or its successor index, with the calculation considered for the immediately previous twelve-month period (INSERT MONTH, YEAR THROUGH MONTH, YEAR).

EXHIBIT E – STANDARD PLANS

Standard Plan 100-1 Standard Trenching and Pipe Zone Detail

Standard Plan 222-2 house Connection Sewer



(A) A.C. PAVEMENT SECTION "t"
1" THICKER THAN EXISTING
ADJACENT SECTION; ("p" + 1")

A.C. PAVEMENT SECTION "T"
4" THICKER THAN EXISTING
ADJACENT SECTION; ("p" + 4")

ASPHALT PAVEMENT REPLACEMENT SHALL BE PER STD. PLAN 133–1 APWA LATEST EDITION, AND PLACEMENT PER SECTION 306–1.5.3 IN THE LATEST EDITION OF THE PUBLIC WORKS CONSTRUCTION STD. SPECS. "GREENBOOK".

(B) 95% COMPACTED BASE

(C) PREPARED BEDDING / BACK FILL WITH IMPORTED SAND W/ SAND EQUIVALENT 30 MIN., OR CONCRETE SLURRY CLASS 450–C–2000

(D) VERTICAL SAWCUT LINE – SAWCUTTING METHOD IS ONLY PERMITTED.

1. BACKFILL MATERIAL FOR ALL TRENCHES SHALL HAVE A CERTIFIED SAND EQUIVALENT OF NOT LESS THAN 30, AND SHALL CONFORM TO THE FOLLOWING GRADATION:

Sieve Size	Percent passing
2"	100
NO. 4	35 – 100
NO. 30	20 – 100

2. COMPACTION METHODS SHALL CONFORM TO SECTIONS 301 AND 306–1.3 OF THE STD. SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (LATEST EDITION).

NOTE

1– ALL TRENCHING & CONSTRUCTION OPERATIONS SHALL COMPLY WITH THE REQUIREMENTS OF THE STATE DIVISION OF INDUSTRIAL SAFETY.

2– ANY DEVIATION FROM THE ABOVE SECTION AND REQUIREMNTS MUST BE APPROVED BY THE PUBLIC WORKS DIRECTOR.

CITY OF SOUTH PASADENA

SCALE N.T.S.

DATE NOV. 2005 (REVISED: 5/10/2006)

DRAWN BY: EGH

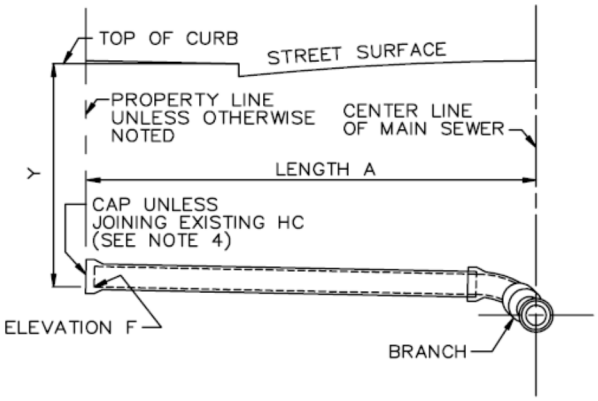
STANDARD TRENCHING AND PIPE ZONE DETAILS

(THIS DETAIL APPLIES TO ANY UTILTIES INCLUDING BUT NOT LIMITED TO WATER, SEWER, STORM DRAIN, ELEC., GAS, TEL., TV CABLE, ETC.)

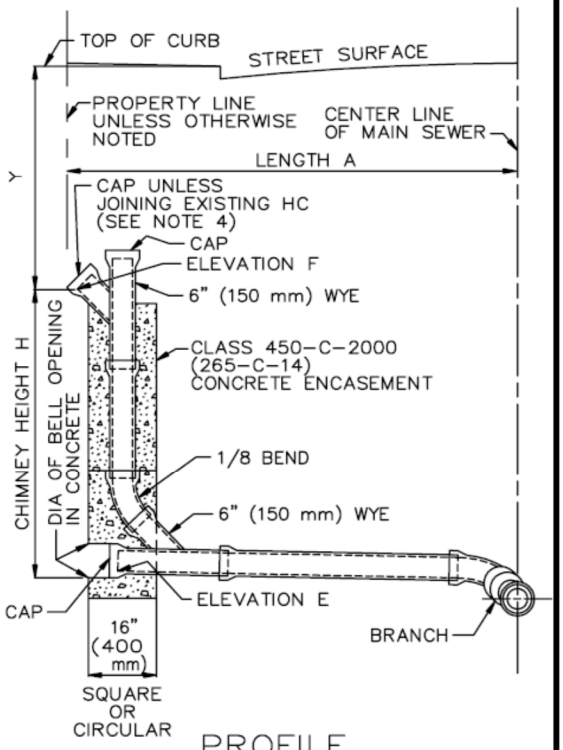
STANDARD PLAN 100–1

SHEET 1 OF 1

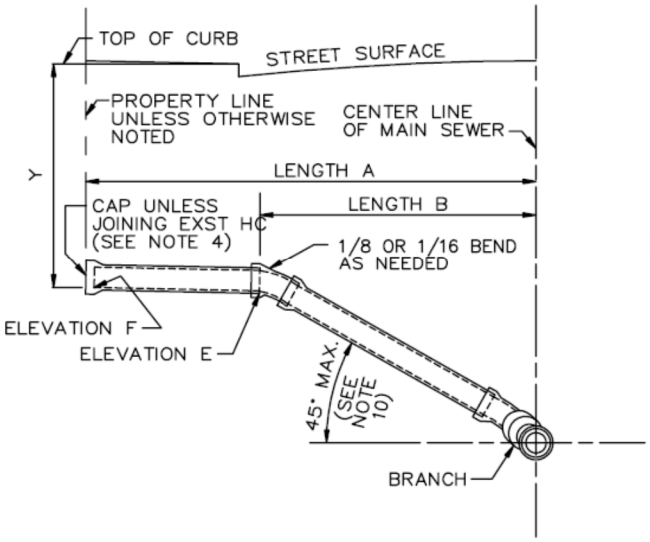
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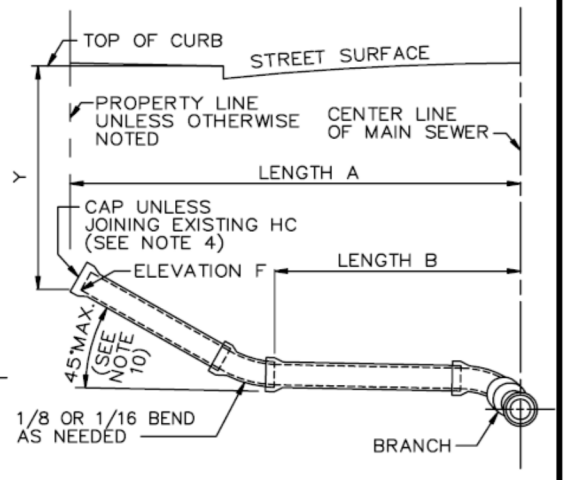
PROFILE
TYPE A



PROFILE
TYPE B



PROFILE
TYPE C



PROFILE
TYPE D

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1984
REV. 1996, 2009

HOUSE CONNECTION SEWER

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN
222-2
SHEET 1 OF 2

NOTES

1. EXCEPT AS OTHERWISE INDICATED ON THE PLANS, ALL HOUSE CONNECTION SEWERS SHALL BE TYPE "A" AND SHALL BE CONSTRUCTED ON STRAIGHT LINES AND GRADES BETWEEN CONTROL POINTS AND ELEVATIONS.

2. DIMENSIONS:
   A. Y = 6' (1.85 m)
   B. LENGTHS "A" AND "B" – SEE PLANS
   C. HEIGHT "H" – SEE PLANS
   D. ELEVATIONS "E" AND "F" – SEE PLANS

3. ALL HOUSE CONNECTION SEWER PIPE SHALL BE 150 mm (6") UNLESS OTHERWISE INDICATED AND MAY BE ANY OF THE FOLLOWING:

   A. VC PIPE
   B. PE PIPE
   C. ABS SOLID WALL PIPE
   D. ABS COMPOSITE PIPE
   E. PVC PLASTIC PIPE

   PROVIDED THAT CHANGES FROM ONE TYPE OF MATERIAL OR SIZE TO ANOTHER SHALL BE MADE ONLY BY MEANS OF SUITABLE ADAPTERS APPROVED BY THE ENGINEER.

4. THE UPPER END OF THE HOUSE CONNECTION SHALL BE SEALED BY INSTALLING A CAP AND SEALING THE CAP WITH 1" (25 mm) THICK TYPE "F" MORTAR AROUND THE CIRCUMFERENCE OF THE CAP.

5. EXCEPT AS CONTROLLED BY ELEVATIONS INDICATED ON THE PROJECT PLANS, THE MINIMUM SLOPE FOR ALL PIPE SHALL BE 2% (S=0.02 MINIMUM).

6. THE FIGURE IN A CIRCLE ON THE PLANS ADJACENT TO A HOUSE CONNECTION SEWER STATION INDICATES THE DEPTH IN FEET (METERS) BELOW THE EXISTING TOP OF CURB TO WHICH THE INVERT OF THE UPPER END OF THE HOUSE CONNECTION SEWER SHALL BE CONSTRUCTED. IF NO DEPTH IS INDICATED, THE INVERT OF THE UPPER END SHALL BE THE ELEVATION SHOWN ON THE PROFILE. WHERE NEITHER DEPTH NOR ELEVATION IS INDICATED, THE INVERT SHALL BE 6' (1.85 m) BELOW THE TOP OF THE EXISTING CURB.

7. BRANCHES SHALL BE EITHER TEES OR WYES AND SHALL BE ROTATED UPWARD FROM THE HORIZONTAL TO AN ANGLE OF 22-1/2° TO 45° WHEN TEES ARE USED. BENDS ARE NOT REQUIRED BUT MAY BE USED AT THE OPTION OF THE CONTRACTOR. WHEN THE BRANCH ROTATION DOES NOT CONFORM TO THE SLOPE OF THE HOUSE CONNECTION SEWER, PULLED JOINTS MAY BE USED FOR ADJUSTMENT.

8. THE MAXIMUM DEFLECTION AT EACH JOINT FOR 4" (100 mm) AND 6' (150 mm) VITRIFIED CLAY PIPE HOUSE CONNECTION SEWERS SHALL BE 4°, WHICH IS EQUAL TO A PULL OF 9/16" (14 mm) FOR A 6" (150 mm) PIPE AND 3/8" (10 mm) FOR A 4" (100 mm) PIPE. (PULL IS DEFINED AS THE SEPARATION OF THE ABUTTING PIPE ENDS ON THE CONVEX SIDE OF THE CURVE MEASURED AT THE OUTSIDE PIPE BARREL.)

9. CONNECTION OF A BUILDING SEWER SMALLER THAN 6" (150 mm) TO A 6" (150 mm) HOUSE CONNECTION SEWER SHALL BE MADE USING AN APPROVED INCREASER TEE OR AN INCREASER FOLLOWED BY A TEE.

10. ALL HOUSE CONNECTION SEWERS OR PORTIONS THEREOF CONSTRUCTED ON A SLOPE EXCEEDING 45° SHALL BE ANCHORED PER SPPWC 221.

11. HOUSE CONNECTION SEWERS CONSTRUCTED PURSUANT TO A HOUSE CONNECTION PERMIT SHALL CONFORM TO ALL APPLICABLE STATUTES AND ORDINANCES.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION	STANDARD PLAN
HOUSE CONNECTION SEWER	**222–2**
	SHEET 2 OF 2

MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena /
Ferreira Construction Co., Inc. dba Ferreira Costal Construction Co.)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT ("Agreement") is entered into on October 7, 2026, by and between the City of South Pasadena, a California municipal corporation ("City"), and **Contractor** ("Contractor").

2. RECITALS

2.1. City has determined that it requires the following recurring maintenance services from a contractor: **On-Call Sewer and Storm Drain Repairs**

2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1. Intentionally Omitted.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Julian Lee, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor

3.3. "Cost of Services": see **Exhibit B**.

3.4. "Maximum Amount": The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement shall be

amount determined by the adopted annual budget for the Work for each year of this Agreement and as determined by the Public Works Director.

3.5. "Commencement Date": October 7, 2026

3.6. "Termination Date": This Agreement shall termination on June 30, 2029 ("Initial Term"), unless terminated or extended by the City as set forth herein.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties, with up to two additional one-year extensions at the option of the City at the end of the initial period, or terminated earlier under Section 16 ("Termination") below.

Year 1: 07 October 2026 – 30 June 2027
Year 2: 01 July 2027 – 30 June 2028
Year 3: 01 July 2028 – 30 June 2029
Option Year +1: 01 July 2029 – 30 June 2030
Option Year +2: 01 July 2030 – June 30 2031

5. CONTRACTOR'S DUTIES

5.1. **Scope of Services**. Contractor shall perform and provide all materials, tools, equipment, labor, incidentals and services necessary to complete the work for the project identified as "On-Call Sewer and Storm Drain Repairs" ("Project") and as described in the Contract Documents (referred to as the "Work" or "Scope of Services"). Such Work shall be subject to, and performed in accordance with the terms and conditions of this Agreement, including Exhibit A (Scope of Services) and the terms and conditions of the Contract Documents. The plans and specifications for the Work are further described in Exhibit B. Any terms listed in the Contract Documents shall be incorporated into this Agreement as if set forth in full. All Work shall be completed in a good and workmanlike manner. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by a written change order executed by the Parties. The Contract Documents consist of this Maintenance Services Agreement, the Request for Proposals (Exhibit C), the Contractor's response to the Request for Proposals (Exhibit D) any post-bid documentation submitted before or after the notice to award and change orders executed by the City, if any, all of which are incorporated herein as if set forth in full.

5.2. **Coordination with City**. In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Appropriate Personnel.** Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. **James Black** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

5.7. **Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

5.8. **Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits. Contractor represents that it has the required license classification for the Scope of Services.

5.9. **Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

5.10. Records. Contractor 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 City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

6.1. General Prohibition On Assignment. This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. Contractor Responsible. Contractor shall be responsible to City for all services to be performed under this Agreement.

6.3. Subcontracting. Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 12 (Insurance), to City's satisfaction.

6.4. Compensation for Subcontractors. Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Contractor for the Work provided under this Agreement, and Contractor agrees to accept payment in full satisfaction for the Work, the compensation as is further described in the Cost of Services. Such compensation shall not exceed the Maximum Amount established for each year of this Agreement. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the compensation based on the Cost of Services not to exceed the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. LABOR CODE

8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.

8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars ($200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work

done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

8.4. Apprentices. Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.

8.5. Payroll Records. Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

8.6. 8-Hour Work Day. This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City $25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

10.1. General. Contractor is, and shall at all times remain as to City, a wholly independent contractor.

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1. Definitions. For purposes of this Section 11, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

11.3. Scope of Indemnity. Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4. Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5. Defense Deposit. The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.

11.6. Waiver of Statutory Immunity. The obligations of Contractor under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.7. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of

Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: **On-Call Sewer and Storm Drain Repairs**
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $4,000,000 aggregate
• General Liability:	
• General Aggregate:	$4,000,000
• Products Comp/Op Aggregate	$4,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured.

Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. General Liability Insurance. Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. Worker's Compensation Insurance. Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. Automobile Liability Insurance. Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Claims-Made Policies. If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.8. Additional Insured Endorsements. The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.9. Failure to Maintain Coverage. In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required

insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.10. Insurance Notices. Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030**.

12.11. Contractor's Insurance Primary. The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

12.12. Waiver of Subrogation. Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductibles and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Julian Lee
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Contractor:

James Black
Ferreira Construction Co., Inc. dba Ferreira Costal Construction Co
10370 Commerce Center Drive Suite B200
Rancho Cucamonga, CA 91730
Telephone: 909-606-5900
Facsimile: 909-606-7711

With courtesy copy to:

Roxanne Diaz, Esq.
South Pasadena City Attorney
Richards Watson Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071

Telephone: (213)-626-8484
Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. City Termination. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. Contractor Termination. Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. Compensation Following Termination. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. Remedies. City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. Integration of Exhibits. All documents referenced as exhibits in this Agreement and the Contract Documents are hereby incorporated into this Agreement. In the event of

any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. If there is a material discrepancy between the City's Request for Proposal and the Contractor response to the City's Request for Proposals, the City's Request for Proposal shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.

17.3. Headings. The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. Pronouns. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
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17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. Confidentiality. All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. Conflicts of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has

not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. Non-assignment. Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.4. Binding on Successors. This Agreement shall be binding on the successors and assigns of the parties.

18.5. No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. Time of the Essence. Time is of the essence for each and every provision of this Agreement.

18.7. Non-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. Waiver. No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. Excused Failure to Perform. Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.10. Remedies Non-Exclusive. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. Attorneys' Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City" City of South Pasadena	"Contractor" Ferreira Construction Co., Inc. dba Ferreira Costal Construction Co
By:_____ *Signature*	By:_____ *Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date:_____

_____
Signature

_____
Printed Name

_____
Title

EXHIBIT A: SCOPE OF SERVICES

Contractor shall provide sewer and storm drain maintenance and repairs as further described in Exhibit C and performed in accordance with the terms and specifications provided therein.

EXHIBIT B: COST OF SERVICES

Compensation for the Work shall be in accordance with the cost schedule below and is subject to the "Measurement and Payment" provisions set forth in Exhibit C, which is incorporated herein by this reference.

After the initial first year of the Term as set forth in Section 4, the pricing below shall be adjusted to incorporate a cost-of-living increase each subsequent year of the Agreement. The cost-of-living increase will be determined by the percentage change in the Consumer Price Index ("CPI") for the previous twelve-month period of April through March for all urban consumers in the Los Angeles/Long Beach/Anaheim area. In the event this CPI index as described is no longer published, an equivalent index may be used as mutually agreed by both parties. In no case shall said adjustment exceed the change in the cost-of-living index for the Los Angeles area.

FERREIRA
DBA FERREIRA COASTAL CONSTRUCTION CO.

A. On-Call Sewer Pipeline Repair and Reconstruction

Assumptions:

1. **Pipeline construction is the removal and replacement of existing 8-in, 12-in, and 15-in sewer lines.**
2. **Assume depth to be 7.5 feet.**
3. **Assume repair length to be 6 feet of mainline pipe.**
4. **Assume no lateral connections.**
5. **Assume 1 Sack Slurry backfill.**

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
1	Mobilization	EA	6	$7,500.00	$45,000.00
2	Replace 8-inch sanitary sewer	LF	42	$2,184.00	$91,728.00
3	Replace 12-inch sanitary sewer	LF	30	$1,891.00	$56,730.00
4	Replace 15-inch sanitary sewer	LF	24	$1,920.00	$46,080.00
5	Reconstruct permanent asphalt concrete pavement	SF	200	$109.00	$21,800.00
6	Sewer Bypass and Pumping	DAILY	20	$4,096.00	$81,920.00
7	Shoring of Open Excavation	DAILY	20	$518.00	$10,360.00
8	Video Inspection	LF	300	$17.00	$5,100.00
9	Replace manhole covers and frames	EACH	8	$5,828.00	$29,140.00
				TOTAL PROPOSED PRICE	$387,858.00

B. Storm Drain Construction Services

ITEM NO.	OTHER	UNIT	
1	**Mobilization**	**EA**	**$7,500.00**
2	**Material Markup %**	**%**	**%15**

EXHIBIT C

CITY'S REQUEST FOR PROPOSALS

ON-CALL SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS

ON-CALL SANITARY SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

JULY 20, 2026

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT
1414 MISSION STREET
SOUTH PASADENA, CALIFORNIA 91030
PROPOSALS DUE: AUGUST 11, 2026, at 1:00 P.M.

NOTICE INVITING PROPOSALS

"ON-CALL SANITARY SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS"

PUBLIC NOTICE IS HEREBY GIVEN that the CITY OF SOUTH PASADENA, invites proposals for the above-stated project, and will receive such proposals electronically in the CITY's Planet Bids system. A link to the Planet Bids system is available on the CITY's website at the following location:

https://www.southpasadenaca.gov/government/CITY-clerk/request-for-proposals

Proposals will be received in the Planet Bids system up to **1:00 p.m. Thursday August 11, 2026** to the Project Title: On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs.

The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the work described in the CONTRACT Documents. In general, the work performed under this CONTRACT consists of performing, on an on-call basis, emergency response to sewer blockages; point repairs on sewer lines using trenchless or open-cut methods; replacement of damaged storm drain sections; and video inspection of utility lines. CONTRACTOR must have a State of California Contractor's License Classification A General Engineering Contractor or C-42 Sanitation System Contractor at the time of submitting the proposal.

There will be a link to an optional virtual pre-proposal meeting at **10:00 a.m. on Tuesday July 28, 2026**.

https://teams.microsoft.com/meet/26733149814698?p=E2KIUy8JkwuwBQRAtf

Meeting ID: 267 331 498 146 98

Passcode: GP9aR33k

Any questions regarding the Request for Proposal shall be submitted to the Planet Bids system Online Question and Answer (Q&A) up to **4:00 p.m. on Thursday July 30, 2026** Any changes in the Request for Proposal shall be made by a written addendum, which shall be issued by the CITY to the Planet Bids system.

Proposals must be prepared using all the forms identified in the Instructions to Bidders. The forms required to complete the package are found in the Proposal section of these CONTRACT Documents. The Information to Bidders provides prospective bidders a summary of requirements for acceptance of proposals, guidelines the CITY uses in awarding CONTRACTs, rules to ensure fairness in CONTRACTOR procurement, and guidelines to aid in interpretation of documents.

The CITY of South Pasadena reserves the right to reject any proposals and to waive any minor irregularities in the proposal documents. Bidders may not withdraw their proposal for a period of sixty (60) days after the opening date.

CONTRACT Documents may be obtained through the Planet Bids system, or at the CITY of South Pasadena, Public Works Department, by calling (626) 403-7240, or email at ptran@southpasadenaca.gov Monday through Thursday between 7:30 a.m. and 6:00 p.m.

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Section I – Scope of Services Requested by CITY

1. BACKGROUND INFORMATION

The CITY is seeking one or more CONTRACTORS for a CONTRACT term up to five years to perform citywide sewer and storm drain repairs consisting of performing, on an on-call basis, inspection and repair of utility manholes; replacement of damaged or deteriorated storm drain sections; point repairs on sewer lines using trenchless or open-cut methods; emergency response to sewer blockages; and video inspection. All work shall comply with the 2024 Edition Standard Specifications for Public Works Construction ("SSPWC"), 2021 Edition Standard Plans for Public Works Construction ("SPPWC"), or other standards and specifications as determined the City Engineer.

The CITY maintains approximately 58 miles of sewer. Exhibit B is a map of the service area.

2. CONTRACT AWARD SCHEDULE

The CITY reserves the right to make changes to the schedule, as deemed beneficial to the CITY's interest.

Notice Inviting Proposals	Friday, July 24, 2026
Optional Pre-Bid Meeting	10:00 a.m., Tuesday, July 28, 2026
Questions Regarding the Proposal Due	4:00 p.m., Thursday, July 30, 2026
Addendum Posted on CITY's Plant Bids System	1:00 p.m., Thursday, August 6, 2026
Proposal Due Date	1:00 p.m., Tuesday, August 11, 2026
Proposal Evaluation	Thursday, August 13, 2026
CITY Council Contract Award	September 2026
Contract Execution	September 2026

Section II – General Information

1. DEFINITIONS

CITY: The word CITY is mentioned in this Request for Proposal (RFP) and the CONTRACT. In the context of this RFP and the CONTRACT, the term CITY refers to the City of South Pasadena, which is the contracting authority. The CITY is the entity entering into the CONTRACT with the CONTRACTOR for the completion of public works projects, and it is the party responsible for administering the CONTRACT, making payments, and enforcing compliance with its terms.

CONTRACT: The CONTRACT refers to the formal maintenance agreement between the CITY and the CONTRACTOR that is executed after the CONTRACTOR submits a proposal or offer, which is then accepted by the CITY Council. The CONTRACT includes all terms and conditions agreed upon, and the amount of the CONTRACT represents the agreed upon compensation for the CONTRACTOR's work.

CONTRACTOR: The CONTRACTOR is the individual, firm, partnership, corporation, joint venture, or other legal entity that enters into a CONTRACT with CITY to provide the goods and/or services in accordance with the scope of work and other requirements specified in this RFP. The CONTRACTOR shall be responsible for fulfilling contractual obligations, complying with applicable laws and regulations, and meeting performance and quality standards as specified in this RFP and the CONTRACT.

AGREEMENT ADMINISTRATOR: The Agreement Administrator refers to the Director of Public Works, their Designee, or the person designated by the CITY Council or other governing body, who is responsible for overseeing public works projects within the jurisdiction of the CITY. This includes project administration, ensuring compliance with CONTRACT terms, and making decisions related to the progress and performance of the CONTRACT. The Designee is any individual authorized by the Director to act on their behalf with respect to specific duties under the CONTRACT.

WORKING DAYS: Working Days refer to the days when regular business operations occur, typically excluding weekends (Saturdays and Sundays), holidays, or days when work is hindered due to adverse weather conditions or other factors beyond the control of the CONTRACTOR. These days are counted from the start of the CONTRACT or notice to proceed until the completion of the CONTRACT. The specific definition may vary, but generally, working days do not include non-working holidays or days when the CONTRACTOR is unable to work due to unforeseen circumstances that prevent the performance of work.

2. PROPOSAL SUBMITTAL

Proposals shall be submitted electronically in the CITY Planet Bids system up to and no later than the time and day specified in the schedule found in Section I. All proposals received after the stated time will not be considered. The Proposer assumes the risk of any delay in submitting the proposal to the Planet Bids system. No hard copy proposal will be accepted via mail submittal or in-person submittal.

Proposals will be opened on the date shown on the schedule found in Section I, unless additional time is amended to the proposal period as announced on the CITY Planet Bids system. Proposals cannot be withdrawn or corrected after being opened.

Unauthorized conditions, limitations, or provisions attached to a proposal will render it non-responsive and cause its rejection. The completed proposal shall be without alterations. Alternative proposals will not be considered unless requested. No oral, telegraphic, or telephonic proposal modifications will be considered. The proposal may be withdrawn upon request by the Proposer without prejudice prior to, but not after the time fixed for opening of

proposal, provided that the request is in writing, that it has been executed by the Proposer or duly authorized representative, and that it is filed with the CITY.

Proposals shall be submitted in accordance with the forms prescribed by the CITY. Failure to respond in this manner may render the proposal non-responsive.

3. QUESTIONS REGARDING THE RFP

Should a party responding to this document find discrepancies in, or omissions from, the specifications, or should such a party be in doubt as to their meaning, the party responding shall notify the CITY immediately.

All questions regarding this RFP shall be submitted by the date shown on the schedule found in Section I to the Online Question & Answer (Q&A) Section on the CITY's Plant Bids system. The CITY reserves the right to respond to any or none of the questions, depending on their merit. Any request for changes to the CONTRACT documents must be submitted prior to the closing of the question period. An addendum to address the submitted questions will be posted on the CITY's Planet Bids system by the date shown on the schedule found in Section I.

4. ADDENDA TO THE REQUEST FOR PROPOSALS

The CITY reserves the right to make such changes in the Request for Proposals, as it may deem appropriate. Any changes in the Request for Proposals shall be made by a written addendum, which shall be issued by the CITY in the Planet Bids system. No oral changes will be permitted. Addenda issued during the proposal process shall become a part of the original proposal.

5. OPTIONAL VIRTUAL PRE-PROPSAL SESSION

The CITY will conduct an optional virtual pre-proposal meeting on the date shown on the schedule found in Section I. Please RSVP your planned attendance by emailing mvartanians@southpasadenaca.gov. Virtual meeting access details will be emailed to interested firms that have submitted an RSVP.

6. TERMS OF CONTRACT

Requests for clarification or changes to the proposed agreement after the close of the date for "Questions Regarding the Proposal" shall be grounds for disqualification at the option of the CITY. Any request for changes to the CONTRACT documents must be submitted prior to the closing of the question period. An addendum to address the submitted questions will be posted on the CITY's Planet Bids system by the date shown on the schedule found above. Requests for changes to CONTRACT language after the question period shall not be granted and bidders will be held to their bid.

The CITY intends to award a multi-year agreement, subject to approval by the CITY Council for an initial three-year period, with up to two (2) additional one-year extensions at the option of the

CITY at the end of the initial period. The proposer shall submit fixed pricing for an initial term of one year. Each subsequent year of the CONTRACT term, pricing shall be adjusted to incorporate a cost-of-living increase. The cost-of-living increase will be determined by the percentage change in the Consumer Price Index ("CPI") for the previous twelve-month period of April through March for all urban consumers in the Los Angeles/Long Beach/Anaheim area. In the event this CPI index as described is no longer published, an equivalent index may be used as mutually agreed by both parties. In no case shall said adjustment exceed the change in the cost-of-living index for the Los Angeles area. At the conclusion of the initial three-year term of the agreement, the CITY may at its option, extend or terminate the CONTRACT, given the CONTRACTOR is in agreement with an extension under the terms presented herein. If the CONTRACT extension is approved by the CITY Council through a CONTRACT amendment, the CONTRACT may be extended up to two (2) additional

one-year terms under the same terms and conditions and subject to a cost-of-living increase based on the CPI as described above. The CONTRACTOR agrees to provide the services described in the attached proposal for said additional periods, should the CONTRACTOR and CITY mutually agree to one or more CONTRACT extensions. In addition, the CITY has the right to terminate the CONTRACT with or without cause at any time within thirty (30) days' written notice.

In the circumstance that the CITY Council approves a CONTRACT term for less than five (5) years (e.g. one-year term, two-year term, or other), an optional CONTRACT term extension of up to two (2) additional one-year term under the same terms and conditions, will be provided as described above with a cost of living increase for the Los Angeles/Long Beach/Anaheim area on an annual basis.

7. EXECUTION OF CONTRACT

The proposer to whom the award is made shall execute a written CONTRACT with the CITY on the form of the agreement included hereafter and shall secure all insurance and bonds required by the CITY within ten (10) days from the date of the award.

Below is a list of the required documents, to be submitted electronically:

- Signed CONTRACT
- Indemnification and Hold Harmless Agreement and Waiver of Subrogation and Contribution
- Worker's Compensation Insurance
- Comprehensive General Liability (CITY Named as Additional Insured on Form CG 20 10 11 85, B+ or higher rating)
- Property Damage Insurance (CITY Named as Additional Insured)
- Automobile Liability Insurance
- CITY Business License

Failure or refusal to enter into a CONTRACT as herein provided, or to conform to any of the stipulated requirements in connection therewith, shall be just cause for the annulment of the award. The award shall then be made to the next proposer as determined by the CITY and approved by the CITY Council and that firm shall fulfill every stipulation as if it were the party to whom the first award was made.

The Agreement shall not be considered binding upon the CITY until executed by the authorized CITY officials. Requests for clarification or changes to the proposed agreement after the close of the date for "Questions Regarding the Proposal" shall be grounds for disqualification at the option of the CITY.

8. INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of this proposal and the selected firm's response are to be incorporated, in total, into the CONTRACT.

9. INTEREST OF MEMBERS OF THE CITY

No member of the governing body of the CITY, and no other officer, or employee, of the CITY who exercises any functions or responsibilities in connection with the carrying out of this project to which this proposal pertains, shall have any personal interest, direct or indirect, in this CONTRACT.

10. INTEREST OF CONTRACTOR

The successful proposal covenants that it's performance of services hereunder do not and will not conflict with any present interest or any acquired interest, direct or indirect, in the CITY or any other interest which would conflict in any manner or degree with the performance of its services. The successful Proposer further covenants that in the performance of this CONTRACT no person having any such conflict of interest shall be employed.

11. PENALTY FOR COLLUSION

If at any time it shall be found that the person, firm or corporation to whom a CONTRACT has been awarded has in presenting any proposal or proposals colluded with any other party or parties, then the CONTRACT so awarded shall be null and void and the CONTRACTOR and CONTRACTOR's bonding company shall be liable to the CITY for all loss or damage which the CITY may suffer thereby; and the CITY may advertise for a new CONTRACT for said labor, supplies, material or equipment.

12. NONDISCLOSURE BY PROPOSER

Until such time that the CITY Council awards the CONTRACT, the proposer agrees that such proposal shall not be made available to any individual or organization without the prior written approval of the CITY.

13. STATUS AS INDEPENDENT CONTRACTOR

CONTRACTOR is, and shall at all times remain as to CITY, a wholly independent CONTRACTOR.

14. SUBCONTRACTORS

The use of subcontractors is not allowed except for one-time specialized services. CONTRACTOR shall utilize the Designation of Subcontractor Form (included in Exhibit A) to identify proposed subcontractors as required by the Subletting and Subcontracting Fair Practices Act (Govt. Code Sec. 4100 et seq.). The subcontractor must be approved by the CITY in writing prior to performing any work. Please see language in the CONTRACT related to the use of Subcontracting and Assignment.

15. PREVAILING WAGES

In accordance with the provisions of Section 1770 et seq., of the California Labor Code, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. The CONTRACTOR will be required to pay to all workers employed on the project sums not less than the sums set forth in the Department of Industrial Relations Director's General Prevailing Wage Determinations.

Attention is directed to the provisions of the Labor Code concerning the employment of apprentices by the CONTRACTOR or any subcontractor under him. The CONTRACTOR and any subcontractor under him shall comply with the requirements of said sections in the employment of apprentices.

Information relative to apprenticeship standards and administration of the apprenticeship program may be obtained from the Director of Industrial Relations, San Francisco, California, or the Division of Apprenticeship Standards and its branch offices.

Please see language in the CONTRACT related to Prevailing Wages.

16. METHOD OF PAYMENT

The CITY intends to make payment within forty-five (45) days of invoice submittal following satisfactory completion of the work required. If any proposer takes exception to this payment schedule, an alternate schedule and appropriate justifications should be stated by the proposer.

In the circumstance where CONTRACTOR services that are required as described in this RFP are not rendered, the CITY may deduct payment of said services up to three (3) times the cost of the service as listed in the submitted Cost Proposal.

17. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing any deviation from specifications, manufacturer name and model numbers, availability of product warrants, and delivery charges. Issuance of the Request for Proposal does not commit the CITY to award any CONTRACT, to pay any costs incurred in the preparation of the proposal, or to procure or contract for services or supplies.

18. PUBLIC RECORD

After the award of the CONTRACT has been made by the CITY Council, all findings and information considered in determining which proposal best meets the needs of the CITY will be made available for public inspections.

19. CHANGES

The CITY may require changes in the scope of the services to be performed by the CONTRACTOR hereunder. All such changes, which are mutually agreed upon by and between all the parties shall be incorporated in written amendments to this Agreement. All such amendments shall state any increase or decrease in the amount of compensation due to the CONTRACTOR for the change in scope.

20. ADDITIONS/DELETIONS OF SERVICE

The CITY reserves the right to add and/or delete services to this CONTRACT. Should a service requirement be deleted, payment to the CONTRACTOR will be reduced proportionally, to the amount of service reduced in accordance with the Proposal price. Should additional services be required from this CONTRACT, prices for such additions shall be in accordance with this Request for Proposal and CONTRACTOR's response thereto. No additional work should be performed unless otherwise authorized by the CITY in writing.

21. RECORDS AND REPORTS

CONTRACTOR shall prepare and submit to the Director of Public Works, or Designee, such reports concerning the performance of the services required by this Agreement as required.

CONTRACTOR shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Director of Public Works or Designee to evaluate the performance of such services. The Director of Public Works or Designee shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, request certified payrolls, and make records and transcripts from such records.

All reports, records, documents and other materials prepared by CONTRACTOR in the performance of this Agreement shall be the property of CITY and shall be delivered to CITY upon request of the Director of Public Works or Designee upon the termination of this Agreement, and CONTRACTOR shall have no claim for further compensation as a result of the

exercise by CITY of its full right of ownership of the documents and materials hereunder. CONTRACTOR may retain copies of such documents for its own use. It shall have an unrestricted right to use the concepts embodied therein.

The drawings, specifications, reports, records, documents and other materials prepared by CONTRACTOR in the performance of services under this Agreement may be subject to release under the California Public Records Act.

Section III – Technical Specifications

1. BACKGROUND AND PURPOSE

The CITY is seeking one or more CONTRACTOR(s) to perform an on-call basis citywide repair of sewer and storm drain lines. The CONTRACTOR shall perform all work and incidentals appurtenant to this Scope of Work. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the CONTRACTOR provide all necessary labor, equipment, materials and incidentals to performed the CONTRACT work mentioned and specified within.

2. GENERAL DESCRIPTION OF THE WORK

The work under this CONTRACT is generally described as on-call sewer and storm drain repairs. The work will consists of performing on an on-call basis emergency response to sewer blockages; point repairs on sewer lines using trenchless or open-cut methods; replacement of damaged storm drain sections; and video inspection of utility lines.

3. SCOPE OF SERVICES

The work to be done shall consist of all required labor, materials, equipment, parts, supplies, and permits necessary for the construction and completion of the project indicated.

a. Emergency Sewer System Point Repairs Services.

CONTRACTOR shall procure parts, labor, and equipment to perform the following work.

i. Sewer pipe repair/reconstruction,
ii. manhole adjustment,
iii. replacement of manhole covers and frames,
iv. Permanent asphalt concrete replacement
v. Flow measurements,
vi. Monitoring and remediation of odor and gas issues,

CONTRACTOR shall be capable of providing an emergency response repair crew and appropriate equipment within 24 hours (a responsible individual at the

emergency jobsite within 4 hours; a repair crew on the emergency jobsite within 24 additional hours). CONTRACTOR shall be available 24 hours a day, 7 days a week, including Saturdays, Sundays, and Holidays, in response to emergencies arising from sewer system failures. Selection of a contractor to perform the repair services is described in the following Section 2.3, Assignment of Work.

Once contacted by Public Works and the CONTRACTOR has accepted the work, the contractor shall have a responsible individual at the emergency site within 4 hours; a repair crew on the emergency jobsite within 24 additional hours; and a capacity to work around the clock to restore flow and/or stabilize the site, then proceed under normal conditions until the job is completed. The CONTRACTOR shall be required to make repairs of all sewer related systems. The CONTRACTOR shall restore the site to its original pre-damage condition, or as directed by the Department.

The CONTRACTOR shall accomplish the emergency repair services expeditiously and in the most professional manner possible. The CONTRACTOR shall be capable and equipped to conduct effective traffic control and be considerate of the community involved to avoid unnecessary traffic hardships. After the job is completed, the CONTRACTOR shall ensure a thorough and orderly cleanup including but not limited to re-striping, paving to county or city standards, removal of USA markings, replacement of landscaping and irrigation, and concrete restoration of the worksite acceptable to Public Works.

b. Storm Drain Construction Services

CONTRACTOR shall provide labor and construction services including but not limited to;

i. Storm-drain pipe installation, slip-lining, rehabilitation and/or repair
ii. Storm-drain manhole repair and/or rehabilitation (i.e. installing manholes, raising manholes, etc.)
iii. Installing and/or repairing concrete curb, gutter, sidewalk etc.
iv. Catch basin installation, refurbishment and repairs
v. Ditch maintenance including concrete, asphalt and natural bottomed
vi. Asphalt repair/maintenance near work area
vii. Concrete repair/maintenance near work area
viii. Drainage grate installation, removal, fabrication and/or repair
ix. Road shoulder grading
x. Lift station structure repairs including patching

4. SPECIFICATIONS

All work shall be performed in accordance with the 2024 Edition Standard Specifications for Public Works Construction (‘SSPWC”) and 2021 Edition Standard Plans for Public Works

Construction ("SPPWC"). All work performed shall be subject to applicable Federal and State Standards, approved proposals, contract documents, City inspection, and approved by the City, its Director of Public Works, or City's designated representative.

Since the Scope of Services is for on-call services, specifications may vary (including additional specifications) as tasks are identified during the contract period. Payment for all tasks shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and shall be considered as included in the contract unit price for each item requiring such work, and no additional compensation will be made therefor. The unit price for each item will include the necessary traffic control to perform the work.

The Sections that follow supplement, but do not replace, the corresponding provisions in Part 2 (Construction Materials), Part 3 (Construction Methods) and Part 4 (Existing Improvements) of the SSPWC and SPPWC, except as otherwise indicated herein. In the event of any conflict between the SSPWC and SPPWC and these Special Provisions, these Special Provisions shall control.

5. EQUIPMENT

Vehicles. Vehicles shall be in conformance with the latest South Coast Air Quality Management District requirements for low emission/alternative fuel use. Upon approval of any new regulations, the CONTRACTOR shall be prepared to meet the requirements of the new rule.

All vehicles utilized by employees in the performance of the work shall be owned, registered, and insured by the CONTRACTOR. Employees of the CONTRACTOR shall not drive personal vehicles to any sites to perform work under the contract.

Logo. CONTRACTOR shall display the name of his/her firm on any vehicles used by the CONTRACTOR's employees to carry supplies and equipment. The firm name shall be in letters large enough to be easily legible from fifty (50) feet along with office telephone number.

6. EXTRA/EMERGENCY WORK

The CONTRACTOR shall not perform any services or incur any costs whatsoever under the terms of this Agreement until they have received written authorization from the City's Project Representative. The City reserves the right to bid extra or emergency work to other firms, in the event a negotiated price or schedule of completing repairs cannot be reached, which is acceptable to both parties.

7. TRAFFIC CONTROL

All traffic control methods shall conform to the latest edition of the MUTCD or Work Area Traffic Control Handbook (WATCH) as it conforms to the standards and guidance of the MUTCD. The CONTRACTOR shall provide flagmen, lights, signs, barricades, and other devices as required to provide for public safety and convenience. Traffic shall be permitted

to pass through the work underway and access shall always be maintained to the adjacent properties during the striping operations. Under heavy traffic conditions, the City may limit the hours of work. The City reserves the authority to modify the conditions for traffic control if deemed necessary. All vehicular and pedestrian access line of sight visibility shall always be maintained per MUTCD or WATCH manual.

8. UNSATISFACTORY WORK

The Contractor shall be notified both verbally and in writing their performance is unsatisfactory and corrective action is necessary.

The Contractor shall complete corrective action within the following time frames after verbal notification:

- Within eight (8) hours for unsafe, hazardous, or unsightly conditions.
- Within sixteen (16) hours for faulty workmanship or equipment failures.
- Other deficiencies within three (3) days.

Failure to correct the deficiency within the time specified shall result in the deduction of $250.00 per day for each instance where an item of work is not completed in accordance with the schedule and/or specifications.

9. PERMITS AND LICENSES

The CONTRACTOR shall procure all permits and license, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the Contract. No fees will be charged for City-related projects.

10. PATENTS

The Contractor shall assume all responsibilities arising from the use of patented materials, equipment, devices, or processes used on or incorporated in the work.

11. DAMAGES

The CONTRACTOR shall report immediately to the City any damage to City or private property and shall be liable to make all repairs. Any repairs and associated cost resulting from Contractor caused damage shall be the responsibility of the CONTRACTOR.

12. SAFETY AND HEALTH REQUIREMENTS

CONTRACTORs and any Subcontractors shall comply with all applicable provisions of the CITY's Safety Standards, Federal OSHA, California OSHA, and Local regulations, whichever is most stringent.

13. WORK HOURS

The CITY's typical CONTRACTOR work hours are between 7:30 a.m. and 4:00 p.m. Monday through Friday, excluding CITY-recognized holidays. The CONTRACTOR shall

notify the CITY of any proposed work outside of typical work hours at least 72 hours in advance. As required, the CITY shall provide notifications to the public for night work. The CONTRACTOR's billing rate(s) shall be applicable to all work hours.

Work shall be performed outside the school commuting hours in the vicinity of schools where applicable.

14. NOISE REQUIREMENTS

The CONTRACTOR shall adhere to CITY noise restrictions at all times. Typical levels shall not exceed a maximum noise level of 65 decibels when measured from a distance of 50 feet from the equipment being used.

15. CLEANUP

Contractor shall remove all debris generated as work progresses. The street, parkway, and private property shall be kept clear of debris at all times. It shall be the responsibility of the contractor to dispose of all waste debris generated by the contractor.

All debris from operations shall be cleaned up each day before the work crew leaves the site. Areas are to be left in a condition equal to or better than that which existed prior to the commencement of tree operations.

16. STORM WATER

No material generated during work operations is permitted to enter any storm drain. The CONTRACTOR is required to abide by the CITY's Water Quality Management Plan. Including all applicable Best Management Practices (BMPs) for the duration of the contract.

17. PROJECT MANAGEMENT AND MEETINGS

CONTRACTOR shall provide a project manager to act as a liaison with the Director of Public Works or their Designee, who will coordinate written reports and see the project through to satisfactory conclusion. The CITY Director of Public Works or their Designee will be responsible for the direction, review and approval of all work. Any meetings and/or correspondence related to this CONTRACT shall be scheduled and approved by the CITY Director of Public Works or Designee.

The Contractor and City's designated representative shall meet during the time when work is occurring monthly to review work completed, work scheduled for the next month, address any concerns, and coordinate any extra/emergency work.

18. WARRANTY

The CONTRACTOR shall guarantee the Work to perform satisfactorily for up to twelve (12) months. During the guarantee period, the CONTRACTOR shall bear all costs to maintain the Improvements to the City's satisfaction.

19. RECORD KEEPING

Contractor shall maintain and provide records and/or associated drawings of all repairs done to any City system.

20. INVOICING/BILLING

Invoicing for services rendered are required for proper payment. The work must be identified on the invoice.

SECTION IV - EVALUATION AND SELECTION OF CONTRACTOR

Selection of one or more CONTRACTORS for an award will be conducted in accordance with the CITY Purchasing Policy and South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XI Purchasing, Section 2.99-29(11).

The CONTRACT will be awarded to the firm that meets all the CITY's requirements as determined by the CITY for the various components contained herein. The CITY reserves the right to determine the responsiveness of the bidder, including, but not limited to, the anticipated initiative and ability of the firm to perform the services set forth herein.

1. PROPOSAL EVALUATION

After receiving proposals CITY staff will evaluate the proposals using the criteria in the table below.

No.	Evaluation Criteria	Potential Points (Weight)
1	Cover Letter. The cover letter should provide contractors qualifications, summarize work approach and identify individuals authorized to negotiate Agreement terms and compensation.	5 (5%)
2	Work Statement. Describe the technical and management approach to providing the requested services.	5 (5%)
3	Quality Control. Describe methods and tools to providing quality control for the services.	5 (5%)
4	Staff Qualifications. Identify key persons and their experience in providing the requested service.	5 (5%)
5	Delivery. Does the firm have sufficient capabilities and resources to successfully deliver requested service.	20 (20%)
6	Firm Experience. The firms record of performance of previous contracts or services.	10 (10%)
7	Proposal Completeness. Does the proposal provide all the required documents and provide it in a manner for the proposal to be thoroughly evaluated.	10 (10%)

8	Proposed cost. Reasonable unit prices and comparison of total cost to other proposals	40 (40%)
	Total	100 (100%)

2. SUPPLEMENTS TO REQUEST FOR PROPOSAL

If the evaluation of any proposal indicates minor non-compliance or variance with the Request for Proposals, the CITY may, but need not, make a written request to the proposer/CONTRACTOR for a supplement to the submitted proposal. This request will attempt to identify the non-compliance or variance and will establish a date on which the supplement to the Request for Proposals shall be submitted. If so requested, the proposer/CONTRACTOR may submit a supplement to the Request for Proposals responsive to such request, within the time period established, which the CITY will evaluate in conjunction with the Request for Proposals. Any supplement to the Request for Proposals will be deemed an integral part of the proposer/CONTRACTOR's submittal.

3. FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements or which provide references that do not support an attribute or condition claimed by the CONTRACTOR may be rejected. If in the opinion of the CITY such information is intended to mislead its evaluation of the proposal, and the attribute condition or capability is a requirement of this proposal, the false information will be sufficient basis for rejection of the proposal.

4. REJECTION OF PROPOSALS

The CITY reserves the right to reject any or any part of a proposal, to waive any informality in the proposal, and to select the services which shall be deemed in the best interest of the CITY.

It is the intent of the CITY to select the lowest responsive proposal based on evaluation of the responses to this request. However, the CITY reserves the right to reject any and all proposals prior to the execution of an acceptable CONTRACT.

SECTION V - PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be submitted by the date shown on the schedule included in this RFP. Proposals received after the deadline will not be considered. Proposals shall be submitted electronically to Planet Bids. Submit all fees and cost proposals in an electronically sealed envelope on Planet Bids. A link to the Planet Bids system is available on the CITY's website at the following location: https://www.southpasadenaca.gov/government/CITY-clerk/request-for-proposals

The submittal package shall include all required information and documents as stated herein. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP, including all exhibits, attachments, and any amendments or addendum issued by the CITY, unless otherwise stated in the proposal.

Below is an overview of the contents that are required in the proposal. Exhibit C is a checklist to ensure that proposals are complete. Proposals including resumes should not be more than forty (40) pages.

1. COVER LETTER / PROPOSAL SIGNATURE

Provide a 2-3 page cover letter including firm name, address, and telephone number of the contact person(s) who will be authorized to make presentations for the firm. The cover letter must bear the signature of the person authorized to sign on behalf of the firm and to bind the applicant into a CONTRACT. If the proposal is made by an individual, it shall be signed and full name of Proposer with complete address shall be given; if made by a firm, it shall be signed with the co-partnership name by a member of the firm who shall sign name and the name and address of each member shall be given; and if it is made by a corporation, the name of the corporation shall be provided and signed by its duly authorized officer or officers attested by the corporate seal, and the names and titles of all officers of the corporation shall be given.

The letter should also briefly introduce the contractor, summarize the contractor's general qualifications, and include an executive summary of the specific approach which will be used to deliver the work scope.

2. TABLE OF CONTENTS

A comprehensive table of contents of material included in the proposal is required.

3. WORK STATEMENT

Present a statement of the firm's understanding of the work to be performed as outlined in the Scope of Work, a description of the methods and techniques to be used by the firm to

achieve the objectives of the CONTRACT, and a positive statement of commitment to perform.

Describe the technical and management approach to providing the Services to the City. Proposer should take into account the Scope of the Services, and general functions as described in Section III-Technical Specifications.

4. QUALITY CONTROL PLAN

The Quality Control Plan shall provide the CITY with an effective and efficient means of identifying and correcting problems throughout the entire scope of operations.

5. STAFF QUALIFICATIONS

Show that the organization is adequately staffed and trained to perform the required service or demonstrate the capability for recruiting such staff. Demonstrate that the organization meets the CONTRACTOR Requirements as outlined in the Scope of Work. Provide resumes for each key personnel that will be assigned to the project and the tasks that person will be responsible for and/or involved in.

6. CORPORATE CAPABILITY & FIRM EXPERIENCE

Provide a summary of relevant background information to ensure that the prospective firm has the capacity to perform required services and sufficient experience of the firm submitting the proposal as a corporation or other entity.

Provide background and experience of the firm in performing this type of work, including the costs of projects conducted and at least five client references of similar size and scope. Include a list of other projects currently underway or anticipated.

7. REFERENCES

Provide a list of up to five clients (located in Southern California) with a contract amount over $100,000, for the last five (5) years, by name, point of contact, address, telephone number, and length of service. Make note of any municipalities currently serviced that were awarded within the last five (5) years.

8. CITY REQUIRED FORMS

CONTRACTOR shall complete and return all the forms included in this document including:

- Bidder's Acknowledgement
- Designation of Subcontractors
- Non-collusion Affidavit
- Worker's Compensation Certificate
- CONTRACTOR's Information Report
- Public Works Contractor Registration Certification

9. QUALIFICATION DOCUMENTATION

CONTRACTOR shall submit the following documents to confirm that they meet the minimum required qualifications:

- Include a statement that the firm is licensed in accordance with the requirements of the State of California and state the license number, type and expiration date. California State Licensing Board (CSLB) Contractor's License Classification. License shall be kept current throughout the entirety of the CONTRACT.

10. VALIDITY PERIOD

The proposal shall be considered valid for a period of sixty (60) days and shall contain a statement to that effect signed by an officer of the firm authorized to bind the firm for this period.

11. ACCEPTANCE OF CONDITIONS

Provide a statement offering the firm's acceptance of all conditions listed in this Request for Proposal (RFP) document and CONTRACT. Any exception on the CONTRACTOR's behalf must be included in this statement.

12. COMPLETED COST OF SERVICES FORM

The CONTRACTOR shall complete the Cost of Services (Section VI), and it shall be submitted with the proposal on the Planet Bids system in the "Line Items" section.

Section VI – Cost of Services

A sample Cost of Services Form is provided below, however, pricing must be entered as "Line Items" in the CITY's Planet Bids system. Submission of this Form may disqualify bidder.

The 'Estimated Quantities' are used for evaluating proposals only. The quantities listed are an estimate for each item to be performed in each contract year. The actual quantities used in each contract year depend on the City budget and the quantities needed. The 'Unit Cost' quoted will apply to the actual quantities for the work requested by the CITY, whatever they may be.

Standard Specifications for Public Works Construction (the "Greenbook") Section 7-3.5 Contract Unit Prices will not apply should actual quantities increase or decrease by more than 25 percent from the Estimated Quantity for any contract year.

1. PROPOSED SCHEDULE OF COST OF SERVICES

The UNIT COST submitted in proposal are valid for the first year of the CONTRACT. The rates may be adjusted each contract year thereafter to a value not to exceed the Consumer Price Index for All Urban Consumers Series ID: CUURS49ASA0, Not Seasonally Adjusted, All Items, Los Angeles-Long Beach-Anaheim, CA as maintained and published by the United States Bureau of Labor Statistics, or its successor index, with the calculation considered for the immediately previous twelve-month period.

Any additional work requested by the CITY but not included in the below Schedule of Cost of Services, the compensation for the work will be paid as PAYMENT FOR EXTRA WORK per Section 7-4 of the SSPWC. This will not preclude a Negotiated Unit Price for the Items of Work or LUMP SUM bid.

a. On-Call Sewer Pipeline Repair and Reconstruction

a) Pipeline reconstruction is the removal and replacement of existing 8-in, 12-in, and 15-in sewer lines.
b) Assume depth to be 7.5 feet.
c) Assume repair length to be 6 feet of mainline pipe.
d) Assume no lateral connections.
e) Assume 1 sack slurry backfill.

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
1	Mobilization	EA	6	$	$

2	Replace 8-inch Sanitary Sewer	LF	42	$	$
3	Replace 12-inch Sanitary Sewer	LF	30	$	$
4	Replace 15-inch Sanitary Sewer	LF	24	$	$
5	Reconstruct Permanent Asphalt Concrete Pavement	SF	200	$	$
6	Sewer Bypass and Pumping	Daily	20	$	$
7	Shoring of Open Excavation	Daily	20	$	$
8	Video Inspection	LF	300	$	$
9	Replace manhole covers and frames.	Each	5	$	$
TOTAL PROPOSED PRICE					**$**

b. Storm Drain Construction Services

The labor and equipment rates for storm drain construction services will use the current State of California Department of Transportation Labor Surcharge and Equipment Rental Rates . A link to the rates are as follows:

https://dot.ca.gov/-/media/dot-media/programs/construction/documents/equipment-rental-rates-and-labor-surcharge/book_25_26.pdf

Item No.	Other	Unit	
1	Mobilization	EA	$
2	Material Markup (%)	%	%

2. MEASUREMENT AND PAYMENT

a. Emergency Sewer Pipeline Repair and Reconstruction

Item 1 – Mobilization

Payment for **Item 1 - Mobilization** will be made at the contract unit price per EACH (EA). Mobilization shall be for each work order issued.

Mobilization shall include but not limited to the following:

- Preparatory work and operations, including but not limited to, those necessary for the movement of personnel, equipment, supplies, incidentals to the project site.
- Traffic control for the duration of the work.
- Cleaning up the site at the completion of work.
- All other work and operations which must be performed or costs incurred prior to beginning of each work order.
- Demobilization costs anticipated at the completion of each work order.

The deletion of work or the addition of extra work in each order shall not affect the price paid for each mobilization.

Items 2-4 Replace Sanitary Sewer

Payment for **Items 2-4 - Replace Sanitary Sewer** will be made at the contract unit price per LINEAR FOOT (LF) of replaced sewer pipe of specified sizes. Payment shall constitute full compensation for furnishing all labor, material, tools, equipment, and traffic control necessary for execution of the work. Work includes but is not limited to excavation and disposal, removal and disposal of pipe, replacement of pipe, backfill and compaction.

Item 5 - Reconstruct Permanent Asphalt Concrete Pavement

Payment for **Item 5-Reconstruct Permanent Asphalt Concrete Pavement** will be made at the contract unit price measured in SQUARE FEET (SF) of the surface area of asphalt patch furnished and installed. Payment shall constitute full compensation for furnishing all labor, material, tools, equipment, and traffic control necessary for execution of the work. This work encompasses furnishing, placing and compacting aggregate base, permanent patching of removed asphalt surfaces 4”-8” thick using Flomix, Aquaphalt, or other City approved hot mix asphalt concrete, to provide a smooth driving surface to the satisfaction of the City representative.

Item 6 – Sewer Bypass and Pumping

Payment for **Item 6-Sewer Bypass and Pumping** will be made at the contract unit price measured PER DAY (DAY). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing sewer bypass and pumping for the work.

Item 7 – Shoring of Open Excavation

Payment for **Item 7-Shoring of Open Excavation** will be made at the contract unit price measured per DAY (DAY). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing shoring for the work.

Item 8 – Video Inspection

Payment for **Item 8-Video Inspection** will be made at the contract unit price measured per LINEAR FOOT (LF). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing video inspection of pipe.

Item 9 – Replace Manhole Cover and Frames

Payment for **Item 9-Replace Manhole Cover and Frames** will be made at the contract unit price measured per EACH (EA). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in replacing each manhole cover.

b. Storm Drain Construction Services

Item 1 – Mobilization

Payment for **Item 1 - Mobilization** will be made at the contract unit price per EACH (EA). Mobilization shall be for each work order issued.

Mobilization shall include but not limited to the following:

- Preparatory work and operations, including but not limited to, those necessary for the movement of personnel, equipment, supplies, incidentals to the project site.
- Traffic control for the duration of the work.
- Cleaning up the site at the completion of work.
- All other work and operations which must be performed or costs incurred prior to beginning of each work order.
- Demobilization costs anticipated at the completion of each work order.

The deletion of work or the addition of extra work in each order shall not affect the price paid for each mobilization.

Item 2 – Materials Mark-up

Payment for Item 2 - Materials Mark-up will be made at the contract unit price per PERCENTAGE (%). The mark-up will be applied to the actual cost of material paid by the CONTRACTOR.

EXHIBIT A – REQUIRED FORMS

1. BIDDER'S ACKNOWLEDGEMENT
2. DESIGNATION OF SUBCONTRACTORS
3. NON-COLLUSION AFFIDAVIT
4. WORKER'S COMPENSATION CERTIFICATE
5. CONTRACTOR'S INFORMATION REPORT
6. PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION
7. CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

BIDDER'S ACKNOWLEDGEMENT

This page shall be completed, signed, and returned with the bidder's proposal.

The CITY reserves the right to amend or split the work with more than one CONTRACTOR, as deemed in the best interest of the CITY. The decision to amend or split the work will be at the sole discretion of the CITY.

It is understood and agreed that:

1. After the acceptance of the proposal, the designated CONTRACTOR shall attend a pre-job conference. The CONTRACTOR shall be informed of the said time and location.
2. No verbal agreement or conversation with any officer, agent or employee of the CITY, either before or after the execution of the Agreement shall affect or modify any of the terms or obligations of this Proposal.
3. The CITY will not be responsible for any errors or omissions on the part of the undersigned in making up this proposal, nor will bidders be released on account of errors. The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has no directly or indirectly induced or solicited any other bidder to put in a sham proposal, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.
4. The undersigned has carefully examined the RFP specifications for the "CITY of South Pasadena Sewer Pipeline CCTV Inspection Services", and hereby proposes to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said specifications for the prices listed in the submitted line items / proposal form.
5. The undersigned is licensed in accordance with the Laws of the State of California. The undersigned bidder acknowledges receipt of the following addendum issued for the above project. If no addendum has been received, write "none".

List of Addendum Received: _____

_____

In accordance with Section 7028.15 of the California Business and Professions Code, I hereby certify under penalty of perjury that the foregoing is true and correct:

_____ _____

Bidder's Name Date

_____ _____

Authorized Signature Individual Partnership or Corporation

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

_____ _____

Type of Organization Address

_____ _____

Telephone State of California License Number

If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, and if the bidder is an individual, their signature shall be placed above.

DESIGNATION OF SUBCONTRACTORS

This page shall be completed, signed, and returned with the bidder's proposal.

As required by State Law, the General CONTRACTOR bidding will hereinafter state the subcontractor who will be the subcontractor on the job for each particular trade or subdivision of the work in excess of one-half percent of the total proposal price and will state the first name and principal location of mill, ship, plant or office of each. Where no subcontractor is listed for a particular phase of the work, it is understood that the General CONTRACTOR will perform the work. No changes or substitutions may be made in these subcontractors except upon the prior approval of the CITY. The undersigned certifies that he or she has used the sub-bids of the following listed subcontractors in making up this proposal, and that the subcontractors listed will be used for the work identified herein, subject to the approval of the CITY, and in accordance with the applicable provisions of the Specifications.

	ITEM OF WORK	SUBCONTRACTOR NAME	ADDRESS & TELEPHONE
1.	_____	_____	_____ _(____)_____
2.	_____	_____	_____ _(____)_____
3.	_____	_____	_____ _(____)_____
4.	_____	_____	_____ _(____)_____

BIDDER'S NAME _____

TYPE OF ORGANIZATION: c INDIVIDUAL c PARTNERSHIP c CORPORATION

ADDRESS _____

_____

_____

TELEPHONE _(____)_____

_____ _____

AUTHORIZED SIGNATURE DATE

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

NON-COLLUSION AFFIDAVIT

This page shall be completed, signed, and returned with the bidder's proposal.

The undersigned declares:

I am the _____ of _____, the party making the foregoing proposal.

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

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

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

_____

Signature of Declarant

_____

Printed Name of Declarant

WORKER'S COMPENSATION CERTIFICATE

This page shall be completed, signed, and returned with the bidder's proposal.

I am aware of the provision of Section 3700 of the Labor Code, which requires every employer to be insured for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this CONTRACT.

CONTRACTOR NAME: _____

BY: _____ _____

(Print) (Signature)

DATE: _____

CONTRACTOR'S INFORMATION REPORT

This page and the following pages shall be completed and returned with the bidder's proposal.

(Attachments are acceptable)

Name of Firm _____

Address _____

CITY _____ State _____ Zip _____

Contact Name _____ Title _____

Telephone Number _____

Type of organization:

a. _____ A Corporation, organized and existing under the laws of the State of California

b. _____ A partnership (if so, please list partners)

_____

_____

_____

c. _____ An individual

Name _____

Number of years in business _____

Number of employees _____

EQUIPMENT FACILITIES

1. Is your repair and yard facility at the above address? Yes ____ No ____

2. If not, state the address of your yard and facilities. _____

_____

The proposal shall include a completed "List of Machinery and Equipment Available" in order to determine whether or not CONTRACTORs can adequately perform the necessary work. All equipment you anticipate being committed to this CONTRACT, if awarded, should be included in the listing. Experience has shown that it is essential to have adequate backup equipment in reserve to allow for breakdowns. "BEING AVAILABLE" shall be interpreted to mean that the equipment is owned or under the control of the bidder submitting this Proposal.

UNITS	TYPE OF EQUIPMENT

FINANCIAL INFORMATION

1. Are current quarterly financial statements available? Yes____ No____

2. Is a certified public audit available for your preceding fiscal year? Yes____ No____

3. Have you, any major stockholder, or your company ever filed for bankruptcy?

Yes____ No____

4. State the name and address of your bank account. _____

_____

FIRM EXPERIENCE

Los Angeles County municipalities of similar size and population to South Pasadena in which your company conducted work between **January 1, 2019, and June 30, 2024**. Use additional sheets if necessary.

Contracting Entity	Date of Service From – To	Dollar Value of Contract	Date Completed

STAFF EXPERIENCE

List the names and roles of the management personnel of your company who will be directly involved with the management and supervision of this CONTRACT (include Account Manager

and Field Supervisor/Crew Lead Person, and Video Inspection Reviewer at a minimum). Please include resumes and copies of licenses and/or certifications for each staff member. Resumes should include work experience, education, licenses and certifications:

1. Name: _____

_____

_____

2. Name: _____

_____

_____

3. Name: _____

_____

_____

4. Name: _____

_____

_____

QUESTIONS

If your proposal is considered for award, will you be able to provide documentation to support the above information?

Yes_____ No_____

Do you have Workers' Compensation Insurance coverage?

Yes_____ No_____

PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION

This page shall be completed, signed, and returned with the bidder's proposal.

Pursuant to Labor Code sections 1725.5 and 1771.1, all CONTRACTORs and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a CONTRACT to perform public work must be registered with the Department of Industrial Relations.

See http://www.dir.ca.gov/Public-Works/PublicWorks.html for additional information.

No bid will be accepted nor any CONTRACT entered into without proof of the CONTRACTOR's and subcontractors' current registration with the Department of Industrial Relations to perform public work valid through the date of submission.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a CONTRACTOR with the Department of Industrial Relations.

Name of Bidder: _____

DIR Registration Number: _____

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.

2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.

3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Bidder: _____

Signature: _____

Name: _____

Title: _____

Dated: _____

CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with this Request for Proposal (RFP) and to be bound by the terms and conditions of the RFP.

2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.

3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.

4. The proposal includes all of the commentary, figures and data required by this Request for Proposal.

5. This firm has carefully read and fully understands all of the items contained in Section II, General Information for All Contractors. This firm agrees to all of the general requirements except for those disclosed by the firm in project proposal, listed on an attachment.

6. The proposal shall be valid for 120 days from the date of the proposal due date.

Name of Firm: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____

EXHIBIT B - SERVICE AREA MAP

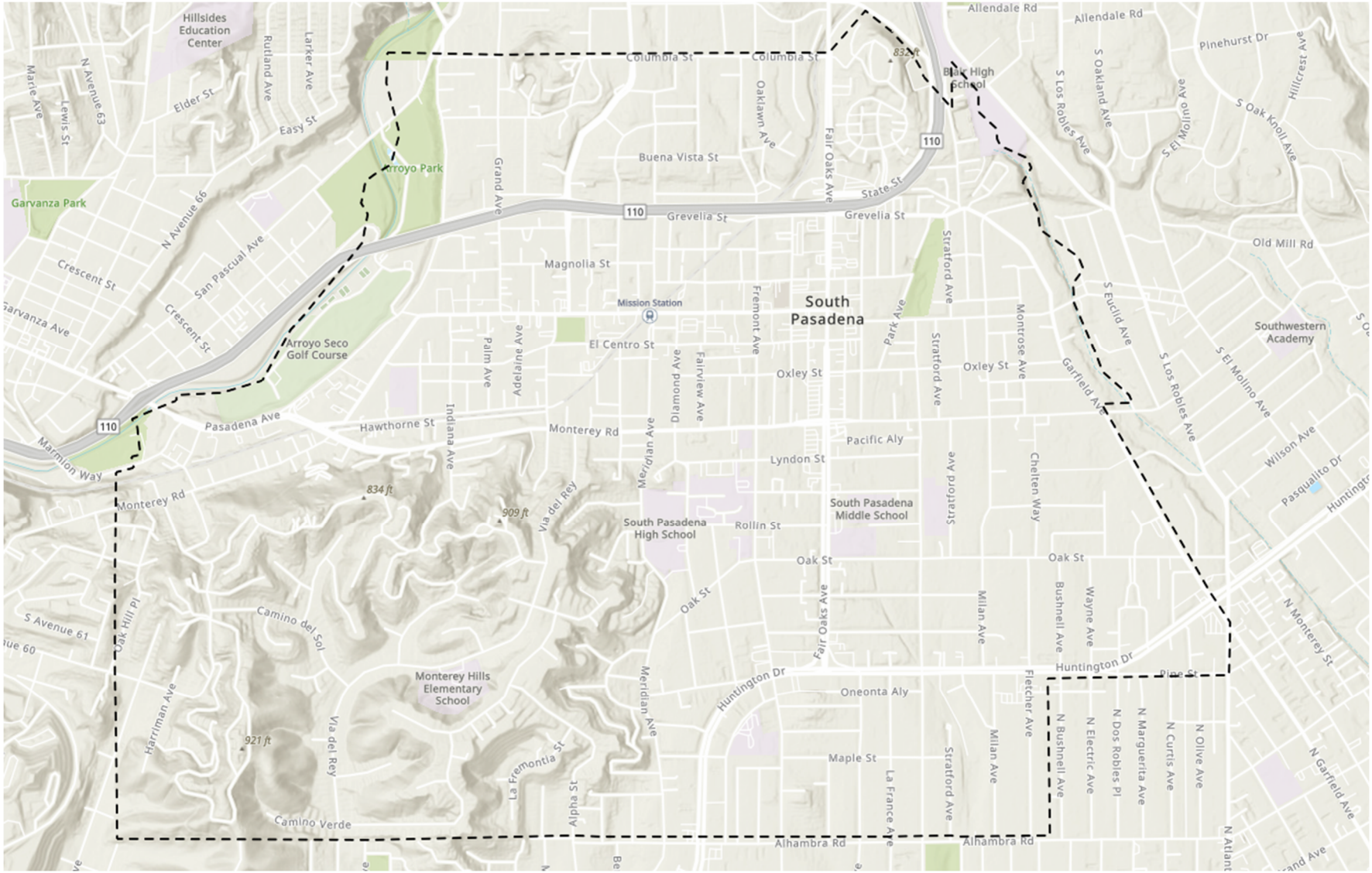


Exhibit B –Map-City of South Pasadena

EXHIBIT C – PROPOSAL CONTENT CHECKLIST

Description	
Cover Letter	
Table of Contents	
Work Statement & Quality Control Plan	
Staff Qualifications	
Corporate Capability & Firm Experience	
References	
CITY Required Forms:	
• Bidder's Acknowledgement	
• Designation of Subcontractors	
• Non-Collusion Affidavit	
• Worker's Compensation Certificate	
• CONTRACTOR's Information Report	
• Public Works Contractor Registration Certification	
Certification of Proposal to City of South Pasadena	
Qualification Documentation:	
• California State Licensing Board (CSLB) Contractor's License Classification - A or C42	
Completed Cost of Services Form	

EXHIBIT D – SAMPLE MAINTENANCE AGREEMENT

SAMPLE MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / *[Company or Individual]*)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and _____, a _____ ("Contractor").

2. RECITALS

2.1. City has determined that it requires the following recurring maintenance services from a contractor: **[enter description of contractor's maintenance services, i.e., landscaping, tree-trimming, brush removal, etc.]**

2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": Such maintenance services as are set forth in the attached scope of work attached hereto as **Exhibit A** and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Julian Lee, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor

3.3. "Cost of Services": see **Exhibit B**.

3.4. "Maximum Amount": The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is _____ Dollars ($_____).

3.5. "Commencement Date": [date].

3.6. "Termination Date": [Until determined to be completed by the City of South Pasadena Public Works Director, but no later than _____]

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 15 ("Termination") below.

5. CONTRACTOR'S DUTIES

5.1. **Services**. Contractor shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of

Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. Appropriate Personnel. Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. **[Name of Project Manager]** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

5.7. Prevailing Wages. This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

5.8. Permits and Approvals. Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.

5.9. Notification of Organizational Changes. Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

5.10. Records. Contractor 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 City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

6.1. **General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.

6.3. **Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.

6.4. **Compensation for Subcontractors.** Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. LABOR CODE

8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.

8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars ($200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

8.4. **Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.

8.5. **Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other

employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

8.6. 8-Hour Work Day. This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City $25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

10.1. General. Contractor is, and shall at all times remain as to City, a wholly independent contractor.

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1. Definitions. For purposes of this Section 11, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

11.3. Scope of Indemnity. Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property

damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4. Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5. Defense Deposit. The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.

11.6. Waiver of Statutory Immunity. The obligations of Contractor under this Section 12 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.7. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: [insert project description from above]
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $4,000,000 aggregate
• General Liability:	
• General Aggregate:	$4,000,000
• Products Comp/Op Aggregate	$4,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. General Liability Insurance. Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. Worker's Compensation Insurance. Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. Automobile Liability Insurance. Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Claims-Made Policies. If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.8. Additional Insured Endorsements. The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.9. Failure to Maintain Coverage. In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this

Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.10. Insurance Notices. Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030**.

12.11. Contractor's Insurance Primary. The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

12.12. Waiver of Subrogation. Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductables and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:	If to Contractor:
[Name]	[Name]
City of South Pasadena	[Address]
Public Works Department	[Address]
1414 Mission Street	Telephone:
South Pasadena, CA 91030	Facsimile:
Telephone: (626) 403-7240	
Facsimile: (626) 403-7241	

With courtesy copy to:

Roxanne Diaz, Esq.

South Pasadena City Attorney

Richards Watson Gershon

350 South Grand Avenue, 37th Floor

Los Angeles, CA 90071

Telephone: (213)-626-8484

Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. City Termination. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. Contractor Termination. Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. Compensation Following Termination. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. Remedies. City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. Integration of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.

17.3. Headings. The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. Pronouns. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. Confidentiality. All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. Conflicts of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. Non-assignment. Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.4. Binding on Successors. This Agreement shall be binding on the successors and assigns of the parties.

18.5. No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. Time of the Essence. Time is of the essence for each and every provision of this Agreement.

18.7. Non-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. Waiver. No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. Excused Failure to Perform. Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.10. Remedies Non-Exclusive. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. Attorneys' Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"	"Contractor"
City of South Pasadena	[Name of Company or Individual]
By:_____	By:_____
Signature	*Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____

Attest:

By:_____
Nikima Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date:_____

_____
Signature

_____
Printed Name

_____
Title

Exhibit A

[INSERT EXHIBIT A – SCOPE OF SERVICES]

Exhibit B

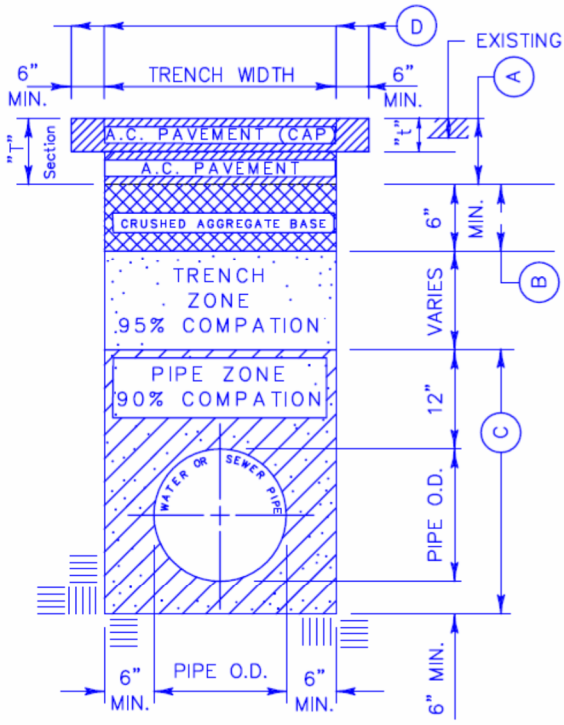
[INSERT EXHIBIT B – RATE SCHEDULE]

Above rates are valid [INSERT COMMENCEMENT DATE through ONE-YEAR LATER], thereafter, the rates may be adjusted once per year to a value not to exceed the Consumer Price Index for All Urban Consumers Series ID: CUURS49ASA0, Not Seasonally Adjusted, All Items, Los Angeles-Long Beach-Anaheim, CA as maintained and published by the United States Bureau of Labor Statistics, or its successor index, with the calculation considered for the immediately previous twelve-month period (INSERT MONTH, YEAR THROUGH MONTH, YEAR).

EXHIBIT E – STANDARD PLANS

Standard Plan 100-1 Standard Trenching and Pipe Zone Detail

Standard Plan 222-2 house Connection Sewer



(A) A.C. PAVEMENT SECTION "t"
1" THICKER THAN EXISTING
ADJACENT SECTION; ("p" + 1")

A.C. PAVEMENT SECTION "T"
4" THICKER THAN EXISTING
ADJACENT SECTION; ("p" + 4")

ASPHALT PAVEMENT REPLACEMENT SHALL BE PER STD. PLAN 133–1 APWA LATEST EDITION, AND PLACEMENT PER SECTION 306–1.5.3 IN THE LATEST EDITION OF THE PUBLIC WORKS CONSTRUCTION STD. SPECS. "GREENBOOK".

(B) 95% COMPACTED BASE

(C) PREPARED BEDDING / BACK FILL WITH IMPORTED SAND W/ SAND EQUIVALENT 30 MIN., OR CONCRETE SLURRY CLASS 450–C–2000

(D) VERTICAL SAWCUT LINE – SAWCUTTING METHOD IS ONLY PERMITTED.

1. BACKFILL MATERIAL FOR ALL TRENCHES SHALL HAVE A CERTIFIED SAND EQUIVALENT OF NOT LESS THAN 30, AND SHALL CONFORM TO THE FOLLOWING GRADATION:

Sieve Size	Percent passing
2"	100
NO. 4	35 – 100
NO. 30	20 – 100

2. COMPACTION METHODS SHALL CONFORM TO SECTIONS 301 AND 306–1.3 OF THE STD. SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (LATEST EDITION).

NOTE

1– ALL TRENCHING & CONSTRUCTION OPERATIONS SHALL COMPLY WITH THE REQUIREMENTS OF THE STATE DIVISION OF INDUSTRIAL SAFETY.

2– ANY DEVIATION FROM THE ABOVE SECTION AND REQUIREMNTS MUST BE APPROVED BY THE PUBLIC WORKS DIRECTOR.

CITY OF SOUTH PASADENA

SCALE N.T.S.

DATE NOV. 2005 (REVISED: 5/10/2006)

DRAWN BY: EGH

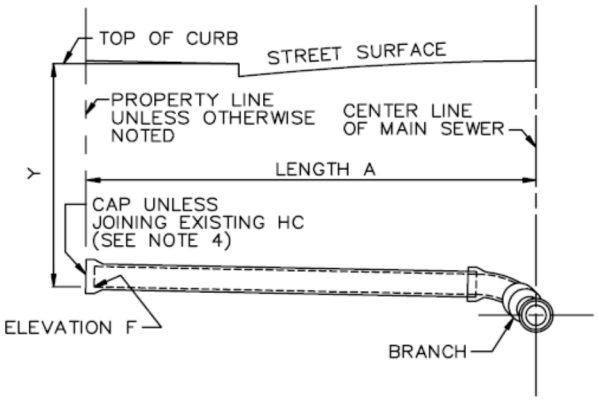
STANDARD TRENCHING AND PIPE ZONE DETAILS

(THIS DETAIL APPLIES TO ANY UTILTIES INCLUDING BUT NOT LIMITED TO WATER, SEWER, STORM DRAIN, ELEC., GAS, TEL., TV CABLE, ETC.)

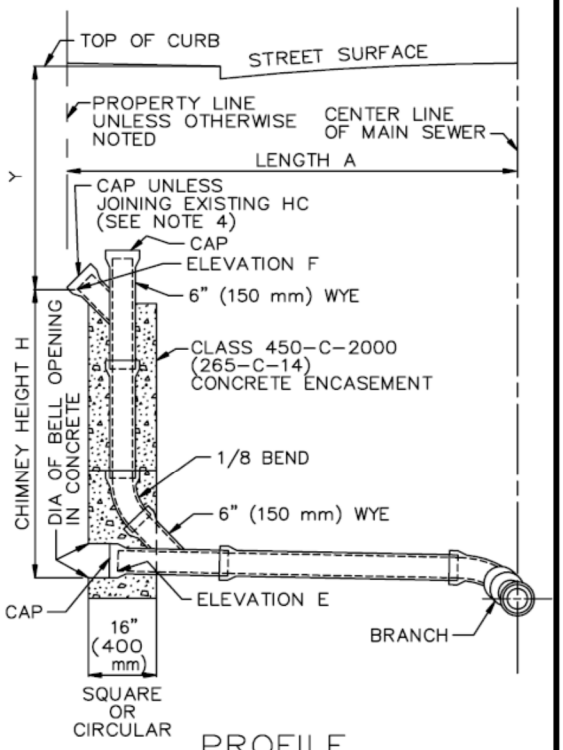
STANDARD PLAN 100–1

SHEET 1 OF 1

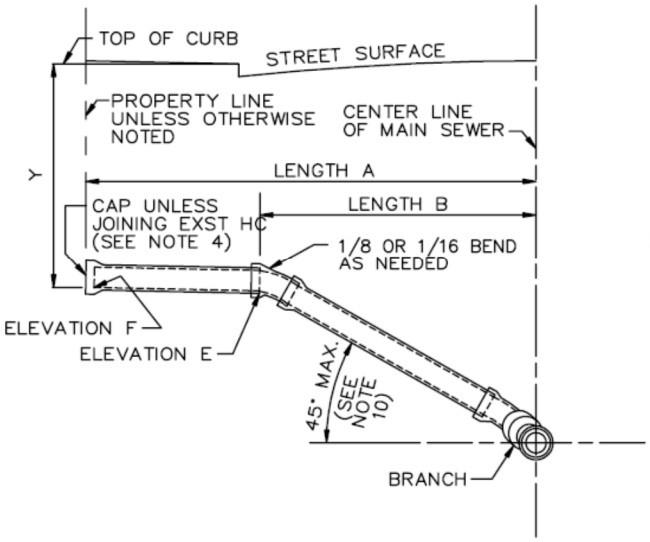
FILE NAME: G:\Public Works\200 Projects\Standards\City Std Dwg\City trenching detail.dwg



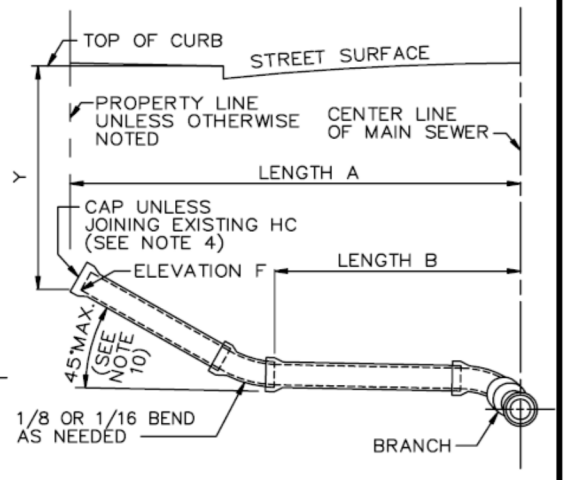
PROFILE
TYPE A



PROFILE
TYPE B



PROFILE
TYPE C



PROFILE
TYPE D

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1984
REV. 1996, 2009

HOUSE CONNECTION SEWER

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN
222-2
SHEET 1 OF 2

NOTES

1. EXCEPT AS OTHERWISE INDICATED ON THE PLANS, ALL HOUSE CONNECTION SEWERS SHALL BE TYPE "A" AND SHALL BE CONSTRUCTED ON STRAIGHT LINES AND GRADES BETWEEN CONTROL POINTS AND ELEVATIONS.

2. DIMENSIONS:
   A. Y = 6' (1.85 m)
   B. LENGTHS "A" AND "B" – SEE PLANS
   C. HEIGHT "H" – SEE PLANS
   D. ELEVATIONS "E" AND "F" – SEE PLANS

3. ALL HOUSE CONNECTION SEWER PIPE SHALL BE 150 mm (6") UNLESS OTHERWISE INDICATED AND MAY BE ANY OF THE FOLLOWING:

   A. VC PIPE
   B. PE PIPE
   C. ABS SOLID WALL PIPE
   D. ABS COMPOSITE PIPE
   E. PVC PLASTIC PIPE

   PROVIDED THAT CHANGES FROM ONE TYPE OF MATERIAL OR SIZE TO ANOTHER SHALL BE MADE ONLY BY MEANS OF SUITABLE ADAPTERS APPROVED BY THE ENGINEER.

4. THE UPPER END OF THE HOUSE CONNECTION SHALL BE SEALED BY INSTALLING A CAP AND SEALING THE CAP WITH 1" (25 mm) THICK TYPE "F" MORTAR AROUND THE CIRCUMFERENCE OF THE CAP.

5. EXCEPT AS CONTROLLED BY ELEVATIONS INDICATED ON THE PROJECT PLANS, THE MINIMUM SLOPE FOR ALL PIPE SHALL BE 2% (S=0.02 MINIMUM).

6. THE FIGURE IN A CIRCLE ON THE PLANS ADJACENT TO A HOUSE CONNECTION SEWER STATION INDICATES THE DEPTH IN FEET (METERS) BELOW THE EXISTING TOP OF CURB TO WHICH THE INVERT OF THE UPPER END OF THE HOUSE CONNECTION SEWER SHALL BE CONSTRUCTED. IF NO DEPTH IS INDICATED, THE INVERT OF THE UPPER END SHALL BE THE ELEVATION SHOWN ON THE PROFILE. WHERE NEITHER DEPTH NOR ELEVATION IS INDICATED, THE INVERT SHALL BE 6' (1.85 m) BELOW THE TOP OF THE EXISTING CURB.

7. BRANCHES SHALL BE EITHER TEES OR WYES AND SHALL BE ROTATED UPWARD FROM THE HORIZONTAL TO AN ANGLE OF 22-1/2° TO 45° WHEN TEES ARE USED. BENDS ARE NOT REQUIRED BUT MAY BE USED AT THE OPTION OF THE CONTRACTOR. WHEN THE BRANCH ROTATION DOES NOT CONFORM TO THE SLOPE OF THE HOUSE CONNECTION SEWER, PULLED JOINTS MAY BE USED FOR ADJUSTMENT.

8. THE MAXIMUM DEFLECTION AT EACH JOINT FOR 4" (100 mm) AND 6' (150 mm) VITRIFIED CLAY PIPE HOUSE CONNECTION SEWERS SHALL BE 4°, WHICH IS EQUAL TO A PULL OF 9/16" (14 mm) FOR A 6" (150 mm) PIPE AND 3/8" (10 mm) FOR A 4" (100 mm) PIPE. (PULL IS DEFINED AS THE SEPARATION OF THE ABUTTING PIPE ENDS ON THE CONVEX SIDE OF THE CURVE MEASURED AT THE OUTSIDE PIPE BARREL.)

9. CONNECTION OF A BUILDING SEWER SMALLER THAN 6" (150 mm) TO A 6" (150 mm) HOUSE CONNECTION SEWER SHALL BE MADE USING AN APPROVED INCREASER TEE OR AN INCREASER FOLLOWED BY A TEE.

10. ALL HOUSE CONNECTION SEWERS OR PORTIONS THEREOF CONSTRUCTED ON A SLOPE EXCEEDING 45° SHALL BE ANCHORED PER SPPWC 221.

11. HOUSE CONNECTION SEWERS CONSTRUCTED PURSUANT TO A HOUSE CONNECTION PERMIT SHALL CONFORM TO ALL APPLICABLE STATUTES AND ORDINANCES.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION	STANDARD PLAN
HOUSE CONNECTION SEWER	**222–2**
	SHEET 2 OF 2

EXHIBIT D

CONTRACTOR'S RESPONSE TO CITY'S REQUEST FOR PROPOSALS

ON-CALL SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

ON – CALL SANITARY SEWER and STORM DRAIN MAINTENANCE and REPAIRS

CITY of SOUTH PASADENA

Submitted by
Ferreira Construction Co. Inc. dba
Ferreira Coastal Construction Co.

Company Address:	10370 Commerce Center Drive SuiteB200 Rancho Cucamonga CA 91730
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Primary Contact:	Marla Gibbins
Proposal Date:	August 11, 2026 @ 1:00 pm
CSLB #:	985180 exp 07.31.2029
Classification:	A, C-10, C-13
DIR #:	1000001634 exp 06.30.2029

FERREIRA
DBA FERREIRA COASTAL CONSTRUCTION CO.

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FERREIRA
DBA FERREIRA COASTAL CONSTRUCTION CO.

August 11, 2026

City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena CA 91030

Re: On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

Dear Evaluation Committee:

Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co. ("Ferreira Coastal Construction") respectfully submits this proposal to the City of South Pasadena (the "City") for On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs. We understand that the City is seeking a qualified contractor capable of responding to and successfully delivering the requested service under an on-call contracting agreement.

Our team is committed to providing responsive, safe, efficient and high quality maintenance and repair services while coordinating closely with City representatives and complying with the requirements of the Request for Proposal (RFP), the Scope of Work, applicable technical specifications and the resulting Agreement.

Ferreira Coastal Construction will approach the work with an emphasis on clear communication, timely mobilization, competent supervision, proper documentation, quality control and protection of the public and surrounding facilities. For each assignment, our project team will confirm the requested scope, establish an appropriate work plan, coordinate personnel and equipment, perform the work in accordance with applicable requirements and communicate status of completion information to the City.

Firm qualifications and specific project experience are provided in the sections that follow. Where the RFP requires project-specific personnel, references, license information, pricing or other information not provided to us for this draft, we have intentionally left clearly identified spaces for completion rather than making unsupported representations.

FERREIRA
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Ferreira Coastal Construction acknowledges the City's stated evaluation criteria, including cover letter, work statement, quality control, staff qualifications, delivery capability, firm experience, proposal completeness and proposed cost.

We appreciate the opportunity to submit this proposal and look forward to serving the City of South Pasadena.

Respectfully Submitted,



Brandon Pensick
Senior Vice President
Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.

Authorized to negotiate Agreement terms and compensation:
Brandon Pensick / Senior Vice President / 909.606.5900 / bpensick@ferreiraconstruction.com

WORK STATEMENT

Ferreira Coastal Construction understands that the City requires on-call contractor support for sanitary sewer and storm drain maintenance and repairs. The work will be performed in response to City-issued assignments and will require the contractor to provide the personnel, supervision, equipment, materials, coordination, documentation, and other resources necessary to complete each authorized task.

Our proposed approach is designed to be flexible enough to accommodate routine maintenance, urgent repairs, corrective work, and other authorized activities while maintaining safe work practices and

Upon receipt of a City request, Ferreira Coastal Construction will confirm the requested work, location, priority, access requirements, known site constraints, and requested schedule.

The project team will identify required personnel, equipment, materials, traffic/public protection measures, permits or notifications, utility considerations, and sequencing before mobilization.

Work will be performed by qualified personnel under designated supervision using appropriate equipment and methods for the assigned task. The crew will maintain a clean, orderly, and safe work area throughout the operation.

The designated project manager/superintendent will serve as the primary point of contact with the City and will provide status updates, identify unforeseen conditions, and obtain direction when changes to the authorized scope are necessary.

Upon completion, Ferreira Coastal Construction will document the work performed, quantities, materials, equipment, labor, site conditions, and any other information required by the City.

Ferreira Coastal Construction is committed to performing the requested services in a professional, timely, safe, and workmanlike manner and to complying with the terms and conditions of the City's RFP and resulting Agreement, subject to any exceptions expressly identified in this proposal.

QUALITY CONTROL PLAN

The City's RFP requires an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. Ferreira Coastal Construction's proposed quality control process will incorporate the following controls:

- Assign ent revie and pre ork planning before obili ation.
- erification that the cre has the appropriate personnel equip ent aterials and infor ation for the assigned task.
- Field supervision and inspection during ork activities.
- erification of co pleted ork against the authori ed scope and applicable require ents.
- Pro pt identification docu entation and correction of deficiencies.
- Final revie of ork area cleanup restoration and required docu entation before closeout.
- Co unication ith the City regarding unforeseen conditions corrective actions and co pletion status.

Brandon Pensick

Senior Vice President

Career Summary

Brandon has over 30 years of experience in the underground construction industry. He has managed a wide range of utility projects for clients including, but not limited to, Southern California Edison, Caltrans, Metro, the Los Angeles Department of Water and Power, the Metropolitan Water District, the Port of Long Beach, Los Angeles World Airports, the County of Los Angeles, SANDAG, SBCTA, various counties and municipalities, and numerous private entities. Below are some, but not limited to, responsibilities Brandon is responsible for:

- Ensures that all company resources are deployed in an efficient and professional manner on all projects.
- Actively monitors project objectives, company policies and procedures, and performance standards of all field personnel.
- Ensure the Company's Safety and Quality Assurance Program is implemented and adhered to across all jobs and ensure corrective actions for any deficiencies are taken immediately.
- Manage proposal and budget development.
- Conduct client, agency, and labor union negotiations.

Professional Experience

Ferreira Construction Co., Inc. **2013-Present**
Senior Vice President

J Fletcher Creamer & Sons **2000-2013**
Operations Manager

ARB Inc. **1996-2000**
Superintendent

J Fletcher Creamer & Sons **1992-1996**
Laborer/Foreman

Key Skills

- Excels in analyzing and adjusting work procedures for maximum efficiency
- Cultivates the strengths of his team
- Keeps other departments informed of developments affecting their function
- Fully accepts all responsibilities and meets deadlines
- Over 30 years of experience installing underground infrastructure

Trainings

- OSHA 10 & 30 Training
- CA Anti-Harassment Prevention
- Reasonable Suspicion
- CPR, First Aid & AED
- Excavation
- Confined Space
- Gold Shovel
- Environmental
- Drug and Alcohol Awareness

James Black

Division Manager

Career Summary

James joined Ferreira in 2019 as our Utilities Division Manager and, in 2022, also assumed the role of Division Manager for the Fence and Guardrail Division. Beginning his career in 1985, James brings with him experience in estimating and project management. Managing and estimating over $8.6 billion of work throughout his career.

As Ferreira's Utilities Division Manager, James oversees the daily operations for all our wet utilities and fence and guardrail, working with our estimators to bid on projects using his extensive background in civil construction, assisting in gathering all necessary information to bid for the job both economically and efficiently.

James is a progressive Division Manager, eager to promote learning among his team and taking the time to teach, all while being extremely productive and within budget. He is the definition of a "team" player and cultivates success and stability in his team.

James also oversees all HCSS, Heavy Bid, Heavy Job, and other various project management program training.

Work Experience

Ferreira Construction Co., Inc. **2019 - Current**
Utilities Division Manager

Granite Construction **2018 - 2019**
Sr. Estimator

Clark Construction, Irvine **2015 - 2018**
Bridge Manager/Sr. Project Manager, Sr Estimator

Education

Colorado State University, Fort Collins, CO
Bachelor of Science. Construction Management - 1987

Key Skills

- Demonstrates accuracy, thoroughness, and orderliness in performing work assignments and maintaining a peak performance
- Excels in analyzing and adjusting work procedures for maximum efficiency
- Demonstrates strong committee procedures and techniques
- Displays strong knowledge of responsibilities
- Encourages employees to improve their abilities for greater responsibility
- Recognizes the need to concentrate on people as well as tasks

Certifications and Trainings

- California Contractors License A/B
- OSHA 30
- CPR, First Aid and AED
- Component Person - Excavation
- Crane Safety for Competent Person
- Component Person – Fall Protection

David Baker

GENERAL SUPERINTENDENT

Career Summary

David has over 25 years of experience in the construction industry, beginning his career with Ferreira in 2017. David has been a supervisor on numerous heavy civil and utility projects. David's love for the industry can be felt by his team. Through his promotion of learning, he advocates training associated with his work and enjoys teaching whenever time permits him to. Some of David's responsibilities include, but are not limited to:

- Supervises the timely and cost-effective installation of the contracted work of the project or projects, depending on size, scale, and complexity
- Develops a plan for the sequence of work. Develop a project schedule. Plan and organize project work to ensure all work is in place according to contract documents.
- Has working knowledge of owner contracts, subcontracts, and purchase orders.
- Updates project schedule monthly and by contract documents.
- Controls fieldwork cost and supervises the field workforce to ensure all work is put in place in the most cost-efficient manner.

Professional Experience

Ferreira Construction Co., Inc. **2017 – Present**
General Superintendent

J. Fletcher Creamer and Son, Inc. **1999 - 2013**
Project Superintendent

Key Skills

- Communicates with credibility and confidence.
- Excels in analyzing and adjusting work procedures for maximum efficiency.
- Attains results without negative side effects.
- Effectively organizes, assembles, and arranges resources to meet goals.

FIRM PROFILE

Ferreira Construction Co., Inc (FCC) was founded in 1988 and is a premier privately held firm that specializes in civil construction, power, and utility services. FCC is headquartered in Branchburg, NJ and has established a strong presence with regional offices in Florida, New York, California, Rhode Island, and Virginia. FCC operates across multiple states operates from 13 locations across the United States and employs a dedicated team of approximately 2,200 professionals. FCC excels in managing a wide variety of projects, ranging from utility infrastructure to complex civil works, and offers a comprehensive service portfolio that includes civil construction, transportation, utility, power, marine construction, and renewable energy projects.

FCC's commitment to excellence is evident in its emphasis on quality, safety, and cost-effectiveness, which has propelled the company to a notable position in the industry. Between 2016 and 2024, FCC advanced from 233rd to 121st on Engineering News-Record's Top 400 Contractors list, underscoring its growth and industry impact.

Operating across multiple states, FCC is dedicated to providing quality infrastructure through innovative and sustainable practices on both public and private sector projects. Our strategic office locations nationwide support our vision for continued growth and operational excellence. The firm's core values are centered on safety, culture, commitment, execution, and citizenship. We foster a culture of safety to protect our employees, prioritize respect and dignity in our workplace, act truthfully and ethically, deliver exceptional results, and contribute generously to our communities.

Ethics and compliance are fundamental to FCC's operations, guided by our Code of Business Conduct & Ethics. We are committed to maintaining high standards of integrity and building lasting relationships based on trust and ethical behavior.

FIRM PROFILE

FCC is dedicated to fostering a diverse and inclusive work environment that enriches our services and benefits our clients. Our commitment to diversity and inclusion ensures that our policies and practices promote fairness and respect for all individuals, regardless of their background. By embracing a wide range of perspectives and experiences, we enhance our ability to deliver innovative solutions and exceptional results. Our ongoing efforts to support a diverse workforce directly contribute to the high quality and effectiveness of the services we provide, ultimately benefiting our clients and their projects.

In line with our commitment to sustainability, FCC recognizes the importance of environmental stewardship. We strive to minimize the environmental impact of our operations and continuously review sustainability trends to enhance our performance and identify areas for improvement. Our goal is to build a cleaner future while ensuring the long-term viability of Ferreira and its Family of Companies.

Through our steadfast dedication to quality, innovation, and community engagement, Ferreira Construction Co., Inc. remains a leader in the construction industry, delivering exceptional services and contributing to the betterment of the communities we serve.

Our People.
Our Strength.
Our Future.



FERREIRA

PROVEN PARTNER FOR COMPLEX WATER PROJECTS

Backed by more than 35 years of national construction expertise and 13 years serving California's utility market, Ferreira provides comprehensive water infrastructure solutions, including large-diameter pipelines, trenchless installations, pump stations, valve replacements, emergency repairs, and complex utility improvements.

HOW WE CAN HELP

Commitment to Safety
Family-focused approach

Over the past six years, ***Ferreira's EMR rating has been under 1.0.*** We are proud of our safety recognitions and honors, including a current A score in ISN, a Gold Shovel certification, and the 2021 Construct Secure Gold Safety Award. We will implement our proven safety program on all projects, ensuring an unwavering focus on our mission: *"Think Safety, Think Family."*

13 Years Serving California Utilities
Reduced risks and ramp-up time

Our experience in the utility and renewables markets allows our clients to maintain, modernize, and expand their systems in an ever-changing world. We have 36 years of experience overseeing an ***extensiveportfolio of utility projects throughout California***, the Northeast, Mid-Atlantic, and Southeast.

100% Self-Performing MBE
Meet your diverse spend goals

Our leader, Nelson Ferreira, came from humble beginnings to start his business three decades ago after working alongside his father in the construction industry. Today, we are a ***certified MBE*** in multiple states, ***including with the CPUC***, and actively promote diversity and inclusion in the workplace and on our project teams.

Although we can self-perform multiple services, we often team with small and diverse business enterprises with a strong focus on mentorship.

36
years in business

$800M
bonding capacity

2,000
staffing resources

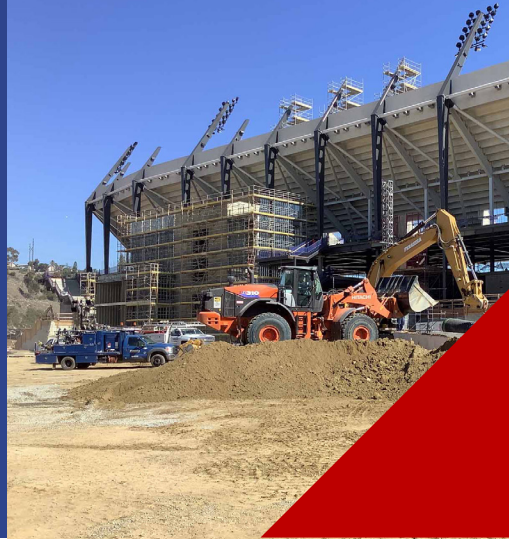
3,000+
pieces of equipment owned

#1
in Power for ENR Top Regional Contractors

SUCCESS STORY

Ferreira constructed a comprehensive water, sewer, and stormwater infrastructure system to support the SDSU Mission Valley development.

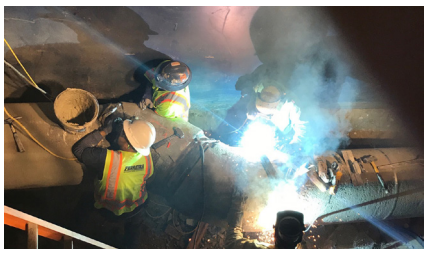
The project included nearly 4,000 LF of large-diameter steel water transmission pipeline, 8,800 LF of C900 waterline, extensive valve and hydrant installations, and more than 7,500 LF of sanitary sewer. Ferreira installed over 16,000 LF of storm drain infrastructure, associated drainage structures, and approximately 155,000 SF of biofiltration basins, delivering a fully integrated utility network to support long-term site development and stormwater management.



CORE WATER CAPABILITIES

- Large-Diameter Water Transmission Pipelines
- Potable Water Distribution Systems
- Recycled Water Infrastructure
- Water Main Rehabilitiation & Replacement
- Pump Stations & Lift Stations
- Fire Water Systems
- Sewer & Storm Drain Construction
- Trenchless Installation (Jack & Bore)
- Emergency Water Utility Repairs
- Pipeline Relocation & Utility Conflict Resolution
- Valve, Hydrant & Appurtenance Installation
- Design-Build Water Projects

RELEVANT PROJECT EXPERIENCE



Design Build Napa Lateral

Inland Empire Utilities Agency

Excuted the Design-Build Napa Lateral project, including installation of 5,000 linear feet of 24-inch, 2,900 linear feet of 16-inch, and 1,600 linear feet if 12-inch CML&C steel pipe; completed trenchless crossings using one (1) 24-inch jack-and-bore and two (2) 36-inch jack-and-bores, providing reliable large-diameter water conveyance while minizmizing surface disruption.



SR138 (SR-14) Ave K Interchange

City of Lancaster

Installed 2,000 linear feet of 24-inch CML&C steel pipe as part of the water conveyance system; included installation of six (6) 24-inch butterfly valves (BFVs) for system isolation, four (4) 6-inch air/vaccum assemblies for surge protection, and 260 linear feet of 36-inch steel casting. Completed a 36-inch steel sleeve installation utilizing trenchless technology to accomodate constrained crossing conditions while maintaining pipeline integrity and service continuity.



GUY F. ATK I-15/Limonite Ave

Guy F. Atkinson Construction, LLC for Riverside Count Transportation

Installed over 2,100 LF of large-diameter CML&C steel pipeline and 500+LF of steel casing for protected crossings. Scope included seismic expansion assemblies, isolation and air/vaccum valves, blow-off assemblies, and cathodic protection systems to ensure system reliability, resilience, and long-term asset protection.

Brandon Pensick, Senior Vice President
909-606-5900 / bpensick@ferreiraconstruction.com
10370 Commerce Center Dr., Suite B-200, Rancho Cucamonga, CA 91730
FERREIRACONSTRUCTION.COM

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Ferreira Construction CO., Inc. dba Ferreira Coastal Construction Projects

Sewer Projects

Owner Name4	Client5	Contact Name & Number	Description of Work	Location	Value	Start Date	End Date
Riverside County	Clark Construction	Toney Gallivan (442)300-9720	Installed 400 lf of 10" & 480 lf of 12" pvc sewer lines, three 48" diameter sewer manholes & one 60" diameter manhole with flume. Installation of flow meter and sampling stations with refrigeration collection.	Indio	$ 1,496,250.00	Jul-17	May-21
United States of America	Atkinson/Clark Construction, JV	Albert Valdivia (619) 578-2663	Installation of new Sewer lines sizes from 3" up to 12". Two new sewer lift stations and discharge systems, Installation of new Storm drain lines sizes from 3" up to 42". New Storm drain lift station at approximately 30' deep with water quality treatment devices, five total. Storm drain aluminum arch culvert crossings (4 total). Oil stop separator devices for storm drain system (2 total). Fire & Domestic water distribution lines 6" & 8". Approximately 3,000lf each. Recycled water 2,500 lf, lines 1" through 6" .	San Ysidro, CA	$ 5,212,068.00	Oct-16	Jun-20
Town Of Apple Valley	Riverside Construction	Jason Moore- (951) 682-8308	Remove Existing 10" Sewer Pipe and Manholes, install new 3,000 LF of 18" PVC sewer pipe and 16 Sewer manholes, install temporary by-pass system	Apple Valley, CA	$ 466,726.00	Jun-16	Jul-16
City of Corona	City of Corona	Peter Ramey- (951) 736-2278	Install 420 LF of 27" VCP Sewer Main & 3- Sewer Manholes	Corona, CA	$ 295,529.00	Jun-16	Nov-16
Orange County Transit Authority	Woodcliff Corporation	Mike Fadullon- (310) 312-1400	Install 300 LF of 33" VCP Sewer & 2- Sewer Manholes including sewer bypass system & 2-Tie-ins	Laguna Niguel, CA	$ 312,035.00	Sep-16	Nov-16
Viola Water West Operating Services, Inc	Viola Water West Operating Services, Inc	Chandrasekar Venkatraman (909) 820-3771	Install 2100 lf of new 12" HDPE sewer line through pipe bursting method. Installation of 9 new manholes, 31 new sewer lateral connections. By-pass existing 8" sewer line during bursting existing line and installation of new line	Rialto, CA	$ 432,500.00	Jul-17	Oct-18
Viola Water West Operating Services, Inc	Viola Water West Operating Services, Inc	Chandrasekar Venkatraman (909) 820-3771	Install 1600 lf of new 12" HDPE sewer line through pipe bursting method. Installation of 9 new manholes, 31 new sewer lateral connections. By-pass existing 8" sewer line during bursting existing line and installation of new line. .	Rialto, CA	$ 653,821.00	Jul-17	Oct-18
Inland Empire Utilities Agency	Inland Empire Utilities Agency	Liza Munoz- (909) 993-1600	Install 255 LF of 15" VCP & 1,100 LF 18" VCP Sewer Pipe, 48" Manholes & Drop Manholes, 6" sewer lateral, connect to lift station, 8" HDPE sewer bypass	Fontana, CA	$ 992,240.00	Dec-16	Jun-17
City of Rialto	Lewis-Hillwood Rialto Company LLC	Daniel Coburn (909) 292-8301	Installation of new VCP sewer lines, 8" vcp =3,133 lf, 10" VCP =4,271 LF and 15" VCP = 1,711 lf. Installed 22EA 48" diameter manholes & 10EA 60" manholes. Removed 1,848 lf of existing 15" sewer.	Rialto, CA	$ 1,028,892.00	Mar-17	Jun-18
Inland Empire Utilities Agency	Inland Empire Utilities Agency	Ryan Walker- (909) 993-1600	Wastewater Manhole Upgrades & Collection System Upgrades	Ontario, CA	$ 284,738.00	Sep-17	Mar-18
Lennar Homes	Lennar Homes	Ryan Combe; ryan.combe@lennar.com	Sewer and Storm Drain Improvements: 8" Extra Strength VCP Sewer Main-4,106LF; 48" Precast Concrete Manhole-15 EA; 4" VCP Sewer Lateral & House Cleanout - 3,143 LF; Backwater Check Valve - 57 EA	Fontana, CA	$ 603,940.00	Oct-17	Dec-17
City of Los Angeles	City of Los Angeles	William Benson (213)440-9138-william.benson@lacity.org/ Danny Morales (213) 847-0304-danny.morales@lacity.org	On-Call emergency sewer and storm drain repairs - 3 year contract	Los Angeles, CA	$ 4,045,734.46	Jan-19	Current
Stadco	Tuner/AECOM HUNT JV	Michael Agodoa, magodoa@aecom.com, 404-640-8888	Sewer- 3" to 21" VCP - 22,576 LF and 110 sewer manholes, Storm Drain -4" to 66" -37,530 LF, Filtera Units & Bioretention basins, Domestic Water 3" to 16" PVC - 22,096 LF, Recycled Water 6" to 8" PVC - 13,405 LF.	Los Angeles, CA	$ 38,300,000.00	Dec-19	Jan-21
City of Rialto	MP Rialto, LLC	Brian Nieckula, 909-628-6234, brian@kecengineers.com	Install 1867 LF - 8" VCP; 210LF - 6" VCP; 9 - 60" Sewer Manhole; 3-6" Sewer cleanout	Rialto, CA	$ 566,419.00	May-19	Aug-18
Moulton Niguel Water District	Moulton Niguel Water District	Erin Warn, 949-831-2500; ewarn@mnwd.com	Yard Improvements - Retaining Walls, Fences, Gates, Lighting & Driveway Improvements. Water and Sewer Service Upgrade	Mission Viejo, CA	$ 1,397,727.00	Dec-18	Apr-21
Inland Empire Utilities Agency	Inland Empire Utilities Agency	Josh Biesiada jbiesiada@ieua.org (909) 993-1683	Install 79 manhole frame and covers and associated appurtenances	Ontario and Chino, CA	$ 507,235.00	Feb-19	Jul-19

San Diego State University	Clark Construction	Albert Valdivia, 619-980-1858, albert.valdivia@Clarkconstruction.com	Install Sewer PVC SD35 pipeline 100 LF of 6", 620 LF of 8", 4,800 LF of 12", 1,700 LF of 15", 300 LF of 18", 30 EA Sewer Manholes. Storm Drain installed 2,000 LF of 18" HDPE Pipe, 4,660 LF of 24" HDPE Pipe, 1,980 LF of 30" HDPE Pipe, 2,000 LF of 36" RCP Pipe, 3,550 LF of 42" RCP Pipe, 1,900 LF of 48" HDPE Pipe, 49 EA Storm Drain CleanOut, 31 EA Curb Inlet, 4 EA Curb Outler, 7 EA Catch Basin, 95,000 SF & 60,000 SF of Biofiltration Basin Perforated Pipe. Water Line installed C900 DR14 Pipeline 1,800 LF of 8", 7,000 LF of 12", 2,850 LF of 48", 1,000 of 16", 5-8" Gate Valve, 45-12" Gate Valve, 26-1" Air Vacuum, 24 EA Fire Hydrant, 2 EA 48" Gate Valve	San Diego, CA	$ 23,951,783.00	Jun-19	Oct-23
Trabuco Canyon Water District	Trabuco Canyon Water District	Lorrie Lausten, P.E. , 949-858-0277, llausten@tcwd.ca.gov	Lift Station Rehabilitation	Trabuco Canyon	$ 1,496,228.00	Sep-20	Jul-21
Inland Empire Utilities Agency	Inland Empire Utilities Agency	Adham Almasri, P.E, 909-993-1462, aalmasri@ieua.org	Install 15 clean outs Vaults on 30" & 24" Glass Lined DIP Sewer Force Main and Clean/Jet 8700 LF and CCTV Force Main	San Bernardino, CA	$ 3,786,070.00	Jul-20	Current
Prologis	Clayco	Austin Johnson 312-989-2223 JohsononAU@claycorp.com	Onsite Sewer 3494 LF of 8''-4'' SDR 35 , Onsite Sewer forcemain 1.25''1,299 LF, 48'' Manhole- 11 EA, Sewer Cleanout 12 EA, Sewer Lift Station 2 EA, onsite storm drain 9600 Lf of 42''- 10'' HDPE, 4,009 LF of 6'' - 4'' PVC Storm Drain, Storm Drain Manhole 29 EA, Catch Basin 4 EA, Storm drain Inlets- 45 EA, StormTech Retention system, CDS Unit- 4 EA, Fire Water System 6,104 LF of 16'' PVC , Fire Hydrant 8 EA, FDC 1 EA, Fire check valve in vault 1 EA, 12'' DDC 1 EA- Dometic Water - 2000 LF of 4-6" PVC	Ontario, CA	$ 4,071,704.00	Jul-21	Aug-23
Orange County Transit Authority	Swinerton	Jason W. Montgomery 213.215.0682 Jmontgomery@swinerton.com	18" RCP 2000 D, 18" HDPE WT Pipe, 15" HDPE WT Pipe, 8" HDPE WT Pipe, 6" HDPE WT Pipe, 4" SDR35 PVC Pipe, 6" SDR35 Perforated PVC Pipe, CB 15", CB 30", CB 18", CB 24", Connect to Tree Cell Underdrain, Below Deck Drain, Cleanout Perforated, Roof Drain Cleanout, Bubble Up Riser @ Basin, Overflow Structure with Beehive Grate, Bioretention Basin	Fountain Valley, CA	$ 901,976.00	Mar-22	Mar-25
City of Rialto/Viola West Operating Services Inc.	Viola Water West Operating Services, Inc	Chandrasekar Venkatraman (909) 820-3771	Sycamore Lift Station Rehabilitation-Sewer lift station upgrades, includes replacing existing sewer piping, pumps and installation of new valves. Also includes install of new electrical panel and generator and new fencing around facilities.	Rialto, CA	$ 845,500.00	Oct-23	May-24
Kaiser	Turner Construction Company	Joe Ornelas 602-723-1342 jornelas@tcco.com	Install 8" PVC SDR35 66LF of sewer pipeline, abandon existing 8" sewer, and re-channel two manholes	Murrieta, CA	$ 320,540.00	Jul-22	Apr-23
City of Los Angeles Bureau of Engineering	Ford E.C. Inc	Arash Daghighian (310)474-7999 Arash@fordecinc.com	Install 1500LF of 6" & 4" Sewer, Domestic Water, Fire Water and Storm Drain	Los Angeles, CA	$ 400,444.00	Oct-23	Aug-25
City of Palm Springs Engineering Services Department	City of Palm Springs	Vonda Teed (760)323-8253 Vonda.Teed@palmspringsca.gov	Install a new below-ground sewer lift station consisting of a new wet well and dry well. A 4-inch sewer force main that connects to the exisiting manhole to the west of the Bogert Trail Bridge.	Palm Springs, CA	$ 2,342,139.00	Nov-22	Current
San Clemente	San Clemente	Amir Ilkhanipour (949)289-3365 ilkhanipoura@san-clemente.org	216 La Cuesta Sewer Repair and Manhole Construction	San Clemente, CA	$ 32,227.00	Oct-22	Dec-22
City of Los Angeles	City of Los Angeles	George Huang (213)485-1159 george.huang@lacity.org	City of LA ESR - Various Location and Sizes	Los Angeles, CA	$ 2,534,749.00	Jul-22	Current

IEUA	IEUA	Megan Trott (909)217-1441 mtrott@ieua.org	IEUA - NSNT Sewer Siphon - Hellman	Rancho Cucamonga, CA	$ 2,686,640.00	Mar-23	Aug-24
Layton	Layton	Frank Kaniewski (415) 745-0102 fKaniewski@laytonconstruction.com	Installation of on site wet utilities and structures: sewer, storm drain, fire water. Installation of off site wet utilities and structures: sewer, strom drain, sewer lift station. Installation of off site dry utilities and structures: street lights, traffic signal (conduit, poles, bases, wire)	Desert Hot Springs, CA	$ 24,525,000.00	Jan-24	Current
Los Angeles County	Pankow	Elton Murakami emurakami@pankow.com; Elizabeth Molina emolina@pankow.com	LAC REMF MHUCC Site Util. Installation of Water, Sewer and Stromdrain	Los Angeles, CA	$ 1,210,127.00	Nov-24	Current
C/O Corona	Corona		Galloway Lane Sewer Extension	Corona, CA	$ 369,672.00	TBD	Current
					$ 94,712,238.46		

FERREIRA

Ferreira Construction CO., Inc. dba Ferreira Coastal Construction Projects

Storm Drain Projects

Client	Contact Name & Number	Description of Work	Location	Value	Start Date	End Date
Clark Construction	Tony Gallivan (727) 639-9323	3-24" PVC Storm Drain, 48" Concrete Storm Drain Manholes and Catch Basin, Bio-Retention System	Indio, CA	$ 1,496,250.00	Aug-15	May-21
Atkinson/Clark Construction, JV	Albert Valdivia (619) 578-2663	Installation of new Sewer lines sizes from 3" up to 12". Two new sewer lift stations and discharge systems, Installation of new Storm drain lines sizes from 3" up to 42". New Storm drain lift station at approximately 30' deep with water quality treatment devices, five total. Storm drain aluminum arch culvert crossings (4 total). Oil stop separator devices for storm drain system (2 total). Fire & Domestic water distribution lines 6" & 8". Approximately 3,000lf each. Recycled water 2,500 lf, lines 1" through 6" .	San Ysidro, CA	$ 5,212,068.00	Oct-16	Jun-20
City of Upland	Adam Collier -(909) 946-7593	Install 530lf of 36" & 160 lf of 24" RCP Storm drain, storm drain collection (CDS) and 400lf of 12" HDPE Potable Water line	Upland, Ca.	$ 658,922.68	Jun-16	Oct-16
Inland Empire Utilities Agency	Shaun Stone, PE- (909) 938-1364	Receiving Bay Lower Basement Sump Pit & Pump	Rancho Cucamonga	$ 164,289.00	Jun-16	Oct-16
SC Baldy Development	Adam Collier -(909) 946-7593	Install 18", 30", 36", 42" RCP Storm Drain	Rialto, CA	$ 314,244.00	Sep-17	Sep-17
MNWD	Steve Merk - (949)795-6799	Pump Station Drain Line Repair	Mission Viejo, CA	$ 30,260.00	Sep-17	Sep-17
Lennar Homes	Ryan Combe; ryan.combe@lennar.com	Sewer and Storm Drain Improvements: 8" Extra Strength VCP Sewer Main-4,106LF; 48" Precast Concrete Manhole-15 EA; 4" VCP Sewer Lateral & House Cleanout - 3,143 LF; Backwater Check Valve - 57 EA	Fontana, CA	$ 603,940.00	Oct-17	Dec-17
Tuner/AECOM HUNT JV	Michael Agodoa, magodoa@aecom.com, 404-640-8888	Sewer- 3" to 21" - 22,576 LF and 110 sewer manholes, Storm Drain -4" to 66" -37,530 LF, Filtera Units & Bioretention basins, Domestic Water 3" to 16" PVC - 22,096 LF, Recycled Water 6" to 8" PVC - 13,405 LF.	Los Angeles, CA	$ 38,300,000.00	Dec-19	Jan-21
Clark Construction	Albert Valdivia, 619-980-1858, albert.valdivia@Clarkconstruction.com	Install Sewer PVC SD35 pipeline 100 LF of 6", 620 LF of 8", 4,800 LF of 12", 1,700 LF of 15", 300 LF of 18", 30 EA Sewer Manholes. Storm Drain installed 2,000 LF of 18" HDPE Pipe, 4,660 LF of 24" HDPE Pipe, 1,980 LF of 30" HDPE Pipe, 2,000 LF of 36" RCP Pipe, 3,550 LF of 42" RCP Pipe, 1,900 LF of 48" HDPE Pipe, 49 EA Storm Drain CleanOut, 31 EA Curb Inlet, 4 EA Curb Outler, 7 EA Catch Basin, 95,000 SF & 60,000 SF of Biofiltration Basin Perforated Pipe. Water Line installed C900 DR14 Pipeline 1,800 LF of 8", 7,000 LF of 12", 2,850 LF of 48", 1,000 of 16", 5-8" Gate Valve, 45-12" Gate Valve, 26-1" Air Vacuum, 24 EA Fire Hydrant, 2 EA 48" Gate Valve	San Diego, CA	$ 23,951,783.00	Jun-19	Oct-23
Clayco	Austin Johnson 312-989-2223 JohsononAU@claycorp.com	Onsite Sewer 3494 LF of 8''-4'' SDR 35 , Onsite Sewer forcemain 1.25''1,299 LF, 48'' Manhole-11 EA, Sewer Cleanout 12 EA, Sewer Lift Station 2 EA, onsite storm drain 9600 Lf of 42''- 10'' HDPE, 4,009 LF of 6'' - 4'' PVC Storm Drain, Storm Drain Manhole 29 EA, Catch Basin 4 EA, Storm drain Inlets- 45 EA, StormTech Retention system, CDS Unit- 4 EA, Fire Water System 6,104 LF of 16'' PVC , Fire Hydrant 8 EA, FDC 1 EA, Fire check valve in vault 1 EA, 12'' DDC 1 EA-Dometic Water -2000 LF of 4-6" PVC	Ontario, CA	$ 4,071,704.00	Jul-21	Aug-23

DPR Construction	David Mayo, (858)597-7070 davidm@dpr.com	Installation of Storm Drain Lines, Water Mains at the Hillcrest Medical Campus	San Diego, CA	$ 4,883,450.00	Nov-21	Current
All American Asphalt	Kim Bird kbird@allamericanasphalt.com 951-538-6332	Storm Drain 18" RCP 2000-D, Catch Basin, Man Hole and Storm Drain, 8" Local Depresion, Remove 18" RCP and Seal Connection, Remove existing Catch Basin, Rep;ace Water Meter Box, Replace Street Light Pull Box, Dewatering, Replace trench with Cold Mix AC. Sawcut and remove existing Pavement,	Long Beach, CA	$ 1,291,844.00	Aug-22	Aug-23
Ford E.C. Inc	Arash Daghighia (310)474-7999 Arash@fordecinc.com	Install 1500LF of 6" & 4" Sewer, Domestic Water, Fire Water and Storm Drain	Los Angeles, CA	$ 400,444.00	Sep-22	Nov-23
Clark Construction		Storm Drain, water and sewer	Otey Meas Ca	$ 3,688,185.00	Aug-20	Nov-23
Clark Construction	Marc Kersey marc.kersey@clarkconstruction.com	Water and Storm Drain	Long Beach, CA	$ 1,551,286.00	Oct-20	Jul-22
Swinerton	Neil Lawley, NLawley@swinerton.com	Water, Sewer and Strom Drain	Ornage County -	$ 1,569,550.00	May-22	Mar-25
Clark Construction	Diyaree Ismael diyaree.ismael@clarkconstruction.com	Water, Sewer and Strom Drain	Malubu	$ 1,103,744.00	Apr-23	Sep-24
Clark Construction	Diyaree Ismael diyaree.ismael@clarkconstruction.com	Water, Sewer and Strom Drain	Malubu	$ 3,455,719.00	Jun-23	Jun-26

Clark Construction	Matt Brinegar matt.brinegar@clarkconstruction.com	Water, Sewer and Strom Drain	Los Angeles, CA	$ 1,138,492.00	Oct-24	Mar-26
Elmonte, CA	Leticia Ortiz lortiz@elmonteca.gov	Storm Drain	Elmonte, CA	$ 418,024.00	Mar-24	Aug-24
Layton	Frank Kaniewski fKaniewski@laytonconstruction.com	Storm Drain: All storm drain including flared ends, manholes, vaults, catch basins including drywells, curb inlets/throats/tops, rip rap, culverts, head/wing walls, track racks, rain leader connections at 5' outside the building, valves, fittings, testing. Including	Palm Desert	$ 19,647,153.00	Apr-24	Jun-26
Swinerton	Daniel Kim dkim@swinerton.com	Storm Drain Systems at 94th Street & Airport Blvd scope including but not limited to the following to provide fully functioning systems: a. Storm Drain RCPs b. Junction/Transition Structures d. Curb opening catch basins e. Storm Drain manholes f. Concrete Collars g. Parkway Drainsh. LIB BMP Inlet i. Drywells j. PVC Lid Pipe k. Removal of existing storm drain	Los Angeles, CA	$ 7,616,702.00	Jul-24	Jun-26
Pankow	Elton Murakami emurakami@pankow.com; Elizabeth Molina emolina@pankow.com	Water/sewer/SD	Los Angeles, CA	$ 1,073,531.00	Dec-24	Sep-25
Kemp Bro	Ryan Givens RGivens@kempbros.com Victor T. Markham vmarkham@kempbros.com	Water, Sewer and Strom Drain	Campga Park	$ 4,455,000.00	Sep-25	Current
Turner	Brierly, Shawna L - (SoCal)<sbrierly@tcco.com>	Water, Sewer and Strom Drain	Costa Mesa, CA	$ 4,981,595.00	Nov-25	Apr-26

REFERENCES

1. Company Name: Laguna Beach County Water District
   Address: 306 3rd Street Laguna Beach CA 92651
   Contact: Lisa Dunbar
   Email: ldunbar@lbcwd.org
   Phone: 949.434.3119
   Job Description: On Call Construction / Repair Services
   Contract Value: $294,917.00
   Dates: Current

2. Company Name: South Coast Water District
   Address: 31592 West Street Laguna Beach CA 92651
   Contact: Daniel Takahashi
   Email: dtakahashi@scwd.org
   Phone: 949.289.0091
   Job Description: On Call Construction / Repair Services
   Contract Value: $416,955.00
   Dates: Current

3. Company Name: Trabuco Canyon Water District
   Address: 32003 Dove Canyon Drive Trabuco Canyon CA 92679
   Contact: Lorrie Lausten
   Email: llausten@tcwd.ca.gov
   Phone: 949.858.0277
   Job Description: On Call Construction / Repair Services
   Contract Value: $1,771,205.00
   Dates: Current

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

BIDDER'S ACKNOWLEDGEMENT

This page shall be completed, signed, and returned with the bidder's proposal.

The CITY reserves the right to amend or split the work with more than one CONTRACTOR, as deemed in the best interest of the CITY. The decision to amend or split the work will be at the sole discretion of the CITY.

It is understood and agreed that:

1. After the acceptance of the proposal, the designated CONTRACTOR shall attend a pre-job conference. The CONTRACTOR shall be informed of the said time and location.
2. No verbal agreement or conversation with any officer, agent or employee of the CITY, either before or after the execution of the Agreement shall affect or modify any of the terms or obligations of this Proposal.
3. The CITY will not be responsible for any errors or omissions on the part of the undersigned in making up this proposal, nor will bidders be released on account of errors. The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has no directly or indirectly induced or solicited any other bidder to put in a sham proposal, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.
4. The undersigned has carefully examined the RFP specifications for the "CITY of South Pasadena Sewer Pipeline CCTV Inspection Services", and hereby proposes to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said specifications for the prices listed in the submitted line items / proposal form.
5. The undersigned is licensed in accordance with the Laws of the State of California. The undersigned bidder acknowledges receipt of the following addendum issued for the above project. If no addendum has been received, write "none".

List of Addendum Received: _____

_____

In accordance with Section 7028.15 of the California Business and Professions Code, I hereby certify under penalty of perjury that the foregoing is true and correct:

Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co. — Bidder's Name

08.13.2026 — Date

Authorized Signature

Corporation — Individual Partnership or Corporation

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

S Corporation

Type of Organization

10370 Commerce Center Drive Suite B200
Rancho Cucamonga CA 91730

Address

909.366.5900

Telephone

985180

State of California License Number

If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, and if the bidder is an individual, their signature shall be placed above.

DESIGNATION OF SUBCONTRACTORS

This page shall be completed, signed, and returned with the bidder's proposal.

As required by State Law, the General CONTRACTOR bidding will hereinafter state the subcontractor who will be the subcontractor on the job for each particular trade or subdivision of the work in excess of one-half percent of the total proposal price and will state the first name and principal location of mill, ship, plant or office of each. Where no subcontractor is listed for a particular phase of the work, it is understood that the General CONTRACTOR will perform the work. No changes or substitutions may be made in these subcontractors except upon the prior approval of the CITY. The undersigned certifies that he or she has used the sub-bids of the following listed subcontractors in making up this proposal, and that the subcontractors listed will be used for the work identified herein, subject to the approval of the CITY, and in accordance with the applicable provisions of the Specifications.

	ITEM OF WORK	SUBCONTRACTOR NAME	ADDRESS & TELEPHONE
1.	TBD		( )
2.			( )
3.			( )
4.			( )

BIDDER'S NAME Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.

TYPE OF ORGANIZATION: c INDIVIDUAL c PARTNERSHIP c (CORPORATION)

ADDRESS 10370 Commerce Center Drive Suite B200

Rancho Cucamonga CA 91730

TELEPHONE (909) 606.5900

Brad

AUTHORIZED SIGNATURE

08.13.2026

DATE

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

NON-COLLUSION AFFIDAVIT

This page shall be completed, signed, and returned with the bidder's proposal.

The undersigned declares:

I am the Senior Vice President of Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co., the party making the foregoing proposal.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration is executed on 08.13.2026 [date], at Rancho Cucamonga [CITY], CA [state].

Signature of Declarant

Brandon Pensick - Senior Vice President

Printed Name of Declarant

WORKER'S COMPENSATION CERTIFICATE

This page shall be completed, signed, and returned with the bidder's proposal.

I am aware of the provision of Section 3700 of the Labor Code, which requires every employer to be insured for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this CONTRACT.

CONTRACTOR NAME: Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.

BY: Brandon Pensick
Senior Vice President
(Print)

(Signature)

DATE: 08.13.2026

CONTRACTOR'S INFORMATION REPORT

This page and the following pages shall be completed and returned with the bidder's proposal.

(Attachments are acceptable)

Name of Firm Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.

Address 10370 Commerce Center Drive Suite B200

CITY Rancho Cucamonga State CACA Zip 91730

Contact Name Marla Gibbins Title Office Manager

Telephone Number 909.606.5900

Type of organization:

a. X A Corporation, organized and existing under the laws of the State of California

b. _____ A partnership (if so, please list partners)

_____

_____

_____

c. _____ An individual

Name _____

Number of years in business 38 years

Number of employees 1500

EQUIPMENT FACILITIES

1. Is your repair and yard facility at the above address? Yes ____ No X

2. If not, state the address of your yard and facilities. _____

4321 Alamo Street Riverside CA 92501

The proposal shall include a completed "List of Machinery and Equipment Available" in order to determine whether or not CONTRACTORs can adequately perform the necessary work. All equipment you anticipate being committed to this CONTRACT, if awarded, should be included in the listing. Experience has shown that it is essential to have adequate backup equipment in reserve to allow for breakdowns. "BEING AVAILABLE" shall be interpreted to mean that the equipment is owned or under the control of the bidder submitting this Proposal.

UNITS	TYPE OF EQUIPMENT
	Please see attached

FINANCIAL INFORMATION

1. Are current quarterly financial statements available? Yes X No____

2. Is a certified public audit available for your preceding fiscal year? Yes X No____

3. Have you, any major stockholder, or your company ever filed for bankruptcy?

Yes____ No X

4. State the name and address of your bank account. Bank United N.A.

445 Broadhollow Road Suite 200 Melville NY 11747

FIRM EXPERIENCE

Los Angeles County municipalities of similar size and population to South Pasadena in which your company conducted work between **January 1, 2019, and June 30, 2024**. Use additional sheets if necessary.

Contracting Entity	Date of Service From – To	Dollar Value of Contract	Date Completed
Please refer to Firm Experience			

STAFF EXPERIENCE

List the names and roles of the management personnel of your company who will be directly involved with the management and supervision of this CONTRACT (include Account Manager

and Field Supervisor/Crew Lead Person, and Video Inspection Reviewer at a minimum). Please include resumes and copies of licenses and/or certifications for each staff member. Resumes should include work experience, education, licenses and certifications:

1. Name: Please refer to Staff Qualifications

2. Name: _____

3. Name: _____

4. Name: _____

QUESTIONS

If your proposal is considered for award, will you be able to provide documentation to support the above information?

Yes X No _____

Do you have Workers' Compensation Insurance coverage?

Yes X No _____

PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION

This page shall be completed, signed, and returned with the bidder's proposal.

Pursuant to Labor Code sections 1725.5 and 1771.1, all CONTRACTORs and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a CONTRACT to perform public work must be registered with the Department of Industrial Relations.

BBank United N.A.

See http://www.dir.ca.gov/Public-Works/PublicWorks.html for additional information.

No bid will be accepted nor any CONTRACT entered into without proof of the CONTRACTOR's and subcontractors' current registration with the Department of Industrial Relations to perform public work valid through the date of submission.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a CONTRACTOR with the Department of Industrial Relations.

Name of Bidder: Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.

DIR Registration Number: 1000001634

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.

2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.

3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Bidder: Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.

Signature: Brandon Pensick

Name: Brandon Pensick

Title: Senior Vice President

Dated: 08.13.2026

CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with this Request for Proposal (RFP) and to be bound by the terms and conditions of the RFP.

2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.

3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.

4. The proposal includes all of the commentary, figures and data required by this Request for Proposal.

5. This firm has carefully read and fully understands all of the items contained in Section II, General Information for All Contractors. This firm agrees to all of the general requirements except for those disclosed by the firm in project proposal, listed on an attachment.

6. The proposal shall be valid for 120 days from the date of the proposal due date.

Name of Firm: Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.

By: Brand
(Authorized Signature)

Type Name: Brandon Pensick

Title: Senior Vice President

Date: 08.13.2026

QUALIFICATION DOCUMENTATION

Ferreira Coastal Construction is licensed in accordance with the requirements of the State of California and the license will be kept current throughout the entirety of the Contract.

License Holder: Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co.

Qualifying Individual: Brandon Joseph Pensick

License Type: CSLB

Number: 985180

Expiration: 07.31.2027

Classifications: A, C-10, C13

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE

License Number **985180** Entity CORP

Business Name FERREIRA CONSTRUCTION CO INC
DBA FERREIRA COASTAL
CONSTRUCTION CO

Classification(s) A C10 C13

Expiration Date 07/31/2027 www.cslb.ca.gov

FERREIRA
DBA FERREIRA COASTAL CONSTRUCTION CO.

VALIDITY PERIOD

Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co. agrees that this proposal shall remain valid for sixty (60) days from the proposal due date, unless otherwise required or permitted by the RFP and represents that the undersigned is authorized to bind the Firm for this period.

Proposal Due Date: 08.14.2026

Authorized Officer: Brandon Pensick

Title: Senior Vice President

Signature: 

Date: 08.14.2026

FERREIRA
DBA FERREIRA COASTAL CONSTRUCTION CO.

ACCEPTANCE OF CONDITIONS

Ferreira Construction Co. Inc. dba Ferreira Coastal Construction Co. acknowledges receipt and review of the City's RFP for On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs and offers to comply with the conditions contained in the RFP and resulting Contract, including applicable exhibits, attachments, amendments and addenda except for any expressly stated exceptions below.

Exceptions: None

Authorized Officer: Brandon Pensick

Title: Senior Vice President

Signature: 

Date: 08.14.2026

FERREIRA
DBA FERREIRA COASTAL CONSTRUCTION CO.

A. On-Call Sewer Pipeline Repair and Reconstruction

Assumptions:

1. **Pipeline construction is the removal and replacement of existing 8-in, 12-in, and 15-in sewer lines.**
2. **Assume depth to be 7.5 feet.**
3. **Assume repair length to be 6 feet of mainline pipe.**
4. **Assume no lateral connections.**
5. **Assume 1 Sack Slurry backfill.**

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
1	Mobilization	EA	6	$7,500.00	$45,000.00
2	Replace 8-inch sanitary sewer	LF	42	$2,184.00	$91,728.00
3	Replace 12-inch sanitary sewer	LF	30	$1,891.00	$56,730.00
4	Replace 15-inch sanitary sewer	LF	24	$1,920.00	$46,080.00
5	Reconstruct permanent asphalt concrete pavement	SF	200	$109.00	$21,800.00
6	Sewer Bypass and Pumping	DAILY	20	$4,096.00	$81,920.00
7	Shoring of Open Excavation	DAILY	20	$518.00	$10,360.00
8	Video Inspection	LF	300	$17.00	$5,100.00
9	Replace manhole covers and frames	EACH	8	$5,828.00	$29,140.00
				TOTAL PROPOSED PRICE	$387,858.00

B. Storm Drain Construction Services

ITEM NO.	OTHER	UNIT	
1	**Mobilization**	**EA**	**$7,500.00**
2	**Material Markup %**	**%**	**%15**

FERREIRA
DBA FERREIRA COASTAL CONSTRUCTION CO.

T&M Rates- July 2026 to June 2027

Ferreira Construction Co, Inc dba Ferreira Coastal Construction

Field Union Labor Rates	Straight Time Rate	1-1/2 x Rate	2 x Rate
300 Labor Apprentice	$115.34	$173.02	$230.69
300 Labor Foreman VI	$153.24	$229.85	$306.47
300 Laborer I	$144.01	$216.02	$288.03
300 Laborer II	$145.03	$217.54	$290.05
300 Laborer III	$146.04	$219.06	$292.08
300 Laborer IV	$148.90	$223.35	$297.80
300 Laborer V	$149.55	$224.32	$299.09
Teamster Driver VI	$145.97	$218.95	$291.94
Local 12 IV-App Step 4	$156.80	$235.20	$313.60
Local 12 VI	$192.78	$289.18	$385.57
Local 12 VIII	$192.99	$289.48	$385.97
Local 12 XII	$193.52	$290.28	$387.04
Local 12 XII (Foreman)	$197.21	$295.82	$394.42

*** Labor increases will occur on July 1, 2027. New Rates will be provided once union agreements are negotiated**

T&M Rates- July 2026 to June 2027

Ferreira Construction Co, Inc dba Ferreira Coastal Construction

Labor Type	Category	Cost Per	Base Cost	FICA 7.65 %	FUTA .8%	Liability/ Umbrella 9.55%	SUTA 5.4 %	W/C 16.08 %	Subtotal Taxes - Insurance	Health	Pension	Vacation	Training	Other	Total Fringe Benefits	Safety SM Tools, Exp & Whse	Total Burden	OH on Gross Wage & Burden 15%	Profit 15%	Unit Reg. Cost	Unit OT Cost	Unit DT Cost
300 Labor Apprentice	Laborers	HR	**$41.76**	$3.19	$0.33	$3.99	$2.26	$6.72	**$16.49**	$6.90	$5.38	$3.64	$0.80	$5.25	**$21.97**	$7.00	**$45.46**	**$13.08**	**$15.04**	**$115.34**	**$173.02**	**$230.69**
300 Labor Foreman VI	Foreman	HR	**$54.20**	$4.15	$0.43	$5.18	$2.93	$8.72	**$21.40**	$9.85	$12.92	$5.20	$0.80	$4.50	**$33.27**	$7.00	**$61.67**	**$17.38**	**$19.99**	**$153.24**	**$229.85**	**$306.47**
300 Laborer I	Laborers	HR	**$49.20**	$3.76	$0.39	$4.70	$2.66	$7.91	**$19.42**	$9.85	$12.92	$5.20	$0.80	$4.50	**$33.27**	$7.00	**$59.69**	**$16.33**	**$18.78**	**$144.01**	**$216.02**	**$288.03**
300 Laborer II	Laborers	HR	**$49.75**	$3.81	$0.40	$4.75	$2.69	$8.00	**$19.64**	$9.85	$12.92	$5.20	$0.80	$4.50	**$33.27**	$7.00	**$59.91**	**$16.45**	**$18.92**	**$145.03**	**$217.54**	**$290.05**
300 Laborer III	Laborers	HR	**$50.30**	$3.85	$0.40	$4.80	$2.72	$8.09	**$19.86**	$9.85	$12.92	$5.20	$0.80	$4.50	**$33.27**	$7.00	**$60.13**	**$16.56**	**$19.05**	**$146.04**	**$219.06**	**$292.08**
300 Laborer IV	Laborers	HR	**$51.85**	$3.97	$0.41	$4.95	$2.80	$8.34	**$20.47**	$9.85	$12.92	$5.20	$0.80	$4.50	**$33.27**	$7.00	**$60.74**	**$16.89**	**$19.42**	**$148.90**	**$223.35**	**$297.80**
300 Laborer V	Laborers	HR	**$52.20**	$3.99	$0.42	$4.99	$2.82	$8.39	**$20.61**	$9.85	$12.92	$5.20	$0.80	$4.50	**$33.27**	$7.00	**$60.88**	**$16.96**	**$19.51**	**$149.55**	**$224.32**	**$299.09**
Teamster Driver VI	Drivers	HR	**$45.12**	$3.45	$0.36	$4.31	$2.44	$7.26	**$17.81**	$20.37	$9.00	$4.95	$1.62	$4.50	**$40.44**	$7.00	**$65.25**	**$16.56**	**$19.04**	**$145.97**	**$218.95**	**$291.94**
Local 12 IV-App Step 4	Operators	HR	**$50.39**	$3.85	$0.40	$4.81	$2.72	$8.10	**$19.89**	$17.45	$17.40	$2.95	$1.10	$2.38	**$41.28**	$7.00	**$68.17**	**$17.78**	**$20.45**	**$156.80**	**$235.20**	**$313.60**
Local 12 VI	Operators	HR	**$67.18**	$5.14	$0.54	$6.42	$3.63	$10.80	**$26.52**	$17.45	$17.40	$2.95	$1.10	$6.17	**$45.07**	$7.00	**$78.59**	**$21.87**	**$25.15**	**$192.78**	**$289.18**	**$385.57**
Local 12 VIII	Operators	HR	**$67.29**	$5.15	$0.54	$6.43	$3.63	$10.82	**$26.57**	$17.45	$17.40	$2.95	$1.10	$6.17	**$45.07**	$7.00	**$78.64**	**$21.89**	**$25.17**	**$192.99**	**$289.48**	**$385.97**
Local 12 XII	Operators	HR	**$67.58**	$5.17	$0.54	$6.45	$3.65	$10.87	**$26.68**	$17.45	$17.40	$2.95	$1.10	$6.17	**$45.07**	$7.00	**$78.75**	**$21.95**	**$25.24**	**$193.52**	**$290.28**	**$387.04**
Local 12 XII (Foreman)	Foreman	HR	**$69.58**	$5.32	$0.56	$6.64	$3.76	$11.19	**$27.47**	$17.45	$17.40	$2.95	$1.10	$6.17	**$45.07**	$7.00	**$79.54**	**$22.37**	**$25.72**	**$197.21**	**$295.82**	**$394.42**

FERREIRA
DBA FERREIRA COASTAL CONSTRUCTION CO.

Ferreira Construction Co, Inc DBA Ferreira Coastal Construction

Template with Explanations and Examples

Publication: CALTRANS April 1, 2026 - March 31, 2027: Ferreira will put 15% mark-up on all of the below listed rates

Prepared By: Kellie Greenblatt
Date: 20-Mar-26

Column1	Equipment	Model No.	License / Identification	Equip. Code	Capacity	Unit	Rate	Page#	Stand by Factor	Multi Shift Factor	Make Code	Make	Code	Notes
	Type 2 Barricades without flasher	1BAR	TYPE-2	30"x36"		Day	$ 0.30	32	0.73	1.00	TRAFC	1BAR	A2	
	Type 2 Barricades with flasher	1BAR	TYPE-2(F)	30"x36"		Day	$ 0.58	32	0.73	1.00	TRAFC	1BAR	A1	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-01	AB-01		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-02	AB-02		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-03	AB-03		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-04	AB-04		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-05	AB-05		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-06	AB-06		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-07	AB-07		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-08	AB-08		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-10	AB-10		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-11	AB-11		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-12	AB-12		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hiway Safety/Arrow Board	Solarguide Lite	AB-14	AB-14		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-15	AB-15		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-16	AB-16		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-17	AB-17		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-18	AB-18		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-19	AB-19		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-20	AB-20		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Solar Tech / Message Board	Silent Setinel	AB-21	AB-21		HR	$ 4.40	32	0.36	0.69	TRAFA	Solar Tech	TM	
	Solar Tech / Message Board	Silent Setinel	AB-22	AB-22		HR	$ 4.40	32	0.36	0.69	TRAFA	Solar Tech	TM	
	Solar Tech / Message Board	Silent Setinel	AB-23	AB-23		HR	$ 4.40	32	0.36	0.69	TRAFA	Solar Tech	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-24	AB-24		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-25	AB-25		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-26	AB-26		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-27	AB-27		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-28	AB-28		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-29	AB-29		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Hi-way Safety/ Arrow Board	Solarguide Lite	AB-30	AB-30		HR	$ 4.40	32	0.36	0.69	TRAFA	Hiway Safety	TM	
	Sullair 185 Air Compressor Towable	49HP185DPQ-JD	AC-01	AC-01	185	HR	$ 25.63	1	0.14	0.87	PORT	Sullair	016-025	
	Boss 185 Under Deck Compressor	8060UBI	AC-03	AC-03	185	HR	$ 25.63	1	0.14	0.87	PORT	Boss	016-025	
	Ingersal-Rand Above Deck Compressor	P -185	AC-06	AC-06	185	HR	$ 25.63	1	0.14	0.87	PORT	Ingersal-Rand	016-025	
	Ingersal-Rand Above Deck Compressor	P -185	AC-07	AC-07	185	HR	$ 25.63	1	0.14	0.87	PORT	Ingersal-Rand	016-025	
	Sullair/185 Air Compressor Towable	49HP/185DPQ/CAi4	AC-08	AC-08	185	HR	$ 25.63	1	0.14	0.87	PORT	Sullair	016-025	
	Sullair/185 Air Compressor Towable	49HP/185DPQ/CAi4	AC-09	AC-09	185	HR	$ 25.63	1	0.14	0.87	PORT	Sullair	016-025	
	Vanair 175 Under Deck Compressor	175UDSM PTO	AC-10	AC-10	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Sullair/185 Air Compressor Towable	175UDSM PTO	AC-11	AC-11	185	HR	$ 25.63	1	0.14	0.87	PORT	Sullair	016-025	
	Sullair/185 Air Compressor Towable	49HP/185DPQ/CAi4	AC-12	AC-12	185	HR	$ 25.63	1	0.14	0.87	PORT	Sullair	016-025	
	Vanair 175 Under Deck Compressor	175UDSM PTO	AC-13	AC-13	175	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 175 Under Deck Compressor	175UDSM PTO	AC-14	AC-14	175	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Boss 185 Under Deck Compressor	8060UBI	AC-15	AC-15	175	HR	$ 25.63	1	0.14	0.87	PORT	Boss	016-025	
	Boss 185 Under Deck Compressor	8060UBI	AC-16	AC-16	185	HR	$ 25.63	1	0.14	0.87	PORT	Boss	016-025	
	Vanair 175 Under Deck Compressor	185UDSM	AC-17	AC-17	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 175 Under Deck Compressor	185UDSM	AC-18	AC-18	175	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-20	AC-20	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-21	AC-21	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-22	AC-22	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Doosan/Air Compressor Towable	C185	AC-23	AC-23	185	HR	$ 25.63	1	0.14	0.87	PORT	Doosan	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-24	AC-24	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-26	AC-26	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-27	AC-27	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-28	AC-28	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-29	AC-29	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-30	AC-30	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-31	AC-31	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-32	AC-32	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-33	AC-33	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-34	AC-34	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Towable Air Compressor	C185	AC-35	AC-35	185	HR	$ 25.63	1	0.14	0.87	PORT		016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-36	AC-36	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-37	AC-37	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDSM	AC-38	AC-38	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-39	AC-39	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-40	AC-40	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-41	AC-41	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-42	AC-42	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-43	AC-43	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-44	AC-44	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Doosan Towable Air Compressor	C185	AC-45	AC-45	185	HR	$ 25.63	1	0.14	0.87	PORT	Doosan	016-025	
	Doosan Towable Air Compressor	C185	AC-46	AC-46	185	HR	$ 25.63	1	0.14	0.87	PORT	Doosan	016-025	
	Doosan Towable Air Compressor	C185	AC-47	AC-47	185	HR	$ 25.63	1	0.14	0.87	PORT	Doosan	016-025	
	Doosan Towable Air Compressor	C185	AC-48	AC-48	185	HR	$ 25.63	1	0.14	0.87	PORT	Doosan	016-025	
	Doosan Towable Air Compressor	C185	AC-49	AC-49	185	HR	$ 25.63	1	0.14	0.87	PORT	Doosan	016-025	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-50	AC-50	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-51	AC-51	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-52	AC-52	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-53	AC-53	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-54	AC-54	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-55	AC-55	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-56	AC-56	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-57	AC-57	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-58	AC-58	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-59	AC-59	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-025	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-60	AC-60	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-61	AC-61	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-025	
	Airman 185 Above Deck Compressor	PDS185L	AC-62	AC-62	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-25	
	Airman 185 Above Deck Compressor	PDS185L	AC-63	AC-63	185	HR	$ 25.63	1	0.14	0.87	PORT	Airman	016-25	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-64	AC-64	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-25	
	Vanair 185 Under Deck Compressor	185UDAC4	AC-65	AC-65	185	HR	$ 25.63	1	0.14	0.87	PORT	Vanair	016-25	
	Elgi 185 Above Deck Compressor	DS185 T4	AC-66	AC-66	185	HR	$ 25.63	1	0.14	0.87	PORT	Elgi	016-25	
	Elgi 185 Above Deck Compressor	DS185 T4	AC-67	AC-67	185	HR	$ 25.63	1	0.14	0.87	PORT	Elgi	016-25	
	Elgi 185 Above Deck Compressor	DS185 T4	AC-68	AC-68	185	HR	$ 25.63	1	0.14	0.87	PORT	Elgi	016-25	
	Elgi 185 Above Deck Compressor	DS185 T4	AC-69	AC-69	185	HR	$ 25.63	1	0.14	0.87	PORT	Elgi	016-25	
	Elgi 185 Above Deck Compressor	DS185 T4	AC-70	AC-70	185	HR	$ 25.63	1	0.14	0.87	PORT	Elgi	016-25	
	Elgi 185 Above Deck Compressor	DS185 T4	AC-71	AC-71	185	HR	$ 25.63	1	0.14	0.87	PORT	Elgi	016-25	
	Elgi 185 Above Deck Compressor	DS185 T4	AC-72	AC-72	185	HR	$ 25.63	1	0.14	0.87	PORT	Elgi	016-25	
	Elgi 185 Above Deck Compressor	DS185 T4	AC-73	AC-73	185	HR	$ 25.63	1	0.14	0.87	PORT	Elgi	016-25	
	Elgi 185 Above Deck Compressor	DS185 T4	AC-74	AC-74	185	HR	$ 25.63	1	0.14	0.87	PORT	Elgi	016-25	
	Air Tool (Clay /Rockdrill/Rivetbuster)	ATOL	AIR-T(CLAY)	AIRTO	Weigh 30 to 40 lbs	HR	$ 1.24	1	0.61	0.42	AIRTO	ATOL	30-40	
	Air Tool (Small Chip Gun)	ATOL	AIR-T(SMALL)	AIRTO	Weigh 10 to 20 lbs	HR	$ 0.59	1	0.61	0.42	AIRTO	ATOL	10-20	
	Air Tool (Jack Hammer)	ATOL	JACKHAM	AIRTO	Weigh 60 lbs & above	HR	$ 1.90	1	0.61	0.42	AIRTO	ATOL	60	

Column1	Equipment	Model No.	License / Identification	Equip. Code	Capacity	Unit	Rate	Page#	Stand by Factor	Multi Shift Factor	Make Code	Make	Code	Notes
	Asphalt Zipper Zipper	AZ360B-173WA	AZ-01	AZ-01		HR	$ 54.00					Asphalt Zipper		No Caltrans Code
	Asphalt Zipper Zipper	AZ480-E218	AZ-02	AZ-02		HR	$ 54.00					Asphalt Zipper		No Caltrans Code
	Case/ Backhoe	580SN	BH-03	BH-03		HR	$ 60.08	17	0.11	0.9	CASE	Case	1744	
	Case/ Backhoe	580SN	BH-04	BH-04		HR	$ 60.08	17	0.11	0.9	CASE	Case	1744	
	Case/ Backhoe	580SN	BH-05	BH-05		HR	$ 60.08	17	0.11	0.9	CASE	Case	1744	
	Case/ Backhoe	580SN	BH-06	BH-06		HR	$ 60.08	17	0.11	0.9	CASE	Case	1744	
	Case/ Backhoe	590SN	BH-07	BH-07		HR	$ 65.61	17	0.11	0.9	CASE	Case	1746	
	Case/ Backhoe	580SN	BH-08	BH-08		HR	$ 60.08	17	0.11	0.9	CASE	Case	1744	
	Case/ Backhoe	580SN	BH-09	BH-09		HR	$ 60.08	17	0.11	0.9	CASE	Case	1744	
	Case/ Backhoe	580SN	BH-10	BH-10		HR	$ 60.08	17	0.11	0.9	CASE	Case	1744	
	Case/ Backhoe	590SN	BH-11	BH-11		HR	$ 65.61	17	0.11	0.9	CASE	Case	1746	
	Case/ Backhoe	590SN	BH-12	BH-12		HR	$ 65.61	17	0.11	0.9	CASE	Case	1746	
	Case/ Backhoe	590SN	BH-13	BH-13		HR	$ 65.61	17	0.11	0.9	CASE	Case	1746	
	Case/ Backhoe	590SN	BH-14	BH-14		HR	$ 65.61	17	0.11	0.9	CASE	Case	1746	
	Case/ Backhoe	590SN	BH-15	BH-15		HR	$ 65.61	17	0.11	0.9	CASE	Case	1746	
	Case/ Backhoe	590SN	BH-16	BH-16		HR	$ 65.61	17	0.11	0.9	CASE	Case	1746	
	Case/ Backhoe	590SN	BH-17	BH-17		HR	$ 65.61	17	0.11	0.9	CASE	Case	1746	
	Case/ Backhoe	590SN	BH-18	BH-18		HR	$ 65.61	17	0.11	0.9	CASE	Case	1746	
	John Deere/ Backhoe	410L	BH-19	BH-19		HR	$ 45.17	18	0.11	0.9	DEER	DEER	2508	
	John Deere/ Backhoe	410L	BH-20	BH-20		HR	$ 45.17	18	0.11	0.9	DEER	DEER	2508	
	John Deere/ Backhoe	710L	BH-21	BH-21		HR	$ 84.94	19	0.11	0.9	DEER	DEER	2721	
	John Deere/ Backhoe	410P	BH-22	BH-22		HR	$ 45.17	18	0.11	0.9	DEER	DEER	2508	
	John Deere/ Backhoe	410P	BH-23	BH-23		HR	$ 45.17	18	0.11	0.9	DEER	DEER	2508	
	John Deere/ Backhoe	410P	BH-24	BH-24		HR	$ 45.17	18	0.11	0.9	DEER	DEER	2508	
	Case/ Backhoe	590SN	BH-25	BH-25		HR	$ 65.61	17	0.11	0.9	CASE	CASE	1746	
	Case/ Backhoe	590SN	BH-26	BH-26		HR	$ 65.61	17	0.11	0.9	CASE	CASE	1746	
	Case/ Backhoe	590SN	BH-27	BH-27		HR	$ 65.61	17	0.11	0.9	CASE	CASE	1746	
	John Deere/ Backhoe	710P	BH-28	BH-28		HR	$ 76.61	19	0.11	0.9	DEER	DEER	2720	
	John Deere/Backhoe	410P	BH-29	BH-29		HR	$ 76.61	19	0.11	0.90	DEER	Deer	2720	
	Cat/Backhoe	430	BH-30	BH-30		HR	$ 77.08	18	0.11	0.90	CAT	Caterpillar	1865E	
	Ford/Car	Escape	C-10	C-10	3K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford/Car	Escape	C-11	C-11	3K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford/Car	Edge	C-12	C-12	3K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford/Car	Escape	C-13	C-13	3K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford/Car	Escape	C-14	C-14	3K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Jumping Jack (Hand Guided Compactor)	COMP	JUMP-J	COMHG	Weigh 0 to 250 lbs	HR	$ 5.15	4	0.19	0.82	COMHG	COMP	0-250	
	Concrete Mixer	SORP	CON-MIX	CONMX	6 to 11 lbs	HR	$ 5.27	5	0.12	0.89	CONMX	SORP	06-11	
	Concrete Vibrator's Head (each)	CVIB	CON-VIB	CONVB		HR	$ 1.36	5	0.33	0.69	CONVB	CVIB	EVHD	
	Ford F650/ 5-7 Yard Dump (GVWR 26K LBS)	F-650	DT-04	DT-04	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Kenworth T880/Super-10 Dump Truck (GVWR 54K LBS)	T880	DT-05	DT-05	80K	HR	$ 101.56	34	0.12	0.89	T&TT	Kenworth	60	
	Ford F750/7-9 Yard Dump Truck (GVWR 33K LBS)	F-750	DT-06	DT-06	50K	HR	$ 81.92	34	0.12	0.89	T&TT	Ford	36-48	
	Ford F550/ Mason Dump (GVWR 19.5K LBS)	F-550	DT-07	DT-07	26K	HR	$ 54.23	34	0.12	0.89	T&TT	GMC	20-28	
	Ford F750/ 7-9 Yard Dump Truck (GVWR 33K LBS)	F-750	DT-08	DT-08	50K	HR	$ 81.92	34	0.12	0.89	T&TT	Ford	36-48	
	Sunrise Ford F-550/Mason Dump (GVWR 19.5K LBS)	F-550	DT-09	DT-09	26K	HR	$ 54.23	34	0.12	0.89	T&TT	GMC	20-28	
	Kenworth T880/Super-10 Dump Truck (GVWR 54K LBS)	T888	DT-10	DT-10	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Kenworth T880/Super-10 Dump Truck (GVWR 54K LBS)	T888	DT-11	DT-11	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Peterbilt 348/ 10 Wheel Dump (GVWR 54K Lbs)	Peterbilit 348	DT-12	DT-12	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Peterbilt	48-60	
	Mack GR84F/Super-10 Dump Truck (GVWR 54K LBS)	GR84F	DT-13	DT-13	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Mack	48-60	
	Mack GR84F/Super-10 Dump Truck (GVWR 54K LBS)	GR84F	DT-14	DT-14	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Mack	48-60	
	Mack GR84F/Super-10 Dump Truck (GVWR 54K LBS)	GR84F	DT-15	DT-15	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Mack	48-60	
	Mack GR84F/Super-10 Dump Truck (GVWR 54K LBS)	GR84F	DT-16	DT-16	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Mack	48-60	
	Kenworth T880/Super-10 Dump Truck (GVWR 54K LBS)	T880	DT-17	DT-17	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Kenworth T880/Super-10 Dump Truck (GVWR 54K LBS)	T880	DT-18	DT-18	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Kenworth T880/Super-10 Dump Truck (GVWR 54K LBS)	T880	DT-19	DT-19	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Kenworth T480/ 10- Wheel Dump Truck (GVWR 54K Lbs)	T480	DT-20	DT-20	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Kenworth T480/ 10- Wheel Dump Truck (GVWR 54K Lbs)	T480	DT-21	DT-21	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Kenworth T480/ 10- Wheel Dump Truck (GVWR 54K Lbs)	T480	DT-22	DT-22	54k	HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Ford F550/ Mason Dump (GVWR 19.5K LBS)	F-550	DT-23	DT-23		HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Kenworth T880/Super-10 Dump Truck (GVWR 54K LBS)	T880	DT-24	DT-24		HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Kenworth T880/Super-10 Dump Truck (GVWR 54K LBS)	T880	DT-25	DT-25		HR	$ 90.25	34	0.12	0.89	T&TT	Kenworth	48-60	
	Electric Generator	GEN	ELEC-GEN	ELGEN	up to 3 kilowatts	HR	$ 2.48	6	0.13	0.88	ELGEN	GEN	001-003	
	Generator	GEN	GEN	ELGEN	3 - 7.5 Kilowatts	HR	$ 5.12	6	0.13	0.88	ELGEN	GEN	003-008	
	2 Light Set	2 LIGHT	LIGHT-TW2	ELGEN		HR	$ 5.31	6	0.13	0.88	ELGEN	LITE	2 LIGHT	
	4 Light Set	4 LIGHT	LIGHT-TW4	ELGEN		HR	$ 10.88	6	0.13	0.88	ELGEN	LITE	4 LIGHT	
	Cat/ Mini Excavator	303.5E2 CR	EX-03	EX-03		HR	$ 38.25	8	0.17	0.85	CAT	Cat	0200	
	Cat/Excavator	335F CR	EX-04	EX-04		HR	$ 196.50	9	0.17	0.85	CAT	Cat	0345CL	
	Cat/Excavator	335F CR	EX-05	EX-05		HR	$ 196.50	9	0.17	0.85	CAT	Cat	0345CL	
	Cat/ Mini Excavator	303.5E2CR	EX-06	EX-06		HR	$ 38.25	8	0.17	0.85	CAT	Cat	0200	
	Cat/Excavator	349FL	EX-07	EX-07		HR	$ 232.76	9	0.17	0.85	CAT	Cat	0355	
	Cat/Excavator	325FCR	EX-08	EX-08		HR	$ 127.11	9	0.17	0.85	CAT	Cat	0330	
	Takeuchi / Excavator	TB335R-R	EX-09	EX-09		HR	$ 26.06	11	0.17	0.85	TAKU	Takeuchi	7690	
	Takeuchi / Excavator	TB280FR	EX-10	EX-10		HR	$ 45.17	11	0.17	0.85	TAKU	Takeuchi	7686H	
	Cat / Excavator	349FL	EX-11	EX-11		HR	$ 232.76	9	0.17	0.85	CAT	Cat	0355	
	Takeuchi / Excavator	TB280FR	EX-12	EX-12		HR	$ 45.17	11	0.17	0.85	TAKU	Takeuchi	7686H	
	Takeuchi / Excavator	TB280FR	EX-13	EX-13		HR	$ 45.17	11	0.17	0.85	TAKU	Takeuchi	7686H	
	Takeuchi / Excavator	TB280FR	EX-14	EX-14		HR	$ 45.17	11	0.17	0.85	TAKU	Takeuchi	7686H	
	John Derre/ Excavator	135G	EX-15	EX-15		HR	$ 74.00	9	0.17	0.85	DEER	John Deere	0302CLR	
	John Derre/ Excavator	135G	EX-16	EX-16		HR	$ 74.00	9	0.17	0.85	DEER	John Deere	0302CLR	
	Cat/Excavator	325FCR	EX-17	EX-17		HR	$ 127.11	9	0.17	0.85	CAT	Cat	0330	
	John Deere/Excavator	135	EX-18	EX-18		HR	$ 74.00	9	0.17	0.85	DEER	John Deere	0302CLR	
	John Deere/ Excavator	17P	Ex-19	EX-19		HR	$ 74.00	9	0.17	0.85	DEER	John Deere	0302CLR	
	Cat/Excavator	335FCR	EX-500	EX-500		HR	$ 196.33	9	0.17	0.85	CAT	Cat	0350E	
	Hyster/ 5K warehouse forklift	S50FT	FL-03	FL-03	5k	HR	$ 50.66	6	0.22	0.8	FLT	Hyster	040-060	
	Clark/16.5K Straight Mass Forklift	C75	FL-04	FL-04	16.5k	HR	$ 97.62	6	0.22	0.8	FLT	Clark	160-200	
	Case/6K Staright Mass Forklift	586H	FL-05	FL-05	6k	HR	$ 50.66	6	0.22	0.8	FLT	Case	040-060	
	Raymond/3K Warehouse Forklift	750-DR35TT	FL-06	FL-06	3k	HR	$ 38.06	6	0.22	0.8	FLT	Raymond	010-040	
	Clark/5K Warehouse Forklift	C25C	FL-07	FL-07	5k	HR	$ 50.66	6	0.22	0.8	FLT	Clark	040-060	
	Doosan/ 34 KW Generator	G-40	G-03	G-03	34KW	HR	$ 18.30	6	0.13	0.88	GEN	Ingersol-Rand	025-050	
	Multiquip /45KW Generator	MQDCA45	G-04	G-04	45KW	HR	$ 18.30	6	0.13	0.88	GEN	Multiqup	025-050	
	Hydraulic Breaker Backhoe	TB335QA	HB-01	HB-01		HR	$ 12.35							No Caltrans Code
	Hydraulic Breaker/Backhoe	UB305	HB-03	HB-03		HR	$ 27.23							No Caltrans Code
	Cat/ Track Skid Steer	289D	L-01	L-01		HR	$ 55.17	16	0.11	0.90	CAT	Caterpillar	2189	
	John Deere/Skip Loader	210L	L-03	L-03		HR	$ 51.93	18	0.11	0.90	DEER	John Deere	2495	
	Cat/Track Skid Steer	289D	L-04	L-04		HR	$ 55.17	16	0.11	0.90	CAT	Caterpillar	2189	
	Komatsu/Loader	WA380-8	L-05	L-05		HR	$ 153.16	20	0.11	0.90	KOMA	Komatsu	4541C	
	Komatsu/Loader	WA380-8	L-06	L-06		HR	$ 153.16	20	0.11	0.90	KOMA	Komatsu	4541C	
	Ditch Witch/ Mini Skid Steer	SK800	L-07	L-07		HR	$ 52.40	16	0.11	0.90			2159	AKA 259D
	Cat/ Skid Steer Loader	232D3	L-08	L-08		HR	$ 52.40	16	0.11	0.90	CAT	Caterpillar	2159	
	Cat/ Track skid steer Loader	289D	L-09	L-09		HR	$ 55.17	16	0.11	0.90	CAT	Caterpillar	2189	
	Cat/ Track Skid Steer Loader	289D3	L-10	L-10		HR	$ 55.17	16	0.11	0.90	CAT	Caterpillar	2189	
	Cat/ Loader	950M	L-11	L-11		HR	$ 199.62	18	0.11	0.90	CAT	Caterpillar	2310M	
	Cat/ Loader	950M	L-12	L-12		HR	$ 199.62	18	0.11	0.90	CAT	Caterpillar	2310M	
	Takeuchi / Track Skid Steer Loader	TL10V2-CRH	L-13	L-13		HR	$ 46.56	32	0.12	0.89	A	Takeuchi	[>50]	
	John Derre/Loader	624P	L-14	L-14		HR	$ 99.32	19	0.11	0.90	DEER	John Deere	2700	
	Ditch Witch/ Mini Skid Steer	SK900	L-16	L-16		HR	$ 52.40	16	0.11	0.90			2159	AKA 259D
	Cat/ Track Skid Steer Loader	265	0KR407381	L-23		HR	$ 55.17	16	0.11	0.90	CAT	Caterpillar	2189	
	Cat/ Track Skid Steer Loader	265	0KR407431	L-24		HR	$ 55.17	16	0.11	0.90	CAT	Caterpillar	2189	
	Doosan/ Light Tower	LSC	LT-02	LT-02		HR	$ 10.88	6	0.13	0.88	LITE	Doosan	4 LIGHT	
	Doosan/ Light Tower	LSC	LT-03	LT-03		HR	$ 10.88	6	0.13	0.88	LITE	Doosan	4 LIGHT	

Column1	Equipment	Model No.	License / Identification	Equip. Code	Capacity	Unit	Rate	Page#	Stand by Factor	Multi Shift Factor	Make Code	Make	Code	Notes
	Doosan/ Light Tower	LSC	LT-04	LT-04		HR	$ 10.88	6	0.13	0.88	LITE	Doosan	4 LIGHT	
	Doosan/ Light Tower	LSC	LT-05	LT-05		HR	$ 10.88	6	0.13	0.88	LITE	Doosan	4 LIGHT	
	Doosan/ Light Tower	LSC	LT-06	LT-06		HR	$ 10.88	6	0.13	0.88	LITE	Doosan	4 LIGHT	
	Atlas Copco/ Lite Tower	CPLT V5+	LT-07	LT-07		HR	$ 10.88	6	0.13	0.88	LITE	Atlas Copco	4 LIGHT	
	Chicago Pnuematic/ Light Tower	CPLT V5+	LT-08	LT-08		HR	$ 10.88	6	0.13	0.88	LITE	Chicago Pnuematic	4 LIGHT	
	Doosan/ Light Tower	LCV6LED4F	LT-09	LT-09		HR	$ 10.88	6	0.13	0.88	LITE	Chicago Pnuematic	4 LIGHT	
	Doosan/ Light Tower	LCV6LED4F	LT-10	LT-10		HR	$ 10.88	6	0.13	0.88	LITE	Chicago Pnuematic	4 LIGHT	
	Doosan/ Light Tower	LCV6LED4F	LT-11	LT-11		HR	$ 10.88	6	0.13	0.88	LITE	Chicago Pnuematic	4 LIGHT	
	Doosan/ Light Tower	LCV6LED4F	LT-12	LT-12		HR	$ 10.88	6	0.13	0.88	LITE	Chicago Pnuematic	4 LIGHT	
	Allmand/Light Tower	GRLC	LT-13	LT-13		HR	$ 10.88	6	0.13	0.88	LITE	Allmand	4 LIGHT	
	Allmand/Light Tower	GRLC	LT-14	LT-14		HR	$ 10.88	6	0.13	0.88	LITE	Allmand	4 LIGHT	
	Allmand/Light Tower	GRLC	LT-15	LT-15		HR	$ 10.88	6	0.13	0.88	LITE	Allmand	4 LIGHT	
	Allmand/Light Tower	GRLC	LT-16	LT-16		HR	$ 10.88	6	0.13	0.88	LITE	Allmand	4 LIGHT	
	Allmand/Light Tower	GRLC	LT-17	LT-17		HR	$ 10.88	6	0.13	0.88	LITE	Allmand	4 LIGHT	
	Allmand/Light Tower	GRLC	LT-18	LT-18		HR	$ 10.88	6	0.13	0.88	LITE	Allmand	4 LIGHT	
	Solar Tech / Message Board	MB2	MB-02	MB-02		HR	$ 21.31	32	0.36	0.69	CMSN	Solar Tech	GEN2	
	Solar Tech / Message Board	MB2	MB-03	MB-03		HR	$ 21.31	32	0.36	0.69	CMSN	Solar Tech	GEN2	
	Solar Tech / Message Board	SMII	MB-04	MB-04		HR	$ 21.31	32	0.36	0.69	CMSN	Solar Tech	GEN2	
	Solar Tech / Message Board	SMII	MB-05	MB-05		HR	$ 21.31	32	0.36	0.69	CMSN	Solar Tech	GEN2	
	Solar Tech / Message Board	SMII	MB-06	MB-06		HR	$ 21.31	32	0.36	0.69	CMSN	Solar Tech	GEN2	
	Solar Tech / Message Board	SMII	MB-07	MB-07		HR	$ 21.31	32	0.36	0.69	CMSN	Solar Tech	GEN2	
	Cart-Away/1Yard Mixer Trailer	CMT100	MX-01	MX-01	1Yard	HR	$ 5.27	5	0.12	0.89	SORP	Cart-Away	06-11	
	Multiquip/9 cf Towable mixer	MC-94-SH8	MX-02	MX-02	9 CF	HR	$ 5.27	5	0.12	0.89	SORP	Multiqup	06-11	
	Cart-Away/1Yard Mixer Trailer	CMT100	MX-03	MX-03	1Yard	HR	$ 5.27	5	0.12	0.89	SORP	Cart-Away	06-11	
	Multiquip/9 cf Towable mixer	MC-94-SH8	MX-04	MX-04	9 CF	HR	$ 5.27	5	0.12	0.89	SORP	Multiqup	06-11	
	Multiquip/9 cf Towable mixer	MC-94-SH8	MX-05	MX-05	9 CF	HR	$ 5.27	5	0.12	0.89	SORP	Multiqup	06-11	
	Road Plate (1" Thick)	MISC	R-P(1")	NONOP		Day	$ 1.87	21	0.55	1.00	NONOP	MISC	0220	
	Road Plate (1.5" Thick)	MISC	R-P(1.5")	NONOP		Day	$ 2.80	21	0.55	1.00	NONOP	MISC	0230	
	Road Plate (7/8" Thick)	MISC	R-P(7/8")	NONOP		Day	$ 1.64	21	0.55	1.00	NONOP	MISC	0210	
	Trench Shoring 22-36	SSFW	SHORING	NONOP		Day	$ 1.51	21	0.56	1.00	NONOP	SSFW	0530	
	Broce/Ride-on Sweeper	BB250B	PS-03	PS-03		HR	$ 38.89	4	0.15	0.86	MTTD	Broce	ALL	
	Broce/Ride-on Sweeper	BB260	PS-04	PS-04		HR	$ 38.89	4	0.15	0.86	MTTD	Broce	ALL	
	Broce/Ride-on Sweeper	BB260	PS-05	PS-05		HR	$ 38.89	4	0.15	0.86	MTTD	Broce	ALL	
	3" Bypass Pump	APMP	3"BP	PUMWA		HR	$ 6.94	23	0.36	0.68	PUMWA	APMP	010-020	
	4" Bypass Pump	APMP	4"BP	PUMWA		HR	$ 4.51	23	0.36	0.68	PUMWA	APMP	000-010	
	4" Hose 350' (Inlet-Suction)	INHS	4"HOSE	PUMWA		HR	$ 0.23	23	0.36	0.68	PUMWA	INHS	3.5-4	
	Outlet Discharge Water Hose	OUHS	DISC.WATER.HOSE	PUMWA	additional 50 feet	HR	$ 0.19	23	0.36	0.68	PUMWA	OUHS	3.5-4	
	Pump (Centrifugal & Diaphragm)	APMP	PUMP	PUMWA	20 to 30 feet	HR	$ 8.21	23	0.36	0.68	PUMWA	APMP	020-030	
	Champion/Rodder Trailer	702536LC	R-02	R-02	2 TON	HR	$ 1.09	33	0.42	0.64	TB-1	Champion	00-02	
	Cutoff Saw (Saws Chain)	SAW	CUTOFF SAW	SAWCH	5HP (30amps)	HR	$ 3.49	29	0.12	0.89	SAWCH	SAW	5-HP	
	Blade Sawkerf	ABSK	BLADE	SAWCO		HR	$ 0.18	29	0.15	0.86	SAWCO	ABSK	LF-INDE	
	SAW	ABOP	SAW	SAWCO	45 to 65 Killowatts	HR	$ 25.96	29	0.15	0.86	SAWCO	ABOP	45-65	
	Freightliner 114SD/Pounder (Large) (GVWR 54K LBS)	114SD	T-09	T-09	54K	HR	$ 224.51	4	0.21	0.81	TXMA	Freightliner	5099	
	Ford F150/XLT 4x4 Crewcab (GVWR 7K LBS)	F-150	T-100	T-100	7K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F150/XLT 4x2 Crewcab (GVWR 7K LBS)	F-150	T-101	T-101	7K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F350/ Reg Cab Utility Truck (GVWR 11.5K LBS)	F-350	T-102	T-102	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-103	T-103	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-104	T-104	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-650/Flatbed Fence Truck (GVWR 26K LBS)	F-650	T-105	T-105	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F-650/Flatbed Fence Truck (GVWR 26K LBS)	F-650	T-106	T-106	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-108	T-108	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-109	T-109	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F750/ 22' Flatbed Truck (GVWR 33K LBS)	F-750	T-110	T-110	33K	HR	$ 61.23	34	0.12	0.89	T&TT	Ford	28-36	
	Ford F150 XLT 4x2 Crewcab (GVWR 7K LBS)	F-150	T-112	T-122	7K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250 4x4 Crewcab (GVWR 10K LBS)	F-150	T-114	T-114	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F150 XLT 4x2 Crewcab (GVWR 7K LBS)	F-150	T-115	T-115	7k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Explorer	XLT	T-116	T-116	6k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford F-550/ Mechanic Truck (19.5K LBS)	F-550	T-117	T-117	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Electrical Truck (19.5K LBS)	F-550	T-118	T-118	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Electrical Truck (19.5K LBS)	F-550	T-119	T-119	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Electrical Truck (19.5K LBS)	F-550	T-120	T-120	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Electrical Truck (19.5K LBS)	F-550	T-121	T-121	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford Explorer	XLT	T-122	T-122	6k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford F250/XL 4x2 Supercab Pickup (GVWR 10K LBS)	XL	T-123	T-123	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Supercab Pickup (GVWR 10K LBS)	XL	T-124	T-124	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Reg Cab Pickup (GVWR 10K LBS)	STX	T-125	T-125	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Peterbuilt NBT30H-TM Boom Truck	567	T-128	T-128	52k	HR	$ 90.25	34	0.12	0.89	T&TT	Peterbilt	48-60	
	Ford F250/XL 4x2 Supercab Pickup (GVWR 10K LBS)	XL	T-129	T-129	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Ranger/ Pickup	XL	T-130	T-130	5K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford Ranger/ Pickup	XL	T-131	T-131	5K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford Ranger/ Pickup	XL	T-132	T-132	5K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford F150/ Super Cab Pickup (GVWR 7K LBS)	F-150	T-133	T-133	7k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Ranger/ Pickup	XL	T-134	T-134	5K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford F-750/ Water Truck (GVWR 26K LBS)	F-750	T-135	T-135	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F-750/ Water Truck (GVWR 26K LBS)	F-750	T-136	T-136	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Chevy Silverado Super Cab (GVWR 6,800 LBS)	1500	T-137	T-137	7k	HR	$ 39.56	34	0.12	0.89	T&TT	Chevy	06-12	
	Ford F550/ 16' Stake Bed (GVWR 19.5K LBS)	F-550	T-138	T-138	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/16' Stake Bed (GVWR 19.5K LBS)	F-550	T-139	T-139	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F250/XL 4x2 Reg Cab Pickup (GVWR 10K LBS)	XL	T-141	T-141	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Reg Cab Pickup (GVWR 10K LBS)	XL	T-142	T-142	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F-550/ Mechanic Truck (19.5K LBS)	XL	T-143	T-143	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F250/XL 4x2 Supercab Pickup (GVWR 10K LBS)	XL	T-146	T-146	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Supercab Pickup (GVWR 10K LBS)	XL	T-147	T-147	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford / Ranger Crew Cab	XLT	T-149	T-149	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford/ Crew Cab Pickup 4x4	XLT	T-150	T-149	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford FB119/B156-650/Flatbed Fence Truck (GVWR 26K LBS)	F-650	T-150	T-150	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford Ranger/ Pickup	XL	T-151	T-151	5K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford F-750/ Water Truck (GVWR 26K LBS)	F-750	T-152	T-152	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F-750/ Water Truck (GVWR 26K LBS)	F-750	T-153	T-153	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F250/XL 4x2 Reg Cab Pickup (GVWR 10K LBS)	F-250 XL	T-154	T-154	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Supercab Pickup (GVWR 10K LBS)	F-250 XL	T-155	T-155	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Ranger/ Pickup 4x4	STX	T-156	T-156	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Reg Cab Pickup (GVWR 10K LBS)	F-250 XL	T-157	T-157	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F650/Fence Attenuator Truck (GVWR 26K LBS)	F-650	T-158	T-158	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F250/XL 4x4 Supercab Pickup (GVWR 10K LBS)	F-250 XL	T-159	T-159	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F650/Flatbed Fence Truck (GVWR 26K LBS)	F-650	T-16	T-16	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F250/XL 4x4 Supercab Pickup (GVWR 10K LBS)	F-250 XL	T-160	T-160	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Ranger / Pickup	XL	T-161	T-161	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Ranger / Pickup	XL	T-162	T-162	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Ranger / Pickup	XL	T-163	T-163	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Ranger / Pickup	XL	T-164	T-164	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Ranger / Pickup	XL	T-165	T-165	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F350/ Reg Cab Utility Truck	F-350 XL	T-166	T-166	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F150/XLT Crew Cab 4x4 Pickup	F-150	T-167	T-167	7k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x4 Reg Cab Pickup (GVWR 10K LBS)	F-250	T-168	T-168	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F150/XL Crew Cab 4x4 Pickup	F-150	T-169	T-169	7k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-17	T-17	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F250/XL 4x4 Reg Cab Pickup (GVWR 10K LBS)	F-250	T-170	T-170	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x4 Supercab Pickup (GVWR 10K LBS)	F-250	T-171	T-171	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	

Column1	Equipment	Model No.	License / Identification	Equip. Code	Capacity	Unit	Rate	Page#	Stand by Factor	Multi Shift Factor	Make Code	Make	Code	Notes
	Ford F250/XL 4x4 Reg Cab Pickup (GVWR 10K LBS)	F-250	T-172	T-172	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x4 Supercab Pickup (GVWR 10K LBS)	F-250	T-173	T-173	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Reg Cab Pickup (GVWR 10K LBS)	F-250	T-174	T-174	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Reg Cab Pickup (GVWR 10K LBS)	F-250	T-175	T-175	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Reg Cab Pickup (GVWR 10K LBS)	F-250	T-176	T-176	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x4 Reg Cab Pickup (GVWR 10K LBS)	F-250	T-177	T-177	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/XL 4x2 Reg Cab Pickup (GVWR 10K LBS)	F-250	T-178	T-178	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Chevy 2500 Crew Cab 4x4 Pickup	2500	T-179	T-179	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Chevrolet	06-12	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-18	T-18	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Chevy 2500 Crew Cab 4x4 Pickup	2500	T-180	T-180	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Chevrolet	06-12	
	Freightliner M2 Water Truck 4000 Gal	M2	T-181	T-181	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT		12-20	
	Freightliner M2 Water Truck 4000 Gal	M2	T-182	T-182	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT		12-20	
	Ford F550/Bucket Truck AT37G (GVWR 19.5K LBS)	F550	T-183	T-183	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/Bucket Truck AT37G (GVWR 19.5K LBS)	F550	T-184	T-184	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford/ Ranger Crew Cab	XLT	T-185	T-185	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Chevy 5500/Contractor Body (GVWR 19.50K LBS)	5500	T-186	T-186	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Chevrolet	12-20	
	Chevy 5500/Contractor Body (GVWR 19.50K LBS)	5500	T-187	T-187	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Chevrolet	12-20	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-188	T-188	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Electrical Truck (19.5K LBS)	F-550	T-189	T-189	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-191	T-191	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford Ranger/ Pickup Crew Cab	XLT	T-192	T-192	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F150/Xtra Cab Pickup	XLT	T-193	T-193	7k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F650/ Gang Truck (26K LBS)	XL	T-194	T-194	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F650/ Gang Truck (26K LBS)	XL	T-195	T-195	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-196	T-196	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-197	T-197	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-198	T-198	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Chevy 5500 Gang Truck	Chevy 5500	T-199	T-199	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Chevrolet	12-20	
	Chevy 5500 Gang Truck	Chevy 5500	T-200	T-200	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Chevrolet	12-20	
	Ford Maverick/ Pickup	XL	T-201	T-201	5k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford Maverick/ Pickup	XL	T-202	T-202	5k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford Maverick/ Pickup	XL	T-203	T-203	5k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford Maverick/ Pickup	XL	T-204	T-204	5k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford F-550 Super Duty	DRW	T-205	T-205	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550 XL	T-207	T-207	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550 XL	T-208	T-208	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F750/Flatbed Dump (GVWR 33K LBS)	F750 XL	T-209	T-209	33k	HR	$ 61.23	34	0.12	0.89	T&TT	Ford	28-36	
	Ford F750/Flatbed Dump (GVWR 33K LBS)	F750 XL	T-210	T-210	33k	HR	$ 61.23	34	0.12	0.89	T&TT	Ford	28-36	
	Ford F-600/Contractor Body (GVWR 22K LBS)	F-600 XL	T-211	T-211	22k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550 XL	T-212	T-212	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford Ranger/ Pickup	STX	T-213	T-213	10k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford Ranger/ Pickup	STX	T-214	T-214	10k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford Maverick/ Pickup	XL	T-215	T-215	10k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford Maverick/ Pickup	XL	T-216	T-216	10k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford F650/Fence Body (GVWR 26k lbs)	XL	T-217	T-217	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford Maverick/ Pickup	XL	T-218	T-218	5k	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford F750 Contracttor Body (GVWR 33K)	F750 XL	T-219	T-219	33k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (GVWR 19.5K LBS)	F-550 XL	T-220	T-220	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (GVWR 19.5K LBS)	F-550 XL	T-221	T-221	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (GVWR 19.5K LBS)	F-550 XL	T-222	T-222	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (GVWR 19.5K LBS)	F-550 XL	T-223	T-223	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Kenworth/Flatbed Dump (GVWR 33K LBS)	T380	T-224	T-224	33k	HR	$ 61.23	34	0.12	0.89	T&TT	Ford	28-36	
	Kenworth/Flatbed Dump (GVWR 33K LBS)	T380	T-225	T-225	33k	HR	$ 61.23	34	0.12	0.89	T&TT	Ford	28-36	
	Ford F650/5-7 Yard Dump (GVWR 26K LBS)	F-650	T-226	T-226	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-227	T-227	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-228	T-228	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Mechanic Truck (19.5K LBS)	F-550 XL	T-229	T-229	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Chevy Silverado/ 2500 Pickup	2500	T-230	T-230	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Chevrolet	06-12	
	Chevy Silverado/ 2500 Pickup	2500	T-231	T-231	10k	HR	$ 39.56	34	0.12	0.89	T&TT	Chevrolet	06-12	
	Chevy 5500 Gang Truck (GVWR 19.5K lLbs)	Chevy 5500	T-233	T-233	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Chevrolet	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-238	T-238	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-239	T-239	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-650/Flatbed Fence Truck (GVWR 26K LBS)	F-650 XL	T-240	T-240	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F350/ Reg Cab Utility Truck (GVWR 11.5K LBS)	F-350 XL	T-241	T-241	11.5k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F350/ Crewcab Utility Truck (GVWR 11.5K LBS)	F-350	T-242	T-242	11.5k	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-246	T-246	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-247	T-247	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ 16' Stake Bed (GVWR 19.5K LBS)	F-550	T-248	T-248	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F650/22' Flatbed Stake (GVWR 26K LBS)	F-650	T-249	T-249	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-252	T-252	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-253	T-253	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-260	T-260	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-261	T-261	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-262	T-262	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body 4x4 (GVWR 19.5K LBS)	F-550	T-263	T-263	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-264	T-264	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-265	T-265	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-266	T-266	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-267	T-267	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-268	T-268	19.5k	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-650/Flatbed Fence Truck (GVWR 26K LBS)	F-650	T-269	T-269	26k	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F250/ Reg Cab Utility Body (GVWR 10K LBS)	F-250	T-24	T-24	10K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F350/ Crew Cab Utility Body (GVWR 11.5K LBS)	F-350	T-25	T-25	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F350/ Reg Cab Utility Body (GVWR 11.5K LBS)	F-350	T-28	T-28	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F750/Pounder (Small) (GVWR 33K LBS)	F-750	T-29	T-29	33K	HR	$ 148.59	4	0.27	0.75	TXMA	Ford	5097	
	Post Driver		T29 - Post Driver	T29 - Post Driver		HR	$ 148.59	4	0.27	0.75	AUGTK	TXMA	5097	
	Ford F550/Bucket Truck AT37G (GVWR 19.5K LBS)	F-550	T-30	T-30	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-31	T-31	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-32	T-32	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Peterbuilt 348/2282 Manitex 22T Boom Truck (GVWR 54K LBS)	348	T-33	T-33	54K	HR	$ 90.25	34	0.12	0.89	T&TT	Peterbilt	48-60	
	Ford F350/ Reg Cab Utility Truck (GVWR 11.5K LBS)	F-350	T-37	T-37	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F550/Mason Dump (GVWR 19.5K LBS)	F-550	T-38	T-38	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F650/24' Flatbed Stake (GVWR 26K LBS)	F-650	T-40	T-40	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F650/ 16' Flatbed Dump (GVWR 26K LBS)	F-650	T-41	T-41	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F350/Reg Cab Utility Body (GVWR 11.5K LBS)	F-350	T-42	T-42	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F350/Reg Cab Utility Body (GVWR 11.5K LBS)	F-350	T-43	T-43	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F350/Reg Cab Utility Body (GVWR 11.5K LBS)	F-350	T-44	T-44	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F550/ Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-48	T-48	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-49	T-49	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-52	T-52	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/ Contractor Body (GVWR 19.5K LBS)	F-550	T-53	T-53	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F650/Flatbed Fence Truck (GVWR 26K LBS)	F-650	T-54	T-54	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F550/Mechanic Truck (GVWR 19.5K LBS)	F-550	T-55	T-55	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-57	T-57	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-58	T-58	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F350/ Reg Cab Utility Truck (GVWR 11.5K LBS)	F-350	T-62	T-62	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F350/ Reg Cab Utility Truck (GVWR 11.5K LBS)	F-350	T-63	T-63	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F750/ Water Truck (GVWR 33K LBS)	F-750	T-64	T-64	33K	HR	$ 61.23	34	0.12	0.89	T&TT	Ford	28-36	
	Ford F750/ Water Truck (GVWR 33K LBS)	F-750	T-65	T-65	33K	HR	$ 61.23	34	0.12	0.89	T&TT	Ford	28-36	

Column1	Equipment	Model No.	License / Identification	Equip. Code	Capacity	Unit	Rate	Page#	Stand by Factor	Multi Shift Factor	Make Code	Make	Code	Notes
	Ford F250/Reg Cab Pickup (GVWR 10K LBS)	F-250	T-66	T-66	10K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F-250/Reg Cab Pickup (GVWR 10K LBS)	F-250	T-67	T-67	10K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/Supercab (GVWR 10K LBS)	F-250	T-68	T-68	10K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F350/ Crewcab (GVWR 11.5K LBS)	F-350	T-69	T-69	11.5K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F750/Pounder (Small) (GVWR 33K LBS)	F-750	T-70	T-70	33K	HR	$ 148.59	4	0.21	0.81	TXMA	Ford	5097	
	Post Driver		T70 - Post Driver	T70 - Post Driver		HR	$ 148.59	4	0.21	0.81	AUGTK	TXMA	5097	
	Ford F750/ 22' Flatbed Truck (GVWR 33K LBS)	F-750	T-71	T-71	33K	HR	$ 61.23	34	0.12	0.89	T&TT	Ford	28-36	
	Ford F250/Supercab Diesel (GVWR 10K LBS)	F-250	T-72	T-72	10K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F250/ Crew Cab 4x4 Diesel (GVWR 10K LBS)	F-250	T-73	T-73	10K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F150 Crew Cab Pickup (GVWR 7K LBS)	F-150	T-74	T-74	7K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F150/ Super Cab Pickup (GVWR 7K LBS)	F-150	T-75	T-75	7K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F650/Flatbed Fence Truck (GVWR 26K LBS)	F-650	T-76	T-76	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F750/ 22' Flatbed Truck (GVWR 33K LBS)	F-750	T-77	T-77	33K	HR	$ 61.23	34	0.12	0.89	T&TT	Ford	28-36	
	Ford F-750/Pounder (Small) (GVWR 33K LBS)	F-750	T-78	T-78	33K	HR	$ 148.59	4	0.21	0.81	TXMA	Ford	5097	
	Post Driver		T78 - Post Driver	T78 - Post Driver		HR	$ 148.59	4	0.21	0.81	AUGTK	TXMA	5097	
	Ford F-650/Flatbed Fence Truck (GVWR 26K LBS)	F-650	T-79	T-79	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F-550/ Mechanic Truck (19.5K LBS)	F-550	T-80	T-80	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-81	T-81	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F-250/ Extra Cab Pickup (10K Lbs)	F-250	T-82	T-82	10K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F-250/ Reg Cab Pickup (10K Lbs)	F-250	T-83	T-83	10K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-85	T-85	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-86	T-86	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F150/XLT 4x2 Crewcab (GVWR 7K LBS)	F-150	T-87	T-87	7K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F-550/ Contractor Body (19.5K LBS)	F-550	T-88	T-88	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F150/XLT 4x2 Crewcab (GVWR 7K LBS)	F-150	T-89	T-89	7K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Post Driver		T9 - Post Driver	T9 - Post Driver		HR	$ 224.51	4	0.21	0.81	AUGTK	TXMA	5099	
	Ford F150/ Super Cab Pickup (GVWR 7K LBS)	F-150	T-90	T-90	7K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford F550/Bucket Truck AT37G (GVWR 19.5K LBS)	F-550	T-91	T-91	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	Ford	12-20	
	Ford F550/Traffic Signal Truck (GVWR 19.5K LBS)	F-550	T-92	T-92	19.5K	HR	$ 51.25	34	0.12	0.89	T&TT	GMC	12-20	
	Ford F-650/Flatbed Fence Truck (GVWR 26K LBS)	F-650	T-94	T-94	26K	HR	$ 54.23	34	0.12	0.89	T&TT	Ford	20-28	
	Ford F-250/Reg Cab Pickup (GVWR 10K LBS)	F-250	T-96	T-96	10K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Murray/40'Lowbed Trailer (50 Ton)	Professional	TL-01	TL-01	50 TON	HR	$ 25.83	33	0.42	0.64	LB-A	Murray	200	
	Trail-Eze/48' Dovetail Equip Trailer (27.5 Ton)	DHT7048	TL-02	TL-02	27.5 TON	HR	$ 20.48	33	0.42	0.64	LB-A	Trail-Eze	100	
	Trailmax/25' Tilt Deck Trailer (23 Ton)	TD-40-T	TL-05	TL-05	23 TON	HR	$ 8.97	33	0.42	0.64	TB-2	Trailmax	22-25	
	Marksman/ Dump Trailer (5 Ton)	GPDT6X10T	TL-09	TL-09	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Marksman	04-06	
	DV MFTG/Utility Trailer 8'x20' (7 Ton)	14OA-20	TL-10	TL-10	7 TON	HR	$ 5.99	33	0.42	0.64	TB-2	DV MFTG	08-10	
	SPCN/A Frame Wire Trailer	SPCN	TL-11	TL-11	2 TON	HR	$ 1.17	33	0.42	0.64	TB-1	SPCN	02-04	
	DV MFTG/Utility Trailer 8'x20' (6 Ton)	12OA-20	TL-12	TL-12	6 TON	HR	$ 1.93	33	0.42	0.64	TB-2	DV MFTG	04-06	
	DV MFTG/Utility Trailer 8'x20' (5Ton)	12OA-20	TL-13	TL-13	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	DV MFTG	04-06	
	DV MFTG/Utility Trailer 8'x20' (6 Ton)	12OA-20	TL-14	TL-14	6 TON	HR	$ 1.93	33	0.42	0.64	TB-2	DV MFTG	04-06	
	DV MFTG/Utility Trailer 8'x16' Tilt (7 Ton)	14FT-16	TL-15	TL-15	7 TON	HR	$ 5.99	33	0.42	0.64	TB-2	DV MFTG	08-10	
	Zieman/20 Ton Equipment Trailer (22 Ton)	2725A	TL-16	TL-16	22 TON	HR	$ 9.23	33	0.42	0.64	TB-2	Zieman	20-22	
	Marksman/ Dump Trailer (5 Ton)	GPDT6X10T	TL-17	TL-17	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Marksman	04-06	
	Multiquip/ 500 Gallon Water Trailer	WT5C	TL-18	TL-18	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Multiqup	04-06	
	Multiquip/ 500 Gallon Water Trailer	WT5C	TL-19	TL-19	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Multiqup	04-06	
	Zieman/ Small Equipment Trailer (7.5 Ton)	1180	TL-20	TL-20	7.5 TON	HR	$ 5.99	33	0.42	0.64	TB-2	Zieman	08-10	
	Zieman/ Roller Trailer (5 Ton)	1160	TL-22	TL-22	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Zieman	04-06	
	Zieman/16.5 Ton Tilt Equipment Trailer (16.5 Ton)	2327A	TL-23	TL-23	16.5 TON	HR	$ 8.34	33	0.42	0.64	TB-2	Zieman	16-18	
	DV MFTG/Utility Trailer 8'x20' (5 Ton)	14OA-20	TL-24	TL-24	5 TON	HR	$ 5.99	33	0.42	0.64	TB-2	DV MFTG	08-10	
	DV MFTG/Utility Trailer 8'x20' (5 Ton)	12OA-20	TL-25	TL-25	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	DV MFTG	04-06	
	DV MFTG/Utility Trailer 8'x20' (5 Ton)	12OA-20	TL-26	TL-26	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	DV MFTG	04-06	
	Zieman/17 Ton Equipment Trailer (17 Ton)	2715HD	TL-27	TL-27	17 TON	HR	$ 8.34	33	0.42	0.64	TB-2	Zieman	16-18	
	Multiquip/ 500 Gallon Water Trailer	WT5C	TL-28	TL-28	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Multiqup	04-06	
	Valew/32' End Dump (27.5 Ton)	VA32-HRED	TL-29	TL-29	27.5 TON	HR	$ 8.97	33	0.42	0.64	TB-2	Valew	22-25	
	Multiquip/ 500 Gallon Water Trailer	WT5C	TL-30	TL-30	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Multiqup	04-06	
	PJ Trailer/16' Dump Trailer (8 Ton)	XL Dump	TL-31	TL-31	8 TON	HR	$ 1.93	33	0.42	0.64	TB-2	PJ Trailer	04-06	
	Big Tow/12' Dump Trailer (5 Ton)	BE-6HD-12	TL-32	TL-32	5 Ton	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Cargo Express/ 14' Utility Trailer	BCE0470	TL-33	TL-33	5 Ton	HR	$ 1.93	33	0.42	0.64	TB-2	Cargo Express	04-06	
	Big Tow/12' Dump Trailer (5 Ton)	BE-6HD-12	TL-34	TL-34	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Big Tow/12' Dump Trailer (5 Ton)	BE-6HD-12	TL-35	TL-35	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Zieman/Roller Trailer (5 Ton)	1160-E	TL-36	TL-36	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Zieman	04-06	
	Zieman/ Small Equipment Trailer (9 Ton)	1195-E	TL-38	TL-38	9 TON	HR	$ 5.99	33	0.42	0.64	TB-2	Zieman	08-10	
	SLABACH/I85 Reeler Wheeler TRAILER	I85	TL-40	TL-40	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Slabach	04-06	
	Zieman/ Equipment Trailer (22 TONS)	2725-A	TL-41	TL-41	22 TON	HR	$ 9.23	33	0.42	0.64	TB-2	Zieman	20-22	
	Multiquip/ Water Trailer 500 Gal	WT5C	TL-42	TL-42	1.4k	HR	$ 1.09	33	0.42	0.64	TB-1	Multiquip	00-02	
	SLABACH/I85 Reeler Wheeler TRAILER	I-85	TL-43	TL-43	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Slabach	04-06	
	Slabach Multi Reel Trailer	I-MR130X3	TL-44	TL-44	6 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Slabach	04-06	
	SLABACH/I85 Reeler Wheeler TRAILER	I-85	TL-45	TL-45	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Slabach	04-06	
	Fontaine/48' Hiboy Flatbed Trailer (37 Ton)	HAVSF12SAT	TL-46	TL-46	37 TON	HR	$ 8.97	33	0.42	0.64	TB-2	Fontaine	22-25	
	Carry-On Trailer/5'x8' Utility Lanscape Trailer	5X8SPW	TL-47	TL-47		HR	$ 1.09	33	0.42	0.64	TB-1	Carry-On Trailer	00-02	
	Carry-On Trailer/5'x8' Utility Lanscape Trailer	5X8SPW	TL-48	TL-48		HR	$ 1.09	33	0.42	0.64	TB-1	Carry-On Trailer	00-02	
	Carry-On Trailer/5'x8' Utility Lanscape Trailer	5X8SPW	TL-49	TL-49		HR	$ 1.09	33	0.42	0.64	TB-1	Carry-On Trailer	00-02	
	Carry-On Trailer/5'x8' Utility Lanscape Trailer	PS14	TL-51	TL-51		HR	$ 1.09	33	0.42	0.64	TB-1	Carry-On Trailer	00-02	
	Load Trail/20 Plus 5 Trailer	PS14	TL-52	TL-52	7 TON	HR	$ 5.99	33	0.42	0.64	TB-2	Load Trail	08-10	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-53	TL-53	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-54	TL-54	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	
	Trail King 48' Equipment Trailer/25 Ton Trailer	TK8HT	TL-55	TL-55	25 TON	HR	$ 8.97	33	0.42	0.64	TB-2	Trail King	22-25	
	Big Tow/12' Dump Trailer (5 Ton)	BE-5HD-12	TL-56	TL-56	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Big Tow/12' Dump Trailer (5 Ton)	BE-5HD-12	TL-57	TL-57	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Multiquip/ Water Trailer 500 Gal	WT5C	TL-58	TL-58	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Multiqup	04-06	
	Multiquip/ Water Trailer 500 Gal	WT5C	TL-59	TL-59	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Multiqup	04-06	
	Trail King/ 6 Ton Tilt Trailer	TKT12U	TL-60	TL-60	6 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Trail king	04-06	
	Trail King/ 6 Ton Tilt Trailer	TKT12U	TL-61	TL-61	6 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Trail king	04-06	
	Trail King/ 6 Ton Tilt Trailer	TKT12U	TL-62	TL-62	6 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Trail king	04-06	
	Big Tow/ 16' Equipment Trailer (7 Ton)	BE-6D-16	TL-63	TL-63	7 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Big Tow/12' Dump Trailer (6 Ton)	T-12HD-12'	TL-64	TL-64	6 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Big Tow/12' Dump Trailer (6 Ton)	T-12HD-12'	TL-65	TL-65	6 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Big Tow/12' Dump Trailer (6 Ton)	T-12HD-12'	TL-66	TL-66	6 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Big Tow/12' Dump Trailer (5 Ton) Derated	T-12HD-12'	TL-67	TL-67	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Big Tow	04-06	
	Multiquip/ Water Trailer 500 Gal	WT5C	TL-68	TL-68	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Multiquip	04-06	
	Multiquip/ Water Trailer 500 Gal	WT5C	TL-69	TL-69	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Multiquip	04-06	
	Murray/40'Lowbed Trailer (50 Ton)	Professional	TL-70	TL-70	50 TON	HR	$ 25.83	33	0.42	0.64	LB-A	Murray	200	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-71	TL-71	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-72	TL-72	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-73	TL-73	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	
	Multiquip/ 500 Gallon Water Trailer	WT5C	TL-74	TL-74	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Multiquip	04-06	
	Zieman/Roller Trailer (5 Ton)	1160E	TL-75	TL-75	5 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Zieman	04-06	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-76	TL-76	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-77	TL-77	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	
	Godwin/6" Trailer Mounted Pump	CD150M	TL-78	TL-78	8 TON	HR	$ 5.99	33	0.42	0.64	TB-2	DV MFTG	08-10	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-79	TL-79	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-80	TL-80	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	
	Trail King/8Ton Small Equipment Trailer	TK16U	TL-81	TL-81	8 TON	HR	$ 5.99	33	0.42	0.64	TB-2	Trail King	08-10	
	Trail King/8 Ton Small Equipment Trailer	TK16U	TL-82	TL-82	8TON	HR	$ 5.99	33	0.42	0.64	TB-2	Trail King	08-10	
	Trail King/8 Ton Small Equipment Trailer	TK16U	TL-83	TL-83	8 TON	HR	$ 5.99	33	0.42	0.64	TB-2	Trail King	08-10	
	Extreme/40 Ton Drop Deck Trailer	Drop Deck	TL-84	TL-84	40 TON	HR	$ 25.83	33	0.42	0.64	LB-A	Extreme	200	
	Zeiman/8 Ton Small Equipment Trailer	1185	TL-85	TL-85	8 TON	HR	$ 5.99	33	0.42	0.64	TB-2	Trail King	08-10	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-86	TL-86	20 TON	HR	$ 8.05	33	0.42	0.64	TB_2	Trail King	18-20	
	Trail King/20 Ton Equipment Trailer	TK40LP	TL-87	TL-87	20 TON	HR	$ 8.05	33	0.42	0.64	TB-2	Trail King	18-20	

Column1	Equipment	Model No.	License / Identification	Equip. Code	Capacity	Unit	Rate	Page#	Stand by Factor	Multi Shift Factor	Make Code	Make	Code	Notes
	Marathon/Emulsion Trailer	TPF250	TP-01	TP-01	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Marathon	04-06	
	Diamond Bilt	PM230T	TP-02	TP-02	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Diamond Bilt	04-06	
	Diamond Bilt	PM230T	TP-03	TP-03	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Diamond Bilt	04-06	
	Diamond Bilt	PM170T	TP-04	TP-04	4 TON	HR	$ 1.93	33	0.42	0.64	TB-2	Diamond Bilt	04-06	
	Peterbuilt 367/Tractor (GVWR 54K LBS)	367	TR-01	TR-01	54K	HR	$ 90.25	34	0.12	0.89	T&TT	Peterbilt	48-60	
	Peterbuilt 367/Tractor (GVWR 54K LBS)	367	TR-02	TR-02	54K	HR	$ 90.25	34	0.12	0.89	T&TT	Peterbilt	48-60	
	Kenworth/ Heavy Haul Tractor (GVWR 54K LBS)	T880	TR-03	TR-03	54K	HR	$ 90.25	34	0.12	0.89	T&TT	Peterbilt	48-60	
	Big Tex/ 16' Tilt Trailer (7 Ton)	14T-16BK	TRL-09	TRL-09	7 TON	HR	$ 5.99	33	0.42	0.64	TB-2	Trail King	08-10	
	Cat/ Compact Track Loader	289D3	SS502	SS502		HR	$ 55.17	16	0.11	0.90	CAT	Caterpillar	2189	
	Cat/ Compact Track Loader	289D3	SS503	SS503		HR	$ 55.17	16	0.11	0.90	CAT	Caterpillar	2189	
	TC Sign - Right Lane Closed Ahead	6FSS	C20-RT	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Lane Closed Ahead	6FSS	C30	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - End Road Work	6FSS	G20-2	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Detour Left Arrow	6FSS	M4-10L	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Detour Right Arrow	6FSS	M4-10R	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Road Closed	6FSS	R11-2	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - No Left Turn	6FSS	R3-1	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - No Left	6FSS	R3-2	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Right Lane Must Turn Right	6FSS	R3-7(RT)	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Lane Closed	6FSS	SC11(CA)	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	Sign, Stand & 3 Flags	6FSS	ST-FL	TRAFC	3 TON	Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Double Down Arrows	6FSS	W12-1	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Road Work Ahead	6FSS	W20-1	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Detour Ahead	6FSS	W20-2A	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Merge Left	6FSS	W4-2(LT)	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	TC Sign - Keep Right	6FSS	W4-2(RT)	TRAFC		Day	$ 3.38	32	0.73	1.00	TRAFC	6FSS	EACH	
	John Derre/Gator	XUV855M S4	UV-09	UV-09	2K	HR	$ 34.98	34	0.12	0.89	T&TT	John Deere	00-06	
	John Derre/Gator	XUV855M S4	UV-11	UV-11	2K	HR	$ 34.98	34	0.12	0.89	T&TT	John Deere	00-06	
	John Derre/Gator	XUV855M S4	UV-12	UV-12	2K	HR	$ 34.98	34	0.12	0.89	T&TT	John Deere	00-06	
	Ford Van	Transit 250	V-01	V-01	9K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Van	Transit 250	V-02	V-02	9K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Van	Transit	V-03	V-03	5K	HR	$ 34.98	34	0.12	0.89	T&TT	Ford	00-06	
	Ford Van	Transit 250	V-04	V-04	9K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ford Van	Transit 250	V-05	V-05	9K	HR	$ 39.56	34	0.12	0.89	T&TT	Ford	06-12	
	Ditch Witch/ Vacuum Trailer	MV800	VC-01	VC-01		HR	$ 18.35							No Caltrans Code
	Ditch Witch / Vacuum Trailer	HX40G	VC-02	VC-02		HR	$ 18.35							No Caltrans Code
	Bomag/Ride-on DD Roller (Smooth) (3-5 Ton)	BW100SL-5	VR-02	VR-02	3-5 TON	HR	$ 40.35	25	0.16	0.86	BMAG	Bomag	1325C	
	Cat/ Ride-on DD Roller (Smooth) 3/5 Ton	CB22B	VR-03	VR-03	3-5 TON	HR	$ 36.72	25	0.16	0.86	CAT	Cat	8025	
	Cat/ Ride-on DD Roller (Smooth) 3/5 Ton	CB22B	VR-04	VR-04	3-5 TON	HR	$ 36.72	25	0.16	0.86	CAT	Cat	8025	
	Bomag/Ride-on DD Roller (Smooth) (3-5 Ton) 47"	BW120SL-5	VR-05	VR-05	3-5 TON	HR	$ 41.15	25	0.16	0.86	BMAG	Bomag	1350	
	Volvo/Ride-on DD Roller (Smooth) (3-5 Ton) 39"	DD25B	VR-06	VR-06	3-5 TON	HR	$ 40.35	25	0.16	0.86	BMAG	Volvo	1325C	
	Bomag/Ride-on DD Roller (Smooth) (3-5 Ton) 39"	BW100SL-5	VR-07	VR-07	3-5 TON	HR	$ 40.35	25	0.16	0.86	BMAG	Bomag	1325C	
	Hamm/Ride-On DD Roller (Smooth) 3-5 Ton 39"	HD10 VV	VR-08	VR-08	3-5 TON	HR	$ 40.35	25	0.16	0.86	BMAG	Hamm	1325C	
	Hamm/Ride-On DD Roller (Smooth) 3-5 Ton 39"	HD10 VV	VR-09	VR-09	3-5 TON	HR	$ 40.35	25	0.16	0.86	BMAG	Hamm	1325C	
	Arc Welding Machine	AWM	ARC	WELD	0-250 amp	HR	$ 5.15	35	0.19	0.82	WELD	AWM	0-250	
	Traffic Cones (100<)	700mm (28")	T-CONE<		100 TON	Day	$ 28.22	32	0.73	1.00	2TC		D100	
	Traffic Cones (100>)	700mm (28")	T-CONE>		100 TON	Day	$ 28.22	32	0.73	1.00	2TC		D100	

City of South Pasadena

Department of Public Works
1414 Mission Street, South Pasadena, CA 91030
626-403-7240

August 10, 2026

NOTICE TO PROPOSERS

ADDENDUM NO. 1 SPECIFICATION CHANGES
AND QUESTIONS & ANSWERS:

ON-CALL CITYWIDE SEWER AND STORM DRAIN REPAIR SERVICES

This addendum changes and supersedes the language in the original Specifications. Please acknowledge receipt of this addendum by signing and submitting with your proposals. Any bidder who fails to submit this addendum may be disqualified.

Please note the following clarifications, additions, or changes:

1. SPECIFICATIONS:

PLANET BIDS

- **Receipt of Bids:** The submission duration has been updated. Originally submissions were due 1:00 p.m. Tuesday, August 11, 2026. Due to the delayed release of Q&A responses, the submissions will be accepted until 1:00 p.m. Friday, August 14, 2026.
- A revised Request For Proposals, with revised dates in red, is attached to this addendum.

2. QUESTIONS AND ANSWERS:

Question # 1:
The RFP includes inspection and repair of utility manholes and storm-drain manhole repair and/or rehabilitation; however, it does not specifically address interior concrete repair, rehabilitation, or the application of a protective coating system. Would the City consider expanding the scope to expressly include these services for sanitary sewer manholes, storm-drain manholes, and other applicable concrete structures identified during the contract term? These services could include surface preparation, repair of deteriorated concrete, infiltration control where required, and application of a corrosion-resistant protective coating system. Including this work as an optional service could help restore structural integrity, protect the concrete from continued deterioration, and extend the service life of the City's infrastructure. If the City is receptive, would it consider adding corresponding unit-price items to the Schedule of Cost of Services for concrete rehabilitation and protective coating?

Answer:
The cost file provided for submission represents an estimation of annual expected work and is intended to be used as a baseline for evaluating proposals and establishing unit pricing for common work items. The City will not be amending the current Schedule of Cost of Services to include unit-price items for interior concrete rehabilitation and protective coating systems at this time. Should the City determine during the contract term that non-priced work items are required, such services will be addressed strictly through the City's standard formal Change Order process, subject to independent negotiation and City approval at that time.

Question # 2:
Is a digital signature allowed in this bid?

Answer:
Yes, digital signature will be accepted on submissions.

CONTACT: Before the Bid opening, prospective Bidders shall direct any communications regarding this Work to:

City of South Pasadena Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Attention: Michael Lau

E-mail: mlau@southpasadenaca.gov

Communications may be written or oral, but the City is not bound by any oral interpretation of the Contract Documents made by any City employee, nor does the City guarantee the accurate transcription of oral questions.

PREPARED BY: Michael Lau

ACKNOWLEDGED BY: _____
Company Name

_____ _____
Print Name Title

_____ _____
Signature Date

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS

ON-CALL SANITARY SEWER AND STORM DRAIN MAINTENANCE AND REPAIRS

JULY 20, 2026

CITY OF SOUTH PASADENA

PUBLIC WORKS DEPARTMENT

1414 MISSION STREET

SOUTH PASADENA, CALIFORNIA 91030

PROPOSALS DUE: ~~AUGUST 11, 2026~~ AUGUST 14, at 1:00 P.M.

NOTICE INVITING PROPOSALS

"ON-CALL SANITARY SEWER AND STORM DRAIN

MAINTENANCE AND REPAIRS"

PUBLIC NOTICE IS HEREBY GIVEN that the CITY OF SOUTH PASADENA, invites proposals for the above-stated project, and will receive such proposals electronically in the CITY's Planet Bids system. A link to the Planet Bids system is available on the CITY's website at the following location:

https://www.southpasadenaca.gov/government/CITY-clerk/request-for-proposals

Proposals will be received in the Planet Bids system up to **1:00 p.m.** ~~**Tuesday August 11**~~ **FRIDAY AUGUST 14, 2026** to the Project Title: On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs.

The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the work described in the CONTRACT Documents. In general, the work performed under this CONTRACT consists of performing, on an on-call basis, emergency response to sewer blockages; point repairs on sewer lines using trenchless or open-cut methods; replacement of damaged storm drain sections; and video inspection of utility lines. CONTRACTOR must have a State of California Contractor's License Classification A General Engineering Contractor or C-42 Sanitation System Contractor at the time of submitting the proposal.

There will be a link to an optional virtual pre-proposal meeting at **10:00 a.m. on Tuesday July 28, 2026**.

https://teams.microsoft.com/meet/26733149814698?p=E2KIUy8JkwuwBQRAtf

Meeting ID: 267 331 498 146 98

Passcode: GP9aR33k

Any questions regarding the Request for Proposal shall be submitted to the Planet Bids system Online Question and Answer (Q&A) up to **4:00 p.m. on Thursday July 30, 2026** Any changes in the Request for Proposal shall be made by a written addendum, which shall be issued by the CITY to the Planet Bids system.

Proposals must be prepared using all the forms identified in the Instructions to Bidders. The forms required to complete the package are found in the Proposal section of these CONTRACT Documents. The Information to Bidders provides prospective bidders a summary of requirements for acceptance of proposals, guidelines the CITY uses in awarding CONTRACTs, rules to ensure fairness in CONTRACTOR procurement, and guidelines to aid in interpretation of documents.

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

The CITY of South Pasadena reserves the right to reject any proposals and to waive any minor irregularities in the proposal documents. Bidders may not withdraw their proposal for a period of sixty (60) days after the opening date.

CONTRACT Documents may be obtained through the Planet Bids system, or at the CITY of South Pasadena, Public Works Department, by calling (626) 403-7240, or email at ptran@southpasadenaca.gov Monday through Thursday between 7:30 a.m. and 6:00 p.m.

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    - Standard Plan 222-2 House Connection Sewer

Section I – Scope of Services Requested by CITY

1. BACKGROUND INFORMATION

The CITY is seeking one or more CONTRACTORS for a CONTRACT term up to five years to perform citywide sewer and storm drain repairs consisting of performing, on an on-call basis, inspection and repair of utility manholes; replacement of damaged or deteriorated storm drain sections; point repairs on sewer lines using trenchless or open-cut methods; emergency response to sewer blockages; and video inspection. All work shall comply with the 2024 Edition Standard Specifications for Public Works Construction ("SSPWC"), 2021 Edition Standard Plans for Public Works Construction ("SPPWC"), or other standards and specifications as determined the City Engineer.

The CITY maintains approximately 58 miles of sewer. Exhibit B is a map of the service area.

2. CONTRACT AWARD SCHEDULE

The CITY reserves the right to make changes to the schedule, as deemed beneficial to the CITY's interest.

Notice Inviting Proposals	Friday, July 24, 2026
Optional Pre-Bid Meeting	10:00 a.m., Tuesday, July 28, 2026
Questions Regarding the Proposal Due	4:00 p.m., Thursday, July 30, 2026
Addendum Posted on CITY's Plant Bids System	1:00 p.m., Thursday, August 6, 2026
Proposal Due Date	1:00 p.m., ~~Tuesday, August 11~~ **FRIDAY AUGUST 14**, 2026
Proposal Evaluation	~~Thursday, August 13~~ **THURSDAY AUGUST 20**, 2026
CITY Council Contract Award	September 2026
Contract Execution	September 2026

Section II – General Information

1. DEFINITIONS

CITY: The word CITY is mentioned in this Request for Proposal (RFP) and the CONTRACT. In the context of this RFP and the CONTRACT, the term CITY refers to the City of South Pasadena, which is the contracting authority. The CITY is the entity entering into the CONTRACT with the CONTRACTOR for the completion of public works projects, and it is the party responsible for administering the CONTRACT, making payments, and enforcing compliance with its terms.

CONTRACT: The CONTRACT refers to the formal maintenance agreement between the CITY and the CONTRACTOR that is executed after the CONTRACTOR submits a proposal or offer, which is then accepted by the CITY Council. The CONTRACT includes all terms and conditions agreed upon, and the amount of the CONTRACT represents the agreed upon compensation for the CONTRACTOR's work.

CONTRACTOR: The CONTRACTOR is the individual, firm, partnership, corporation, joint venture, or other legal entity that enters into a CONTRACT with CITY to provide the goods and/or services in accordance with the scope of work and other requirements specified in this RFP. The CONTRACTOR shall be responsible for fulfilling contractual obligations, complying with applicable laws and regulations, and meeting performance and quality standards as specified in this RFP and the CONTRACT.

AGREEMENT ADMINISTRATOR: The Agreement Administrator refers to the Director of Public Works, their Designee, or the person designated by the CITY Council or other governing body, who is responsible for overseeing public works projects within the jurisdiction of the CITY. This includes project administration, ensuring compliance with CONTRACT terms, and making decisions related to the progress and performance of the CONTRACT. The Designee is any individual authorized by the Director to act on their behalf with respect to specific duties under the CONTRACT.

WORKING DAYS: Working Days refer to the days when regular business operations occur, typically excluding weekends (Saturdays and Sundays), holidays, or days when work is hindered due to adverse weather conditions or other factors beyond the control of the CONTRACTOR. These days are counted from the start of the CONTRACT or notice to proceed until the completion of the CONTRACT. The specific definition may vary, but generally, working days do not include non-working holidays or days when the CONTRACTOR is unable to work due to unforeseen circumstances that prevent the performance of work.

2. PROPOSAL SUBMITTAL

Proposals shall be submitted electronically in the CITY Planet Bids system up to and no later than the time and day specified in the schedule found in Section I. All proposals received after the stated time will not be considered. The Proposer assumes the risk of any delay in submitting the proposal to the Planet Bids system. No hard copy proposal will be accepted via mail submittal or in-person submittal.

Proposals will be opened on the date shown on the schedule found in Section I, unless additional time is amended to the proposal period as announced on the CITY Planet Bids system. Proposals cannot be withdrawn or corrected after being opened.

Unauthorized conditions, limitations, or provisions attached to a proposal will render it non-responsive and cause its rejection. The completed proposal shall be without alterations. Alternative proposals will not be considered unless requested. No oral, telegraphic, or telephonic proposal modifications will be considered. The proposal may be withdrawn upon

request by the Proposer without prejudice prior to, but not after the time fixed for opening of proposal, provided that the request is in writing, that it has been executed by the Proposer or duly authorized representative, and that it is filed with the CITY.

Proposals shall be submitted in accordance with the forms prescribed by the CITY. Failure to respond in this manner may render the proposal non-responsive.

3. QUESTIONS REGARDING THE RFP

Should a party responding to this document find discrepancies in, or omissions from, the specifications, or should such a party be in doubt as to their meaning, the party responding shall notify the CITY immediately.

All questions regarding this RFP shall be submitted by the date shown on the schedule found in Section I to the Online Question & Answer (Q&A) Section on the CITY's Plant Bids system. The CITY reserves the right to respond to any or none of the questions, depending on their merit. Any request for changes to the CONTRACT documents must be submitted prior to the closing of the question period. An addendum to address the submitted questions will be posted on the CITY's Planet Bids system by the date shown on the schedule found in Section I.

4. ADDENDA TO THE REQUEST FOR PROPOSALS

The CITY reserves the right to make such changes in the Request for Proposals, as it may deem appropriate. Any changes in the Request for Proposals shall be made by a written addendum, which shall be issued by the CITY in the Planet Bids system. No oral changes will be permitted. Addenda issued during the proposal process shall become a part of the original proposal.

5. OPTIONAL VIRTUAL PRE-PROPSAL SESSION

The CITY will conduct an optional virtual pre-proposal meeting on the date shown on the schedule found in Section I. Please RSVP your planned attendance by emailing mvartanians@southpasadenaca.gov. Virtual meeting access details will be emailed to interested firms that have submitted an RSVP.

6. TERMS OF CONTRACT

Requests for clarification or changes to the proposed agreement after the close of the date for "Questions Regarding the Proposal" shall be grounds for disqualification at the option of the CITY. Any request for changes to the CONTRACT documents must be submitted prior to the closing of the question period. An addendum to address the submitted questions will be posted on the CITY's Planet Bids system by the date shown on the schedule found above. Requests for changes to CONTRACT language after the question period shall not be granted and bidders will be held to their bid.

The CITY intends to award a multi-year agreement, subject to approval by the CITY Council for an initial three-year period, with up to two (2) additional one-year extensions at the option of the CITY at the end of the initial period. The proposer shall submit fixed pricing for an initial term of one year. Each subsequent year of the CONTRACT term, pricing shall be adjusted to incorporate a cost-of-living increase. The cost-of-living increase will be determined by the percentage change in the Consumer Price Index ("CPI") for the previous twelve-month period of April through March for all urban consumers in the Los Angeles/Long Beach/Anaheim area. In the event this CPI index as described is no longer published, an equivalent index may be used as mutually agreed by both parties. In no case shall said adjustment exceed the change in the cost-of-living index for the Los Angeles area. At the conclusion of the initial three-year term of the agreement, the CITY may at its option, extend or terminate the CONTRACT, given the CONTRACTOR is in agreement with an extension under the terms presented herein. If the CONTRACT extension is approved by the CITY Council through a CONTRACT amendment, the CONTRACT may be extended up to two (2) additional

one-year terms under the same terms and conditions and subject to a cost-of-living increase based on the CPI as described above. The CONTRACTOR agrees to provide the services described in the attached proposal for said additional periods, should the CONTRACTOR and CITY mutually agree to one or more CONTRACT extensions. In addition, the CITY has the right to terminate the CONTRACT with or without cause at any time within thirty (30) days' written notice.

In the circumstance that the CITY Council approves a CONTRACT term for less than five (5) years (e.g. one-year term, two-year term, or other), an optional CONTRACT term extension of up to two (2) additional one-year term under the same terms and conditions, will be provided as described above with a cost of living increase for the Los Angeles/Long Beach/Anaheim area on an annual basis.

7. EXECUTION OF CONTRACT

The proposer to whom the award is made shall execute a written CONTRACT with the CITY on the form of the agreement included hereafter and shall secure all insurance and bonds required by the CITY within ten (10) days from the date of the award.

Below is a list of the required documents, to be submitted electronically:

- Signed CONTRACT
- Indemnification and Hold Harmless Agreement and Waiver of Subrogation and Contribution
- Worker's Compensation Insurance
- Comprehensive General Liability (CITY Named as Additional Insured on Form CG 20 10 11 85, B+ or higher rating)
- Property Damage Insurance (CITY Named as Additional Insured)
- Automobile Liability Insurance

- CITY Business License

Failure or refusal to enter into a CONTRACT as herein provided, or to conform to any of the stipulated requirements in connection therewith, shall be just cause for the annulment of the award. The award shall then be made to the next proposer as determined by the CITY and approved by the CITY Council and that firm shall fulfill every stipulation as if it were the party to whom the first award was made.

The Agreement shall not be considered binding upon the CITY until executed by the authorized CITY officials. Requests for clarification or changes to the proposed agreement after the close of the date for "Questions Regarding the Proposal" shall be grounds for disqualification at the option of the CITY.

8. INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of this proposal and the selected firm's response are to be incorporated, in total, into the CONTRACT.

9. INTEREST OF MEMBERS OF THE CITY

No member of the governing body of the CITY, and no other officer, or employee, of the CITY who exercises any functions or responsibilities in connection with the carrying out of this project to which this proposal pertains, shall have any personal interest, direct or indirect, in this CONTRACT.

10. INTEREST OF CONTRACTOR

The successful proposal covenants that it's performance of services hereunder do not and will not conflict with any present interest or any acquired interest, direct or indirect, in the CITY or any other interest which would conflict in any manner or degree with the performance of its services. The successful Proposer further covenants that in the performance of this CONTRACT no person having any such conflict of interest shall be employed.

11. PENALTY FOR COLLUSION

If at any time it shall be found that the person, firm or corporation to whom a CONTRACT has been awarded has in presenting any proposal or proposals colluded with any other party or parties, then the CONTRACT so awarded shall be null and void and the CONTRACTOR and CONTRACTOR's bonding company shall be liable to the CITY for all loss or damage which the CITY may suffer thereby; and the CITY may advertise for a new CONTRACT for said labor, supplies, material or equipment.

12. NONDISCLOSURE BY PROPOSER

Until such time that the CITY Council awards the CONTRACT, the proposer agrees that such proposal shall not be made available to any individual or organization without the prior written approval of the CITY.

13. STATUS AS INDEPENDENT CONTRACTOR

CONTRACTOR is, and shall at all times remain as to CITY, a wholly independent CONTRACTOR.

14. SUBCONTRACTORS

The use of subcontractors is not allowed except for one-time specialized services. CONTRACTOR shall utilize the Designation of Subcontractor Form (included in Exhibit A) to identify proposed subcontractors as required by the Subletting and Subcontracting Fair Practices Act (Govt. Code Sec. 4100 et seq.). The subcontractor must be approved by the CITY in writing prior to performing any work. Please see language in the CONTRACT related to the use of Subcontracting and Assignment.

15. PREVAILING WAGES

In accordance with the provisions of Section 1770 et seq., of the California Labor Code, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. The CONTRACTOR will be required to pay to all workers employed on the project sums not less than the sums set forth in the Department of Industrial Relations Director's General Prevailing Wage Determinations.

Attention is directed to the provisions of the Labor Code concerning the employment of apprentices by the CONTRACTOR or any subcontractor under him. The CONTRACTOR and any subcontractor under him shall comply with the requirements of said sections in the employment of apprentices.

Information relative to apprenticeship standards and administration of the apprenticeship program may be obtained from the Director of Industrial Relations, San Francisco, California, or the Division of Apprenticeship Standards and its branch offices.

Please see language in the CONTRACT related to Prevailing Wages.

16. METHOD OF PAYMENT

The CITY intends to make payment within forty-five (45) days of invoice submittal following satisfactory completion of the work required. If any proposer takes exception to this payment schedule, an alternate schedule and appropriate justifications should be stated by the proposer.

In the circumstance where CONTRACTOR services that are required as described in this RFP are not rendered, the CITY may deduct payment of said services up to three (3) times the cost of the service as listed in the submitted Cost Proposal.

17. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing any deviation from specifications, manufacturer name and model numbers, availability of product warrants, and delivery charges. Issuance of the Request for Proposal does not commit the CITY to award any CONTRACT, to pay any costs incurred in the preparation of the proposal, or to procure or contract for services or supplies.

18. PUBLIC RECORD

After the award of the CONTRACT has been made by the CITY Council, all findings and information considered in determining which proposal best meets the needs of the CITY will be made available for public inspections.

19. CHANGES

The CITY may require changes in the scope of the services to be performed by the CONTRACTOR hereunder. All such changes, which are mutually agreed upon by and between all the parties shall be incorporated in written amendments to this Agreement. All such amendments shall state any increase or decrease in the amount of compensation due to the CONTRACTOR for the change in scope.

20. ADDITIONS/DELETIONS OF SERVICE

The CITY reserves the right to add and/or delete services to this CONTRACT. Should a service requirement be deleted, payment to the CONTRACTOR will be reduced proportionally, to the amount of service reduced in accordance with the Proposal price. Should additional services be required from this CONTRACT, prices for such additions shall be in accordance with this Request for Proposal and CONTRACTOR's response thereto. No additional work should be performed unless otherwise authorized by the CITY in writing.

21. RECORDS AND REPORTS

CONTRACTOR shall prepare and submit to the Director of Public Works, or Designee, such reports concerning the performance of the services required by this Agreement as required.

CONTRACTOR shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Director of Public Works or Designee to evaluate the performance of such services. The Director of Public Works or Designee shall have full and free access to such books and records at all reasonable times, including the right to

inspect, copy, audit, request certified payrolls, and make records and transcripts from such records.

All reports, records, documents and other materials prepared by CONTRACTOR in the performance of this Agreement shall be the property of CITY and shall be delivered to CITY upon request of the Director of Public Works or Designee upon the termination of this Agreement, and CONTRACTOR shall have no claim for further compensation as a result of the exercise by CITY of its full right of ownership of the documents and materials hereunder. CONTRACTOR may retain copies of such documents for its own use. It shall have an unrestricted right to use the concepts embodied therein.

The drawings, specifications, reports, records, documents and other materials prepared by CONTRACTOR in the performance of services under this Agreement may be subject to release under the California Public Records Act.

Section III – Technical Specifications

1. BACKGROUND AND PURPOSE

The CITY is seeking one or more CONTRACTOR(s) to perform an on-call basis citywide repair of sewer and storm drain lines. The CONTRACTOR shall perform all work and incidentals appurtenant to this Scope of Work. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the CONTRACTOR provide all necessary labor, equipment, materials and incidentals to performed the CONTRACT work mentioned and specified within.

2. GENERAL DESCRIPTION OF THE WORK

The work under this CONTRACT is generally described as on-call sewer and storm drain repairs. The work will consists of performing on an on-call basis emergency response to sewer blockages; point repairs on sewer lines using trenchless or open-cut methods; replacement of damaged storm drain sections; and video inspection of utility lines.

3. SCOPE OF SERVICES

The work to be done shall consist of all required labor, materials, equipment, parts, supplies, and permits necessary for the construction and completion of the project indicated.

a. <u>Emergency Sewer System Point Repairs Services.</u>

CONTRACTOR shall procure parts, labor, and equipment to perform the following work.

i. Sewer pipe repair/reconstruction,
ii. manhole adjustment,
iii. replacement of manhole covers and frames,

iv. Permanent asphalt concrete replacement
v. Flow measurements,
vi. Monitoring and remediation of odor and gas issues,

CONTRACTOR shall be capable of providing an emergency response repair crew and appropriate equipment within 24 hours (a responsible individual at the emergency jobsite within 4 hours; a repair crew on the emergency jobsite within 24 additional hours). CONTRACTOR shall be available 24 hours a day, 7 days a week, including Saturdays, Sundays, and Holidays, in response to emergencies arising from sewer system failures. Selection of a contractor to perform the repair services is described in the following Section 2.3, Assignment of Work.

Once contacted by Public Works and the CONTRACTOR has accepted the work, the contractor shall have a responsible individual at the emergency site within 4 hours; a repair crew on the emergency jobsite within 24 additional hours; and a capacity to work around the clock to restore flow and/or stabilize the site, then proceed under normal conditions until the job is completed. The CONTRACTOR shall be required to make repairs of all sewer related systems. The CONTRACTOR shall restore the site to its original pre-damage condition, or as directed by the Department.

The CONTRACTOR shall accomplish the emergency repair services expeditiously and in the most professional manner possible. The CONTRACTOR shall be capable and equipped to conduct effective traffic control and be considerate of the community involved to avoid unnecessary traffic hardships. After the job is completed, the CONTRACTOR shall ensure a thorough and orderly cleanup including but not limited to re-striping, paving to county or city standards, removal of USA markings, replacement of landscaping and irrigation, and concrete restoration of the worksite acceptable to Public Works.

b. Storm Drain Construction Services

CONTRACTOR shall provide labor and construction services including but not limited to;

i. Storm-drain pipe installation, slip-lining, rehabilitation and/or repair
ii. Storm-drain manhole repair and/or rehabilitation (i.e. installing manholes, raising manholes, etc.)
iii. Installing and/or repairing concrete curb, gutter, sidewalk etc.
iv. Catch basin installation, refurbishment and repairs
v. Ditch maintenance including concrete, asphalt and natural bottomed
vi. Asphalt repair/maintenance near work area
vii. Concrete repair/maintenance near work area

viii. Drainage grate installation, removal, fabrication and/or repair
ix. Road shoulder grading
x. Lift station structure repairs including patching

4. SPECIFICATIONS

All work shall be performed in accordance with the 2024 Edition Standard Specifications for Public Works Construction ('SSPWC") and 2021 Edition Standard Plans for Public Works Construction ("SPPWC"). All work performed shall be subject to applicable Federal and State Standards, approved proposals, contract documents, City inspection, and approved by the City, its Director of Public Works, or City's designated representative.

Since the Scope of Services is for on-call services, specifications may vary (including additional specifications) as tasks are identified during the contract period. Payment for all tasks shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and shall be considered as included in the contract unit price for each item requiring such work, and no additional compensation will be made therefor. The unit price for each item will include the necessary traffic control to perform the work.

The Sections that follow supplement, but do not replace, the corresponding provisions in Part 2 (Construction Materials), Part 3 (Construction Methods) and Part 4 (Existing Improvements) of the SSPWC and SPPWC, except as otherwise indicated herein. In the event of any conflict between the SSPWC and SPPWC and these Special Provisions, these Special Provisions shall control.

5. EQUIPMENT

Vehicles. Vehicles shall be in conformance with the latest South Coast Air Quality Management District requirements for low emission/alternative fuel use. Upon approval of any new regulations, the CONTRACTOR shall be prepared to meet the requirements of the new rule.

All vehicles utilized by employees in the performance of the work shall be owned, registered, and insured by the CONTRACTOR. Employees of the CONTRACTOR shall not drive personal vehicles to any sites to perform work under the contract.

Logo. CONTRACTOR shall display the name of his/her firm on any vehicles used by the CONTRACTOR's employees to carry supplies and equipment. The firm name shall be in letters large enough to be easily legible from fifty (50) feet along with office telephone number.

6. EXTRA/EMERGENCY WORK

The CONTRACTOR shall not perform any services or incur any costs whatsoever under the terms of this Agreement until they have received written authorization from the City's Project Representative. The City reserves the right to bid extra or emergency work to other firms,

in the event a negotiated price or schedule of completing repairs cannot be reached, which is acceptable to both parties.

7. TRAFFIC CONTROL

All traffic control methods shall conform to the latest edition of the MUTCD or Work Area Traffic Control Handbook (WATCH) as it conforms to the standards and guidance of the MUTCD. The CONTRACTOR shall provide flagmen, lights, signs, barricades, and other devices as required to provide for public safety and convenience. Traffic shall be permitted to pass through the work underway and access shall always be maintained to the adjacent properties during the striping operations. Under heavy traffic conditions, the City may limit the hours of work. The City reserves the authority to modify the conditions for traffic control if deemed necessary. All vehicular and pedestrian access line of sight visibility shall always be maintained per MUTCD or WATCH manual.

8. UNSATISFACTORY WORK

The Contractor shall be notified both verbally and in writing their performance is unsatisfactory and corrective action is necessary.

The Contractor shall complete corrective action within the following time frames after verbal notification:

- Within eight (8) hours for unsafe, hazardous, or unsightly conditions.
- Within sixteen (16) hours for faulty workmanship or equipment failures.
- Other deficiencies within three (3) days.

Failure to correct the deficiency within the time specified shall result in the deduction of $250.00 per day for each instance where an item of work is not completed in accordance with the schedule and/or specifications.

9. PERMITS AND LICENSES

The CONTRACTOR shall procure all permits and license, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the Contract. No fees will be charged for City-related projects.

10. PATENTS

The Contractor shall assume all responsibilities arising from the use of patented materials, equipment, devices, or processes used on or incorporated in the work.

11. DAMAGES

The CONTRACTOR shall report immediately to the City any damage to City or private property and shall be liable to make all repairs. Any repairs and associated cost resulting from Contractor caused damage shall be the responsibility of the CONTRACTOR.

12. SAFETY AND HEALTH REQUIREMENTS

CONTRACTORs and any Subcontractors shall comply with all applicable provisions of the CITY's Safety Standards, Federal OSHA, California OSHA, and Local regulations, whichever is most stringent.

13. WORK HOURS

The CITY's typical CONTRACTOR work hours are between 7:30 a.m. and 4:00 p.m. Monday through Friday, excluding CITY-recognized holidays. The CONTRACTOR shall notify the CITY of any proposed work outside of typical work hours at least 72 hours in advance. As required, the CITY shall provide notifications to the public for night work. The CONTRACTOR's billing rate(s) shall be applicable to all work hours.

Work shall be performed outside the school commuting hours in the vicinity of schools where applicable.

14. NOISE REQUIREMENTS

The CONTRACTOR shall adhere to CITY noise restrictions at all times. Typical levels shall not exceed a maximum noise level of 65 decibels when measured from a distance of 50 feet from the equipment being used.

15. CLEANUP

Contractor shall remove all debris generated as work progresses. The street, parkway, and private property shall be kept clear of debris at all times. It shall be the responsibility of the contractor to dispose of all waste debris generated by the contractor.

All debris from operations shall be cleaned up each day before the work crew leaves the site. Areas are to be left in a condition equal to or better than that which existed prior to the commencement of tree operations.

16. STORM WATER

No material generated during work operations is permitted to enter any storm drain. The CONTRACTOR is required to abide by the CITY's Water Quality Management Plan. Including all applicable Best Management Practices (BMPs) for the duration of the contract.

17. PROJECT MANAGEMENT AND MEETINGS

CONTRACTOR shall provide a project manager to act as a liaison with the Director of Public Works or their Designee, who will coordinate written reports and see the project through to satisfactory conclusion. The CITY Director of Public Works or their Designee will be responsible for the direction, review and approval of all work. Any meetings and/or correspondence related to this CONTRACT shall be scheduled and approved by the CITY Director of Public Works or Designee.

The Contractor and City's designated representative shall meet during the time when work is occurring monthly to review work completed, work scheduled for the next month, address any concerns, and coordinate any extra/emergency work.

18. WARRANTY

The CONTRACTOR shall guarantee the Work to perform satisfactorily for up to twelve (12) months. During the guarantee period, the CONTRACTOR shall bear all costs to maintain the Improvements to the City's satisfaction.

19. RECORD KEEPING

Contractor shall maintain and provide records and/or associated drawings of all repairs done to any City system.

20. INVOICING/BILLING

Invoicing for services rendered are required for proper payment. The work must be identified on the invoice.

SECTION IV - EVALUATION AND SELECTION OF CONTRACTOR

Selection of one or more CONTRACTORS for an award will be conducted in accordance with the CITY Purchasing Policy and South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XI Purchasing, Section 2.99-29(11).

The CONTRACT will be awarded to the firm that meets all the CITY's requirements as determined by the CITY for the various components contained herein. The CITY reserves the right to determine the responsiveness of the bidder, including, but not limited to, the anticipated initiative and ability of the firm to perform the services set forth herein.

1. PROPOSAL EVALUATION

After receiving proposals CITY staff will evaluate the proposals using the criteria in the table below.

No.	Evaluation Criteria	Potential Points (Weight)
1	Cover Letter. The cover letter should provide contractors qualifications, summarize work approach and identify individuals authorized to negotiate Agreement terms and compensation.	5 (5%)
2	Work Statement. Describe the technical and management approach to providing the requested services.	5 (5%)
3	Quality Control. Describe methods and tools to providing quality control for the services.	5 (5%)
4	Staff Qualifications. Identify key persons and their experience in providing the requested service.	5 (5%)
5	Delivery. Does the firm have sufficient capabilities and resources to successfully deliver requested service.	20 (20%)
6	Firm Experience. The firms record of performance of previous contracts or services.	10 (10%)
7	Proposal Completeness. Does the proposal provide all the required documents and provide it in a manner for the proposal to be thoroughly evaluated.	10 (10%)

8	Proposed cost. Reasonable unit prices and comparison of total cost to other proposals	40 (40%)
	Total	100 (100%)

2. SUPPLEMENTS TO REQUEST FOR PROPOSAL

If the evaluation of any proposal indicates minor non-compliance or variance with the Request for Proposals, the CITY may, but need not, make a written request to the proposer/CONTRACTOR for a supplement to the submitted proposal. This request will attempt to identify the non-compliance or variance and will establish a date on which the supplement to the Request for Proposals shall be submitted. If so requested, the proposer/CONTRACTOR may submit a supplement to the Request for Proposals responsive to such request, within the time period established, which the CITY will evaluate in conjunction with the Request for Proposals. Any supplement to the Request for Proposals will be deemed an integral part of the proposer/CONTRACTOR's submittal.

3. FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements or which provide references that do not support an attribute or condition claimed by the CONTRACTOR may be rejected. If in the opinion of the CITY such information is intended to mislead its evaluation of the proposal, and the attribute condition or capability is a requirement of this proposal, the false information will be sufficient basis for rejection of the proposal.

4. REJECTION OF PROPOSALS

The CITY reserves the right to reject any or any part of a proposal, to waive any informality in the proposal, and to select the services which shall be deemed in the best interest of the CITY.

It is the intent of the CITY to select the lowest responsive proposal based on evaluation of the responses to this request. However, the CITY reserves the right to reject any and all proposals prior to the execution of an acceptable CONTRACT.

SECTION V - PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be submitted by the date shown on the schedule included in this RFP. Proposals received after the deadline will not be considered. Proposals shall be submitted electronically to Planet Bids. Submit all fees and cost proposals in an electronically sealed envelope on Planet Bids. A link to the Planet Bids system is available on the CITY's website at the following location: https://www.southpasadenaca.gov/government/CITY-clerk/request-for-proposals

The submittal package shall include all required information and documents as stated herein. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP, including all exhibits, attachments, and any amendments or addendum issued by the CITY, unless otherwise stated in the proposal.

Below is an overview of the contents that are required in the proposal. Exhibit C is a checklist to ensure that proposals are complete. Proposals including resumes should not be more than forty (40) pages.

1. COVER LETTER / PROPOSAL SIGNATURE

Provide a 2-3 page cover letter including firm name, address, and telephone number of the contact person(s) who will be authorized to make presentations for the firm. The cover letter must bear the signature of the person authorized to sign on behalf of the firm and to bind the applicant into a CONTRACT. If the proposal is made by an individual, it shall be signed and full name of Proposer with complete address shall be given; if made by a firm, it shall be signed with the co-partnership name by a member of the firm who shall sign name and the name and address of each member shall be given; and if it is made by a corporation, the name of the corporation shall be provided and signed by its duly authorized officer or officers attested by the corporate seal, and the names and titles of all officers of the corporation shall be given.

The letter should also briefly introduce the contractor, summarize the contractor's general qualifications, and include an executive summary of the specific approach which will be used to deliver the work scope.

2. TABLE OF CONTENTS

A comprehensive table of contents of material included in the proposal is required.

3. WORK STATEMENT

Present a statement of the firm's understanding of the work to be performed as outlined in the Scope of Work, a description of the methods and techniques to be used by the firm to

achieve the objectives of the CONTRACT, and a positive statement of commitment to perform.

Describe the technical and management approach to providing the Services to the City. Proposer should take into account the Scope of the Services, and general functions as described in Section III-Technical Specifications.

4. QUALITY CONTROL PLAN

The Quality Control Plan shall provide the CITY with an effective and efficient means of identifying and correcting problems throughout the entire scope of operations.

5. STAFF QUALIFICATIONS

Show that the organization is adequately staffed and trained to perform the required service or demonstrate the capability for recruiting such staff. Demonstrate that the organization meets the CONTRACTOR Requirements as outlined in the Scope of Work. Provide resumes for each key personnel that will be assigned to the project and the tasks that person will be responsible for and/or involved in.

6. CORPORATE CAPABILITY & FIRM EXPERIENCE

Provide a summary of relevant background information to ensure that the prospective firm has the capacity to perform required services and sufficient experience of the firm submitting the proposal as a corporation or other entity.

Provide background and experience of the firm in performing this type of work, including the costs of projects conducted and at least five client references of similar size and scope. Include a list of other projects currently underway or anticipated.

7. REFERENCES

Provide a list of up to five clients (located in Southern California) with a contract amount over $100,000, for the last five (5) years, by name, point of contact, address, telephone number, and length of service. Make note of any municipalities currently serviced that were awarded within the last five (5) years.

8. CITY REQUIRED FORMS

CONTRACTOR shall complete and return all the forms included in this document including:

- Bidder's Acknowledgement
- Designation of Subcontractors
- Non-collusion Affidavit
- Worker's Compensation Certificate
- CONTRACTOR's Information Report
- Public Works Contractor Registration Certification

9. QUALIFICATION DOCUMENTATION

CONTRACTOR shall submit the following documents to confirm that they meet the minimum required qualifications:

- Include a statement that the firm is licensed in accordance with the requirements of the State of California and state the license number, type and expiration date. California State Licensing Board (CSLB) Contractor's License Classification. License shall be kept current throughout the entirety of the CONTRACT.

10. VALIDITY PERIOD

The proposal shall be considered valid for a period of sixty (60) days and shall contain a statement to that effect signed by an officer of the firm authorized to bind the firm for this period.

11. ACCEPTANCE OF CONDITIONS

Provide a statement offering the firm's acceptance of all conditions listed in this Request for Proposal (RFP) document and CONTRACT. Any exception on the CONTRACTOR's behalf must be included in this statement.

12. COMPLETED COST OF SERVICES FORM

The CONTRACTOR shall complete the Cost of Services (Section VI), and it shall be submitted with the proposal on the Planet Bids system in the "Line Items" section.

Section VI – Cost of Services

A sample Cost of Services Form is provided below, however, pricing must be entered as "Line Items" in the CITY's Planet Bids system. Submission of this Form may disqualify bidder.

The 'Estimated Quantities' are used for evaluating proposals only. The quantities listed are an estimate for each item to be performed in each contract year. The actual quantities used in each contract year depend on the City budget and the quantities needed. The 'Unit Cost' quoted will apply to the actual quantities for the work requested by the CITY, whatever they may be.

Standard Specifications for Public Works Construction (the "Greenbook") Section 7-3.5 Contract Unit Prices will not apply should actual quantities increase or decrease by more than 25 percent from the Estimated Quantity for any contract year.

1. PROPOSED SCHEDULE OF COST OF SERVICES

The UNIT COST submitted in proposal are valid for the first year of the CONTRACT. The rates may be adjusted each contract year thereafter to a value not to exceed the Consumer Price Index for All Urban Consumers Series ID: CUURS49ASA0, Not Seasonally Adjusted, All Items, Los Angeles-Long Beach-Anaheim, CA as maintained and published by the United States Bureau of Labor Statistics, or its successor index, with the calculation considered for the immediately previous twelve-month period.

Any additional work requested by the CITY but not included in the below Schedule of Cost of Services, the compensation for the work will be paid as PAYMENT FOR EXTRA WORK per Section 7-4 of the SSPWC. This will not preclude a Negotiated Unit Price for the Items of Work or LUMP SUM bid.

a. On-Call Sewer Pipeline Repair and Reconstruction

a) Pipeline reconstruction is the removal and replacement of existing 8-in, 12-in, and 15-in sewer lines.
b) Assume depth to be 7.5 feet.
c) Assume repair length to be 6 feet of mainline pipe.
d) Assume no lateral connections.
e) Assume 1 sack slurry backfill.
f) Assume cleaning of manholes to include root removal and 20 SF of mortar repair.

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	PROPOSED PRICE
1	Mobilization	EA	6	$	$
2	Replace 8-inch Sanitary Sewer	LF	42	$	$
3	Replace 12-inch Sanitary Sewer	LF	30	$	$
4	Replace 15-inch Sanitary Sewer	LF	24	$	$
5	Reconstruct Permanent Asphalt Concrete Pavement	SF	200	$	$
6	Sewer Bypass and Pumping	Daily	20	$	$
7	Shoring of Open Excavation	Daily	20	$	$
8	Video Inspection	LF	300	$	$
9	Replace manhole covers and frames.	Each	5	$	$
TOTAL PROPOSED PRICE					**$**

b. Storm Drain Construction Services

The labor and equipment rates for storm drain construction services will use the current State of California Department of Transportation Labor Surcharge and Equipment Rental Rates . A link to the rates are as follows:

https://dot.ca.gov/-/media/dot-media/programs/construction/documents/equipment-rental-rates-and-labor-surcharge/book_25_26.pdf

Item No.	Other	Unit	
1	Mobilization	EA	$
2	Material Markup (%)	%	%

2. MEASUREMENT AND PAYMENT

a. Emergency Sewer Pipeline Repair and Reconstruction

Item 1 – Mobilization

Payment for **Item 1 - Mobilization** will be made at the contract unit price per EACH (EA). Mobilization shall be for each work order issued.

Mobilization shall include but not limited to the following:

- Preparatory work and operations, including but not limited to, those necessary for the movement of personnel, equipment, supplies, incidentals to the project site.
- Traffic control for the duration of the work.
- Cleaning up the site at the completion of work.
- All other work and operations which must be performed or costs incurred prior to beginning of each work order.
- Demobilization costs anticipated at the completion of each work order.

The deletion of work or the addition of extra work in each order shall not affect the price paid for each mobilization.

Items 2-4 Replace Sanitary Sewer

Payment for **Items 2-4 - Replace Sanitary Sewer** will be made at the contract unit price per LINEAR FOOT (LF) of replaced sewer pipe of specified sizes. Payment shall constitute full compensation for furnishing all labor, material, tools, equipment, and traffic control necessary for execution of the work. Work includes but is not limited to excavation and disposal, removal and disposal of pipe, replacement of pipe, backfill and compaction.

Item 5 - Reconstruct Permanent Asphalt Concrete Pavement

Payment for **Item 5-Reconstruct Permanent Asphalt Concrete Pavement** will be made at the contract unit price measured in SQUARE FEET (SF) of the surface area of asphalt patch furnished and installed. Payment shall constitute full compensation for furnishing all labor, material, tools, equipment, and traffic control necessary for execution of the work. This work encompasses furnishing, placing and compacting aggregate base, permanent patching of removed asphalt surfaces 4”-8” thick using Flomix, Aquaphalt, or other City approved hot mix asphalt concrete, to provide a smooth driving surface to the satisfaction of the City representative.

Item 6 – Sewer Bypass and Pumping

Payment for **Item 6-Sewer Bypass and Pumping** will be made at the contract unit price measured PER DAY (DAY). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing sewer bypass and pumping for the work.

Item 7 – Shoring of Open Excavation

Payment for **Item 7-Shoring of Open Excavation** will be made at the contract unit price measured per DAY (DAY). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing shoring for the work.

Item 8 – Video Inspection

Payment for **Item 8-Video Inspection** will be made at the contract unit price measured per LINEAR FOOT (LF). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in providing video inspection of pipe.

Item 9 – Replace Manhole Cover and Frames

Payment for **Item 9-Replace Manhole Cover and Frames** will be made at the contract unit price measured per EACH (EA). Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and traffic control to perform all the work involved in replacing each manhole cover.

b. Storm Drain Construction Services

Item 1 – Mobilization

Payment for **Item 1 - Mobilization** will be made at the contract unit price per EACH (EA). Mobilization shall be for each work order issued.

Mobilization shall include but not limited to the following:

- Preparatory work and operations, including but not limited to, those necessary for the movement of personnel, equipment, supplies, incidentals to the project site.
- Traffic control for the duration of the work.
- Cleaning up the site at the completion of work.
- All other work and operations which must be performed or costs incurred prior to beginning of each work order.
- Demobilization costs anticipated at the completion of each work order.

The deletion of work or the addition of extra work in each order shall not affect the price paid for each mobilization.

Item 2 – Materials Mark-up

Payment for Item 2 - Materials Mark-up will be made at the contract unit price per PERCENTAGE (%). The mark-up will be applied to the actual cost of material paid by the CONTRACTOR.

EXHIBIT A – REQUIRED FORMS

1. BIDDER'S ACKNOWLEDGEMENT
2. DESIGNATION OF SUBCONTRACTORS
3. NON-COLLUSION AFFIDAVIT
4. WORKER'S COMPENSATION CERTIFICATE
5. CONTRACTOR'S INFORMATION REPORT
6. PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION
7. CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

BIDDER'S ACKNOWLEDGEMENT

This page shall be completed, signed, and returned with the bidder's proposal.

The CITY reserves the right to amend or split the work with more than one CONTRACTOR, as deemed in the best interest of the CITY. The decision to amend or split the work will be at the sole discretion of the CITY.

It is understood and agreed that:

1. After the acceptance of the proposal, the designated CONTRACTOR shall attend a pre-job conference. The CONTRACTOR shall be informed of the said time and location.
2. No verbal agreement or conversation with any officer, agent or employee of the CITY, either before or after the execution of the Agreement shall affect or modify any of the terms or obligations of this Proposal.
3. The CITY will not be responsible for any errors or omissions on the part of the undersigned in making up this proposal, nor will bidders be released on account of errors. The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has no directly or indirectly induced or solicited any other bidder to put in a sham proposal, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.
4. The undersigned has carefully examined the RFP specifications for the "CITY of South Pasadena Sewer Pipeline CCTV Inspection Services", and hereby proposes to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said specifications for the prices listed in the submitted line items / proposal form.
5. The undersigned is licensed in accordance with the Laws of the State of California. The undersigned bidder acknowledges receipt of the following addendum issued for the above project. If no addendum has been received, write "none".

List of Addendum Received: _____

_____

In accordance with Section 7028.15 of the California Business and Professions Code, I hereby certify under penalty of perjury that the foregoing is true and correct:

_____ _____

Bidder's Name Date

_____ _____

Authorized Signature Individual Partnership or Corporation

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

_____	_____
Type of Organization	Address
_____	_____
Telephone	State of California License Number

If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, and if the bidder is an individual, their signature shall be placed above.

DESIGNATION OF SUBCONTRACTORS

This page shall be completed, signed, and returned with the bidder's proposal.

As required by State Law, the General CONTRACTOR bidding will hereinafter state the subcontractor who will be the subcontractor on the job for each particular trade or subdivision of the work in excess of one-half percent of the total proposal price and will state the first name and principal location of mill, ship, plant or office of each. Where no subcontractor is listed for a particular phase of the work, it is understood that the General CONTRACTOR will perform the work. No changes or substitutions may be made in these subcontractors except upon the prior approval of the CITY. The undersigned certifies that he or she has used the sub-bids of the following listed subcontractors in making up this proposal, and that the subcontractors listed will be used for the work identified herein, subject to the approval of the CITY, and in accordance with the applicable provisions of the Specifications.

	ITEM OF WORK	SUBCONTRACTOR NAME	ADDRESS & TELEPHONE
1.	_____	_____	_____ _(____)_____
2.	_____	_____	_____ _(____)_____
3.	_____	_____	_____ _(____)_____
4.	_____	_____	_____ _(____)_____

BIDDER'S NAME _____

TYPE OF ORGANIZATION: c INDIVIDUAL c PARTNERSHIP c CORPORATION

ADDRESS _____

_____

_____

TELEPHONE _(____)_____

_____ _____

AUTHORIZED SIGNATURE DATE

City of South Pasadena	On-Call Sanitary Sewer and Storm Drain Maintenance and Repairs

NON-COLLUSION AFFIDAVIT

This page shall be completed, signed, and returned with the bidder's proposal.

The undersigned declares:

I am the _____ of _____, the party making the foregoing proposal.

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

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

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

_____

Signature of Declarant

_____

Printed Name of Declarant

WORKER'S COMPENSATION CERTIFICATE

This page shall be completed, signed, and returned with the bidder's proposal.

I am aware of the provision of Section 3700 of the Labor Code, which requires every employer to be insured for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this CONTRACT.

CONTRACTOR NAME: _____

BY: _____ _____

(Print) (Signature)

DATE: _____

CONTRACTOR'S INFORMATION REPORT

This page and the following pages shall be completed and returned with the bidder's proposal.

(Attachments are acceptable)

Name of Firm _____

Address _____

CITY _____ State _____ Zip _____

Contact Name _____ Title _____

Telephone Number _____

Type of organization:

a. _____ A Corporation, organized and existing under the laws of the State of California

b. _____ A partnership (if so, please list partners)

_____

_____

_____

c. _____ An individual

Name _____

Number of years in business _____

Number of employees _____

EQUIPMENT FACILITIES

1. Is your repair and yard facility at the above address? Yes ____ No ____

2. If not, state the address of your yard and facilities. _____

_____

The proposal shall include a completed "List of Machinery and Equipment Available" in order to determine whether or not CONTRACTORs can adequately perform the necessary work. All equipment you anticipate being committed to this CONTRACT, if awarded, should be included in the listing. Experience has shown that it is essential to have adequate backup equipment in reserve to allow for breakdowns. "BEING AVAILABLE" shall be interpreted to mean that the equipment is owned or under the control of the bidder submitting this Proposal.

UNITS	TYPE OF EQUIPMENT

FINANCIAL INFORMATION

1. Are current quarterly financial statements available? Yes____ No____

2. Is a certified public audit available for your preceding fiscal year? Yes____ No____

3. Have you, any major stockholder, or your company ever filed for bankruptcy?

Yes____ No____

4. State the name and address of your bank account. _____

_____

FIRM EXPERIENCE

Los Angeles County municipalities of similar size and population to South Pasadena in which your company conducted work between **January 1, 2019, and June 30, 2024**. Use additional sheets if necessary.

Contracting Entity	Date of Service From – To	Dollar Value of Contract	Date Completed

STAFF EXPERIENCE

List the names and roles of the management personnel of your company who will be directly involved with the management and supervision of this CONTRACT (include Account Manager

and Field Supervisor/Crew Lead Person, and Video Inspection Reviewer at a minimum). Please include resumes and copies of licenses and/or certifications for each staff member. Resumes should include work experience, education, licenses and certifications:

1. Name: _____

_____

_____

2. Name: _____

_____

_____

3. Name: _____

_____

_____

4. Name: _____

_____

_____

QUESTIONS

If your proposal is considered for award, will you be able to provide documentation to support the above information?

Yes_____ No_____

Do you have Workers' Compensation Insurance coverage?

Yes_____ No_____

PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION

This page shall be completed, signed, and returned with the bidder's proposal.

Pursuant to Labor Code sections 1725.5 and 1771.1, all CONTRACTORs and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a CONTRACT to perform public work must be registered with the Department of Industrial Relations.

See http://www.dir.ca.gov/Public-Works/PublicWorks.html for additional information.

No bid will be accepted nor any CONTRACT entered into without proof of the CONTRACTOR's and subcontractors' current registration with the Department of Industrial Relations to perform public work valid through the date of submission.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a CONTRACTOR with the Department of Industrial Relations.

Name of Bidder: _____

DIR Registration Number: _____

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.

2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.

3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Bidder: _____

Signature: _____

Name: _____

Title: _____

Dated: _____

CERTIFICATION OF PROPOSAL TO THE CITY OF SOUTH PASADENA

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with this Request for Proposal (RFP) and to be bound by the terms and conditions of the RFP.

2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.

3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.

4. The proposal includes all of the commentary, figures and data required by this Request for Proposal.

5. This firm has carefully read and fully understands all of the items contained in Section II, General Information for All Contractors. This firm agrees to all of the general requirements except for those disclosed by the firm in project proposal, listed on an attachment.

6. The proposal shall be valid for 120 days from the date of the proposal due date.

Name of Firm: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____

EXHIBIT B - SERVICE AREA MAP

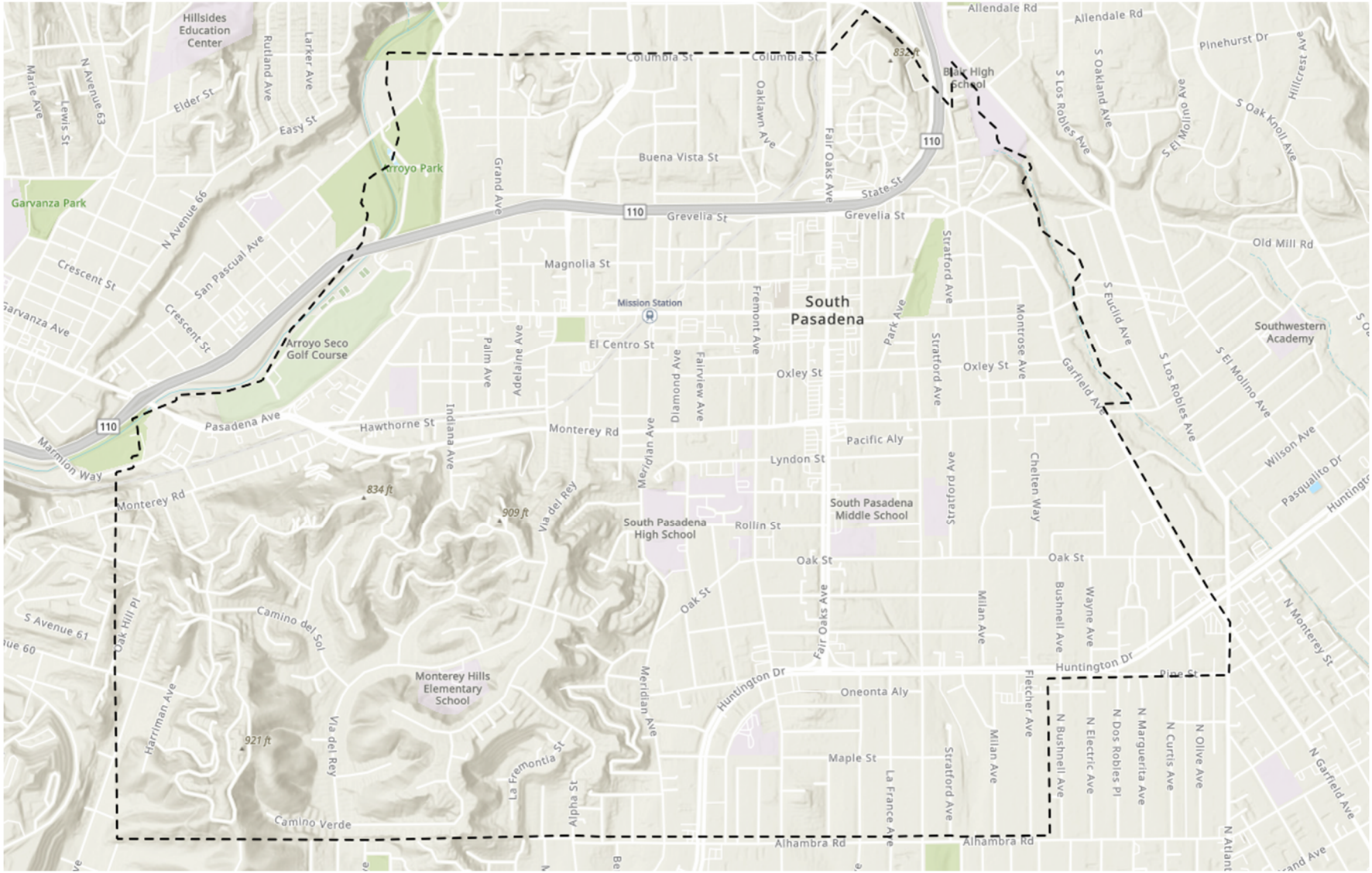


Exhibit B –Map-City of South Pasadena

EXHIBIT C – PROPOSAL CONTENT CHECKLIST

Description	
Cover Letter	
Table of Contents	
Work Statement & Quality Control Plan	
Staff Qualifications	
Corporate Capability & Firm Experience	
References	
CITY Required Forms:	
• Bidder's Acknowledgement	
• Designation of Subcontractors	
• Non-Collusion Affidavit	
• Worker's Compensation Certificate	
• CONTRACTOR's Information Report	
• Public Works Contractor Registration Certification	
Certification of Proposal to City of South Pasadena	
Qualification Documentation:	
• California State Licensing Board (CSLB) Contractor's License Classification - A or C42	
Completed Cost of Services Form	

EXHIBIT D – SAMPLE MAINTENANCE AGREEMENT

SAMPLE MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / *[Company or Individual]*)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and _____, a _____ ("Contractor").

2. RECITALS

2.1. City has determined that it requires the following recurring maintenance services from a contractor: **[enter description of contractor's maintenance services, i.e., landscaping, tree-trimming, brush removal, etc.]**

2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": Such maintenance services as are set forth in the attached scope of work attached hereto as **Exhibit A** and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Julian Lee, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor

3.3. "Cost of Services": see **Exhibit B**.

3.4. "Maximum Amount": The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is _____ Dollars ($_____).

3.5. "Commencement Date": [date].

3.6. "Termination Date": [Until determined to be completed by the City of South Pasadena Public Works Director, but no later than _____]

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 15 ("Termination") below.

5. CONTRACTOR'S DUTIES

5.1. **Services**. Contractor shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of

Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. Appropriate Personnel. Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. **[Name of Project Manager]** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

5.7. Prevailing Wages. This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

5.8. Permits and Approvals. Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.

5.9. Notification of Organizational Changes. Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

5.10. Records. Contractor 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 City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

6.1. **General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.

6.3. **Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.

6.4. **Compensation for Subcontractors.** Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. LABOR CODE

8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.

8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars ($200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

8.4. **Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.

8.5. **Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other

employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

8.6. 8-Hour Work Day. This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City $25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

10.1. General. Contractor is, and shall at all times remain as to City, a wholly independent contractor.

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1. Definitions. For purposes of this Section 11, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

11.3. Scope of Indemnity. Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property

damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4. Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5. Defense Deposit. The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.

11.6. Waiver of Statutory Immunity. The obligations of Contractor under this Section 12 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.7. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: [insert project description from above]
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $4,000,000 aggregate
• General Liability:	
• General Aggregate:	$4,000,000
• Products Comp/Op Aggregate	$4,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. General Liability Insurance. Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. Worker's Compensation Insurance. Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. Automobile Liability Insurance. Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Claims-Made Policies. If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.8. Additional Insured Endorsements. The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.9. Failure to Maintain Coverage. In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this

Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.10. Insurance Notices. Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030**.

12.11. Contractor's Insurance Primary. The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

12.12. Waiver of Subrogation. Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductables and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:	If to Contractor:
[Name]	[Name]
City of South Pasadena	[Address]
Public Works Department	[Address]
1414 Mission Street	Telephone:
South Pasadena, CA 91030	Facsimile:
Telephone: (626) 403-7240	
Facsimile: (626) 403-7241	

With courtesy copy to:

Roxanne Diaz, Esq.

South Pasadena City Attorney

Richards Watson Gershon

350 South Grand Avenue, 37th Floor

Los Angeles, CA 90071

Telephone: (213)-626-8484

Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. City Termination. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. Contractor Termination. Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. Compensation Following Termination. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. Remedies. City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. Integration of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.

17.3. Headings. The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. Pronouns. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. Confidentiality. All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. Conflicts of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. Non-assignment. Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.4. Binding on Successors. This Agreement shall be binding on the successors and assigns of the parties.

18.5. No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. Time of the Essence. Time is of the essence for each and every provision of this Agreement.

18.7. Non-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. Waiver. No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. Excused Failure to Perform. Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.10. Remedies Non-Exclusive. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. Attorneys' Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"	"Contractor"
City of South Pasadena	[Name of Company or Individual]
By:_____	By:_____
Signature	*Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____

Attest:

By:_____
Nikima Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date:_____

_____
Signature

_____
Printed Name

_____
Title

Exhibit A

[INSERT EXHIBIT A – SCOPE OF SERVICES]

Exhibit B

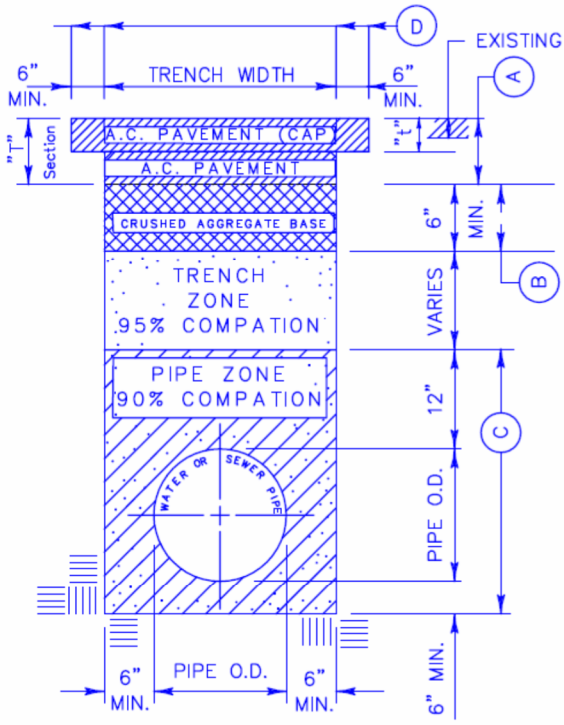
[INSERT EXHIBIT B – RATE SCHEDULE]

Above rates are valid [INSERT COMMENCEMENT DATE through ONE-YEAR LATER], thereafter, the rates may be adjusted once per year to a value not to exceed the Consumer Price Index for All Urban Consumers Series ID: CUURS49ASA0, Not Seasonally Adjusted, All Items, Los Angeles-Long Beach-Anaheim, CA as maintained and published by the United States Bureau of Labor Statistics, or its successor index, with the calculation considered for the immediately previous twelve-month period (INSERT MONTH, YEAR THROUGH MONTH, YEAR).

EXHIBIT E – STANDARD PLANS

Standard Plan 100-1 Standard Trenching and Pipe Zone Detail

Standard Plan 222-2 house Connection Sewer



(A) A.C. PAVEMENT SECTION "t"
1" THICKER THAN EXISTING
ADJACENT SECTION; ("p" + 1")

A.C. PAVEMENT SECTION "T"
4" THICKER THAN EXISTING
ADJACENT SECTION; ("p" + 4")

ASPHALT PAVEMENT REPLACEMENT SHALL BE PER STD. PLAN 133–1 APWA LATEST EDITION, AND PLACEMENT PER SECTION 306–1.5.3 IN THE LATEST EDITION OF THE PUBLIC WORKS CONSTRUCTION STD. SPECS. "GREENBOOK".

(B) 95% COMPACTED BASE

(C) PREPARED BEDDING / BACK FILL WITH IMPORTED SAND W/ SAND EQUIVALENT 30 MIN., OR CONCRETE SLURRY CLASS 450–C–2000

(D) VERTICAL SAWCUT LINE – SAWCUTTING METHOD IS ONLY PERMITTED.

1. BACKFILL MATERIAL FOR ALL TRENCHES SHALL HAVE A CERTIFIED SAND EQUIVALENT OF NOT LESS THAN 30, AND SHALL CONFORM TO THE FOLLOWING GRADATION:

Sieve Size	Percent passing
2"	100
NO. 4	35 – 100
NO. 30	20 – 100

2. COMPACTION METHODS SHALL CONFORM TO SECTIONS 301 AND 306–1.3 OF THE STD. SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (LATEST EDITION).

NOTE

1– ALL TRENCHING & CONSTRUCTION OPERATIONS SHALL COMPLY WITH THE REQUIREMENTS OF THE STATE DIVISION OF INDUSTRIAL SAFETY.

2– ANY DEVIATION FROM THE ABOVE SECTION AND REQUIREMNTS MUST BE APPROVED BY THE PUBLIC WORKS DIRECTOR.

CITY OF SOUTH PASADENA

SCALE N.T.S.

DATE NOV. 2005 (REVISED: 5/10/2006)

DRAWN BY: EGH

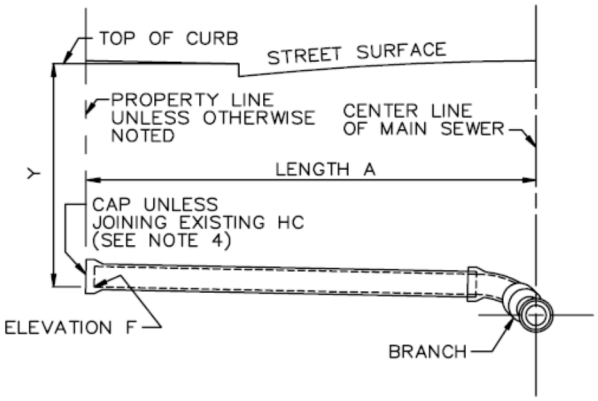
STANDARD TRENCHING AND PIPE ZONE DETAILS

(THIS DETAIL APPLIES TO ANY UTILTIES INCLUDING BUT NOT LIMITED TO WATER, SEWER, STORM DRAIN, ELEC., GAS, TEL., TV CABLE, ETC.)

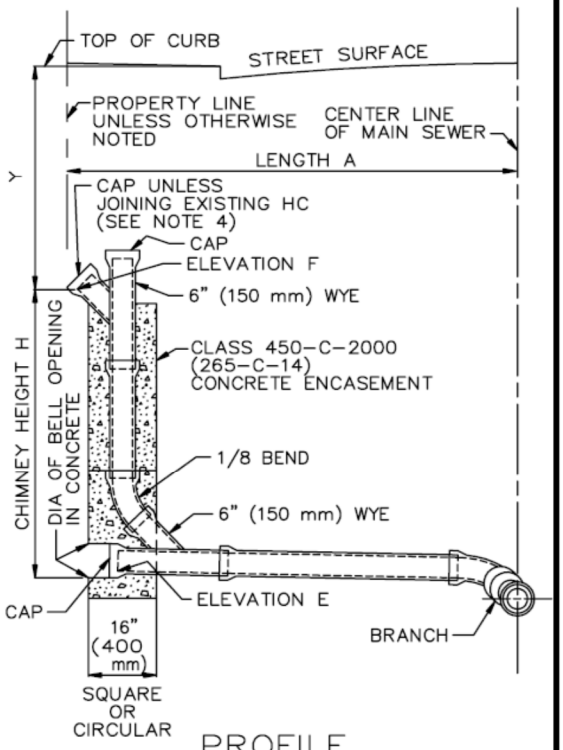
STANDARD PLAN 100–1

SHEET 1 OF 1

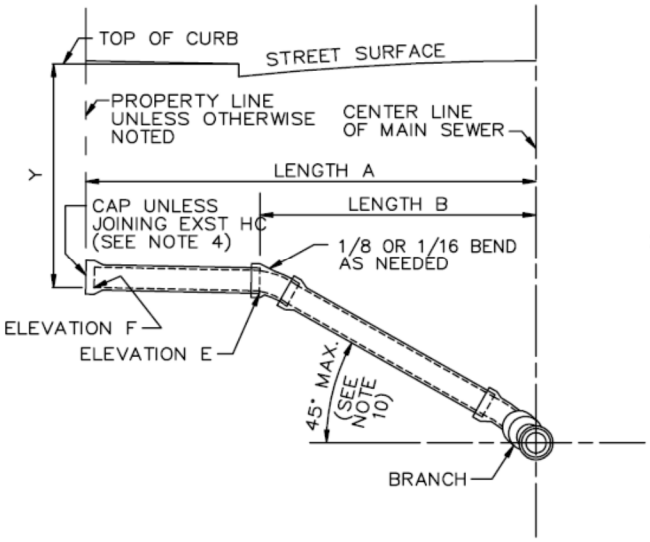
FILE NAME: G:\Public Works\200 Projects\Standards\City Std Dwg\City trenching detail.dwg



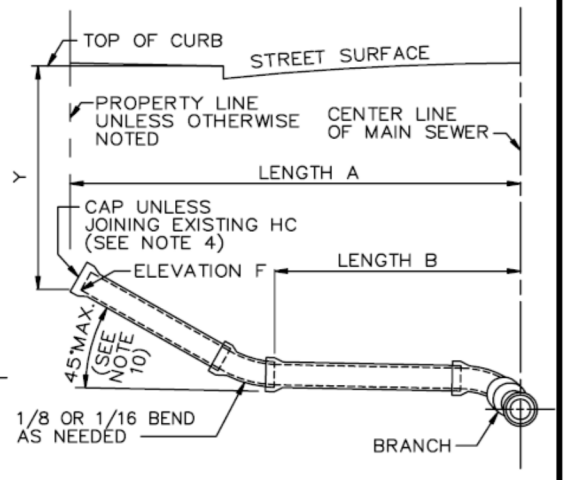
PROFILE
TYPE A



PROFILE
TYPE B



PROFILE
TYPE C



PROFILE
TYPE D

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1984
REV. 1996, 2009

HOUSE CONNECTION SEWER

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN
222-2
SHEET 1 OF 2

NOTES

1. EXCEPT AS OTHERWISE INDICATED ON THE PLANS, ALL HOUSE CONNECTION SEWERS SHALL BE TYPE "A" AND SHALL BE CONSTRUCTED ON STRAIGHT LINES AND GRADES BETWEEN CONTROL POINTS AND ELEVATIONS.

2. DIMENSIONS:
   A. Y = 6' (1.85 m)
   B. LENGTHS "A" AND "B" – SEE PLANS
   C. HEIGHT "H" – SEE PLANS
   D. ELEVATIONS "E" AND "F" – SEE PLANS

3. ALL HOUSE CONNECTION SEWER PIPE SHALL BE 150 mm (6") UNLESS OTHERWISE INDICATED AND MAY BE ANY OF THE FOLLOWING:

   A. VC PIPE
   B. PE PIPE
   C. ABS SOLID WALL PIPE
   D. ABS COMPOSITE PIPE
   E. PVC PLASTIC PIPE

   PROVIDED THAT CHANGES FROM ONE TYPE OF MATERIAL OR SIZE TO ANOTHER SHALL BE MADE ONLY BY MEANS OF SUITABLE ADAPTERS APPROVED BY THE ENGINEER.

4. THE UPPER END OF THE HOUSE CONNECTION SHALL BE SEALED BY INSTALLING A CAP AND SEALING THE CAP WITH 1" (25 mm) THICK TYPE "F" MORTAR AROUND THE CIRCUMFERENCE OF THE CAP.

5. EXCEPT AS CONTROLLED BY ELEVATIONS INDICATED ON THE PROJECT PLANS, THE MINIMUM SLOPE FOR ALL PIPE SHALL BE 2% (S=0.02 MINIMUM).

6. THE FIGURE IN A CIRCLE ON THE PLANS ADJACENT TO A HOUSE CONNECTION SEWER STATION INDICATES THE DEPTH IN FEET (METERS) BELOW THE EXISTING TOP OF CURB TO WHICH THE INVERT OF THE UPPER END OF THE HOUSE CONNECTION SEWER SHALL BE CONSTRUCTED. IF NO DEPTH IS INDICATED, THE INVERT OF THE UPPER END SHALL BE THE ELEVATION SHOWN ON THE PROFILE. WHERE NEITHER DEPTH NOR ELEVATION IS INDICATED, THE INVERT SHALL BE 6' (1.85 m) BELOW THE TOP OF THE EXISTING CURB.

7. BRANCHES SHALL BE EITHER TEES OR WYES AND SHALL BE ROTATED UPWARD FROM THE HORIZONTAL TO AN ANGLE OF 22-1/2° TO 45° WHEN TEES ARE USED. BENDS ARE NOT REQUIRED BUT MAY BE USED AT THE OPTION OF THE CONTRACTOR. WHEN THE BRANCH ROTATION DOES NOT CONFORM TO THE SLOPE OF THE HOUSE CONNECTION SEWER, PULLED JOINTS MAY BE USED FOR ADJUSTMENT.

8. THE MAXIMUM DEFLECTION AT EACH JOINT FOR 4" (100 mm) AND 6' (150 mm) VITRIFIED CLAY PIPE HOUSE CONNECTION SEWERS SHALL BE 4°, WHICH IS EQUAL TO A PULL OF 9/16" (14 mm) FOR A 6" (150 mm) PIPE AND 3/8" (10 mm) FOR A 4" (100 mm) PIPE. (PULL IS DEFINED AS THE SEPARATION OF THE ABUTTING PIPE ENDS ON THE CONVEX SIDE OF THE CURVE MEASURED AT THE OUTSIDE PIPE BARREL.)

9. CONNECTION OF A BUILDING SEWER SMALLER THAN 6" (150 mm) TO A 6" (150 mm) HOUSE CONNECTION SEWER SHALL BE MADE USING AN APPROVED INCREASER TEE OR AN INCREASER FOLLOWED BY A TEE.

10. ALL HOUSE CONNECTION SEWERS OR PORTIONS THEREOF CONSTRUCTED ON A SLOPE EXCEEDING 45° SHALL BE ANCHORED PER SPPWC 221.

11. HOUSE CONNECTION SEWERS CONSTRUCTED PURSUANT TO A HOUSE CONNECTION PERMIT SHALL CONFORM TO ALL APPLICABLE STATUTES AND ORDINANCES.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION	STANDARD PLAN
HOUSE CONNECTION SEWER	**222-2**
	SHEET 2 OF 2

City Council Agenda Report

ITEM NO. 17

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Christopher Diaz, Public Works Superintendent

SUBJECT: **APPROVAL OF A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH TRE ELEVATOR CORPORATION FOR CITYWIDE ELEVATOR MAINTENANCE AND ON-CALL REPAIR SERVICES.**

Recommendation

It is recommended that City Council:

a. Approve the First Amendment to the Professional Services Agreement with TRE Elevator Corporation for citywide elevator maintenance and on-call repair services, extending the agreement through June 30, 2027, and increasing the contract amount by $24,900, from $26,400 to a total not-to-exceed amount of $51,300; and
b. Authorize the City Manager, or designee, to execute the First Amendment and any other documents necessary to implement the agreement.

Executive Summary

The City relies on elevators and vertical-transportation equipment at five municipal facilities to provide safe and accessible public services. TRE Elevator Corporation currently provides recurring monthly maintenance and inspection services and responds to repair calls as needed. Staff recommends extending these services through Fiscal Year (FY) 2026–27 and increasing the compensation amount in the current agreement by $24,900. The proposed amendment would preserve uninterrupted service at the same rates charged during the prior fiscal year. Because the total cumulative agreement amount would exceed the City Manager's $30,000 contracting authority, City Council approval is required.

Background

Early in Fiscal Year 2024–2025, the City conducted an informal procurement process for citywide elevator maintenance and repair services after determining that it would not continue with its previous service provider. TRE Elevator Corporation was the only vendor to respond to the City's request, met the City's service and compliance requirements, and offered acceptable monthly inspection rates. The City subsequently entered into an agreement with TRE Elevator Corporation in November 2024 for an amount not to exceed $15,000, with a term ending June 30, 2025. TRE provided services during the remaining months of FY 2024–25.

Following satisfactory performance during the initial service period, the City entered into a

one-year agreement with TRE Elevator Corporation for FY 2025–26 in an amount not to exceed $26,400, with the agreement expiring June 30, 2026.

At the time the FY 2025–26 agreement was being considered, staff also considered pursuing a multi-year agreement for elevator maintenance and repair services. However, the initial direction was to proceed with a one-year agreement to allow the City additional time to evaluate the vendor's performance and service needs while preparing for a formal solicitation for a potential multi-year agreement. This approach was also intended to allow the City to fill the vacant Facilities Supervisor position, providing dedicated oversight of the elevator maintenance program and the vendor's performance, service levels, and compliance with the City's operational requirements.

Due to organizational changes within the Department at the beginning of FY 2026–27, the City's pursuit of a formal solicitation was delayed. Because elevator maintenance and inspection services are necessary to maintain compliance with applicable requirements and support public safety, an extension of the existing agreement was determined to be the most appropriate approach to avoid disruption to these essential services while the City continues its procurement planning. The City intends to proceed with a formal solicitation for citywide elevator maintenance and repair services, with consideration of a multi-year agreement, once the solicitation process can be appropriately completed.

The existing services support elevator and vertical-transportation equipment at City Hall, the Library, the Public Works facility, the Police Department, and the facility at 825 Mission Street. Continued preventive maintenance, inspections, and timely repair response are necessary to support equipment reliability, accessibility, compliance, and uninterrupted City operations.

Analysis
The proposed First Amendment with TRE Elevator Corporation would extend the agreement through June 30, 2027, and add $24,900 in additional compensation for the services (Attachment 1). The amendment would continue regular monthly maintenance and inspection services as well as on-call repairs. TRE Elevator Corporation has confirmed that its rates will remain unchanged from the prior fiscal year.

Contract Component	**Amount**
Existing FY 2025–26 agreement	$26,400
Proposed FY 2026–27 amendment	$24,900
Amended total not-to-exceed Agreement Amount	**$51,300**
Monthly maintenance for five locations ($1,227 × 12)	$14,724
Remaining FY 2026–27 capacity for on-call repairs	$9,276

Under the City's Purchasing Policy, agreements exceeding $30,000 require City Council approval. Although the FY 2026–27 increase is $24,900, the amendment would raise the total cumulative agreement amount to $51,300. Accordingly, the amendment is being presented to the City Council for approval.

Staff recommends continuing with TRE Elevator Corporation because the firm was the only responsive and available provider during the prior outreach, is familiar with the City's equipment and service locations, and can continue service without interruption. Maintaining the same contractor also avoids a gap in recurring maintenance and call-out coverage while

preserving the prior-year rates. These factors support proceeding with fewer than three quotations under the City's purchasing procedures.

The proposed amendment is limited to one additional fiscal year. During the amended term, staff will evaluate future procurement options, including a competitive solicitation for a multi-year agreement, to determine the approach that best meets the City's operational and procurement needs.

Fiscal Impact
Approval of the First Amendment would increase the agreement by $24,900, resulting in a total not-to-exceed amount of $51,300. Funding for the FY 2026–27 services is available in both GL Accounts 105-6010-6601-8180-000 Facilities Maintenance and Improvement Contract Services and 500-6010-6710-8120-000 Water Distribution Building Maintenance.

Account	**Amount**
Facilities 105-6010-6601-8180-000	$17,541.00
Water 500-6010-6710-8120-000	$7,359.00
Total	$24,900.00

No additional appropriation is requested.

Attachment:
Attachment 1 - First Amendment to Maintenance Agreement with TRE Elevators
Attachment 2 - Original Professional Services Agreement with Tre Elevator Corporation

FIRST AMENDMENT TO MAINTENANCE AGREEMENT

This First Amendment to Maintenance Agreement ("Amendment") is made and entered into on this 1st day of July, 2026, by and between the City of South Pasadena ("City") and TRE Elevator Corporation. ("Contractor").

RECITALS

WHEREAS, on July 1, 2025, the City and Contractor entered into an Agreement for Maintenance Services ("Agreement") for Contractor to perform citywide elevator maintenance and on -call repair services; and

WHEREAS, the Agreement established a not-to-exceed amount of $26,400, with a Termination Date of June 30, 2026; and

WHEREAS, the City desires to amend the Agreement to increase the Maximum Amount to a not-to-exceed amount of $51,300; and

WHEREAS, the City desires to extend the Termination Date of the Agreement through June 30, 2027; and

WHEREAS, the City desires to amend the rates for services provided during the extended term of the Agreement.

NOW THEREFORE, THE CITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. Section 3.3 "Cost of Services" is hereby amended to read as follows:

   "Cost of Services: The fee schedule for services provided under the Agreement as set forth in Exhibit B. For services provided on or after July 1, 2026, compensation shall be provided at the rates set forth in fee schedule attached as Exhibit B to the First Amendment to the Agreement, which is dated July 1, 2026.

2. Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:

   "Maximum Amount: The highest total compensation and cost payable to Contractor by the City under this agreement. The Maximum Amount under this Agreement is $51,300."

3. Section 3.6 “Termination Date” of the Agreement is hereby amended to read as follows:

“Termination Date: June 30, 2027.”

4. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City” City of South Pasadena	“Consultant” TRE Elevator Corporation
By:_____ Todd Hileman City Manager	By:_____ Jim Bouzaglou General Manager

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

EXHIBIT B TO FIRST AMENDMENT

COST OF SERVICES

FOR SERVICES ON OR AFTER JULY 1, 2026

Elevator Inspection and Maintenance Billing Rates (including Prevailing wages)

Location	Amount	
1414 Mission Street	$ 238.00	
1100 Oxley Street	$ 238.00	
416 Garfield Avenue	$ 275.00	
435 Fair Oaks Avenue	$ 238.00	
825 Mission Street	$ 238.00	

FULL MONTHLY MAINTENANCE CHARGES (5) LOCATIONS : $ 1,227.00

CALL-OUT RATES

LABOR DESCRIPTION	*MON - FRI 7:00 AM - 3:30 PM*	*MON - FRI AFTER 3:30 PM & SATURDAYS*	*SUNDAYS (Double Time)*	*HOLIDAYS (x3)*
1 Tech - 2 Hr Minimum	$485/Hr (2 Hr Minimum)	$830/Hr (2 Hr Minimum) (x1.7)	$970/Hr (2 Hr Minimum)	$1455/Hr (2 Hr Minimum)
2 Man Crew - 2 Hr Minimum	$875/Hr (2 Hr Minimum)	$1650/Hr (2 Hr Minimum) (x2)	$1940/Hr (2 Hr Minimum)	Case by Case
Dropped Keys - Flat Fee - CASH ONLY! Free if Cust. Waits for next normal service.	$485 Flat Fee (CASH!) or Jim Negotiate	$830 Flat Fee (CASH!) or Jim Negotiate	$970 Flat Fee (CASH!) or Jim Negotiate	$1570 Flat Fee (CASH!) or Jim Negotiate
SERVICE ACCOUNTS DISCOUNTS		($345.00)	($485.00)	

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MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / *[Tre Elevator Corporation]*)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Tre Elevator Corporation, ("Contractor").

2. RECITALS

2.1. City has determined that it requires the following recurring maintenance services from a contractor: recurring elevator, lift and vertical transportation equipment maintenance services from a contractor.

2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": Such maintenance services as are set forth in the attached scope of work attached hereto as **Exhibit A** and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is H. Ted Gerber, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor

3.3. "Cost of Services": see **Exhibit B**.

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3.4. "Maximum Amount": The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is fifteen Twenty Six Thousand Four Hundred Dollars ($26,400).

3.5. "Commencement Date": [July 1, 2025].

3.6. "Termination Date": [June 30, 2026].

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 15 ("Termination") below.

5. CONTRACTOR'S DUTIES

5.1. **Services**. Contractor shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

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5.6. **Appropriate Personnel.** Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. H. Ted Gerber shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

5.7. **Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

5.8. **Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.

5.9. **Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.

5.10. **Records.** Contractor 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 City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this 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 City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

6.1. **General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

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6.2. **Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.

6.3. **Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.

6.4. **Compensation for Subcontractors.** Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

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8. LABOR CODE

8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.

8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars ($200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

8.4. **Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.

8.5. **Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

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8.6. 8-Hour Work Day. This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City $25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

10.1. General. Contractor is, and shall at all times remain as to City, a wholly independent contractor.

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees

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Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1. Definitions. For purposes of this Section 11, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

11.3. Scope of Indemnity. Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4. Attorneys Fees. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5. Defense Deposit. The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.

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11.6. Waiver of Statutory Immunity. The obligations of Contractor under this Section 12 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.7. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: recurring elevator, lift and vertical transportation equipment maintenance services from a contractor
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: $2,000,000 per occurrence,

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$4,000,000 aggregate

- General Liability:
  - General Aggregate: $4,000,000
  - Products Comp/Op Aggregate $4,000,000
  - Personal & Advertising Injury $1,000,000
  - Each Occurrence $2,000,000
  - Fire Damage (any one fire) $ 100,000
  - Medical Expense (any 1 person) $ 10,000

- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident $1,000,000
  - EL Disease - Policy Limit $1,000,000
  - EL Disease - Each Employee $1,000,000

- Automobile Liability
  - Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. General Liability Insurance. Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. Worker's Compensation Insurance. Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. Automobile Liability Insurance. Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Claims-Made Policies. If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the

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contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.8. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.9. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.10. **Insurance Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030**.

12.11. **Contractor's Insurance Primary.** The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or

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self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

12.12. **Waiver of Subrogation.** Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. **Report of Claims to City.** Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. **Premium Payments and Deductibles.** Contractor must disclose all deductables and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. **Duty to Defend and Indemnify.** Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. **Contractor Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage

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prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Anteneh Tesfaye, Public Works Deputy Director
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7370
Facsimile: (626) 403-7241

If to Contractor:

Tre Elevator Corporation
16521 Saticoy St.
Van Nuys, CA 91406
(818) 988-7007

With courtesy copy to:

Roxanne Diaz, Esq.
South Pasadena City Attorney
Richards Watson Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213)-626-8484
Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. City Termination. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data,

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documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. Contractor Termination. Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. Compensation Following Termination. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. Remedies. City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. Integration of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.

17.3. Headings. The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. Pronouns. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such

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event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. Confidentiality. All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. Conflicts of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. Non-assignment. Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.4. Binding on Successors. This Agreement shall be binding on the successors and assigns of the parties.

18.5. No Third-Party Beneficiaries. Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. Time of the Essence. Time is of the essence for each and every provision of this Agreement.

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18.7. Non-Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. Waiver. No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. Excused Failure to Perform. Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.10. Remedies Non-Exclusive. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. Attorneys' Fees. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. Venue. The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 8/21/2025

"Contractor"
Tre Elevator Corporation

By: _____
Signature

Printed: Jim Bozzaglo

Title: President

Date: 8-20-2025

Attest:

By: Signed by: Mark Perez BA951D463FA0445... _____
Mark Perez, Acting Chief City Clerk

Date: 8/25/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne Diaz, City Attorney

Date: 8/21/2025

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WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date:_____

_____
Signature

Nayan Ramasinghe
Printed Name

Manager.
Title

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EXHIBIT A: SCOPE OF SERVICES

EQUIPMENT IDENTIFICATION

Vertical Transportation Equipment Identification (the "Elevator Equipment") as follows:

Quantity	Equipment Description	Landings / Openings
One (1)	Hydraulic Passenger Elevator at City Hall (1414 Mission St.)	3/3
One (1)	Hydraulic Passenger Elevator at The Library (1100 Oxley St.)	2/2
One (1)	Kone Eco Space Traction Passenger Elevator at Garfield Reservoir (416 Garfield Ave.)	2/2
One (1)	Lift at War Memorial (435 Fair Oaks)	2/2
One (1)	Dumbwaiter (825 Mission St.)	2/2

DESCRIPTION OF WORK

A. Contractor shall supply trained, qualified, and technically skilled journeymen directly employed and supervised by Contractor. All supervision, installed repair parts, consumable materials, equipment, tools, and each and every item of expense necessary for elevator maintenance, including all preventative maintenance, repairs, or parts and trouble call service shall be herein called the "Work".

CONTRACT SPECIFICATIONS

A. Preventative Maintenance: Contractor shall regularly and systematically examine, clean, lubricate and adjust all Elevator Equipment. All pits and car tops will be cleaned a minimum of every two months. Elevator hoistway shall be cleaned once a year, and unexposed car and hoistway sills shall be cleaned a minimum of every six months, and door close pressures shall be checked quarterly for code compliance. All indicator lights and signal gongs will be inspected and replaced as required, a minimum of once a month. Brake and sheave assemblies are to be cleaned and adjusted once each quarter. Machine room equipment and floors shall be painted a minimum of once per contract term and shall be completed within 180 days of the Commencement Date and maintained in a manner acceptable to City

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representative. All preventative maintenance and adjusting shall meet, as a minimum, the standards established by the Original Equipment Manufacturer, however, the terms and conditions of this Agreement shall be complied with in their entirety.

B. Repair and Replacement: Contractor shall repair or replace any worn and or defective Elevator Equipment including but not limited to the following:

1. Machine, worm, gear, thrust bearings, drive sheave, shaft bearings, brake pulley, brake coil, rope grippers or secondary braking, brake contact, linings and component parts.

2. A.C. and D.C. motors of all types, as well as generators, motor windings, rotating elements, commutators, field coils, brushes, brush holders, bearings, VVVF and SCR drive components, starters, and batteries for Otis MRVF elevators.

3. Selector and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, all computer devices such as monitors, terminals, and printers which are connected to the Elevator Control System, steel selector tape, traveling cable, other mechanical or electrical operating equipment, including printed circuit boards.

4. Governor, governor sheave and shaft assembly, bearings, contacts, governor jaws, governor cable, car safeties and oil and spring buffer where applicable.

5. Deflector or secondary sheave, bearings, car and counterweight guide rails, car and counterweight guide rail alignment, top and bottom limit switches, compensating sheave assembly, counterweight, hoist ropes, compensating ropes and chains, load weighing equipment, car frame, car safety mechanism, platform and all car and counterweight shoes or roller guides.

6. Door operator, door motor, clutch assemblies, pick up rollers, interlocks, door hangers and tracks, bottom door guides, pull straps, safety edges, door detectors, door

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restrictors, car top and pit light bulbs, light bulb guards, electric eyes, astragals, auxiliary door closers, position indicators, push buttons, key switches, hall and car lanterns, access switches, inspection stations, car top fans, emergency light unit and battery, all hoistway lighting and guards, secondary area lighting, seismic switches and ring-string earthquake detection units, elevator telephones, all wiring between the cab and elevator machine room that is applicable to the elevator communication systems and 24-hour emergency response telephone monitoring.

7. Hydraulic power unit assembly complete including elevator pump, motor, motor windings, plunger, plunger packing, hydraulic oil, V-belts, strainers, valves, mufflers, victaulic fittings, flexible feed line hose, seals, pit oil return units, oil cooling units, oil tank heaters, hydraulic elevator emergency power battery backup equipment, and all exposed hydraulic equipment.

C. Parts Inventory Requirements: Contractor agrees to the following requirements and authorization of parts used in the Work:

1. Major Components Parts (Electrical): Should field coils and armatures be rewound or repaired by a qualified motor rewind shop, Contractor must cause the repairs to be completed within five (5) working days.

2. Major Component Parts: If Contractor does not have motor and generator armatures, machine gears, frames, sheaves, cabs, rails and similar mechanical components in stock, he must provide City representative within two working days of the source for the repair or replacement, as well as the approximate schedule to complete the repairs.

3. Special Electrical Parts: Contractor acknowledges that elevator control systems contain solid state printed circuit modules. Contractor agrees to maintain, in inventory, a sufficient amount of modules and component parts to replace and or repair any of these units should failure occur. VVVF and SCR Drive Components are to be inventoried in Contractor's warehouse.

4. Job Site Elevator Inventory: Contractor will maintain a supply of contacts, coils, generator and motor brushes, car and hall pushbuttons, lantern gongs, lubricants, wiping cloths, car and hall door rollers, pickup rollers, door operator belts, oilers, fixture bulbs, door gibs, and other needed minor parts in each elevator machine room, properly stored in an approved parts cabinet. This job site inventory will be of sufficient quantity to

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preclude an elevator from being out of service for more than four (4) hours at any given time provided the materials noted within Special Electrical Parts are the reason for the elevator not being able to operate.

5. Warehouse Spare Parts Inventory: Contractor will maintain a supply of genuine Original Equipment Manufacturer's replacement parts in their warehouse inventory. This inventory will include, but not be limited to, generator rotating elements, door operator motors, door operator chains, brake magnets, generator and motor brushes, controller switch contacts, selector tapes, door hangers, rollers, hoistway limit switches, door detectors, safety edges, photo eyes, and car and hall door astragals. Such replacement parts will be kept in warehouse inventory or available from their manufacturing facilities. Regardless of the location of the stored parts, they shall be available on the jobsite within forty-eight (48) hours from the time of need.

6. Replacement Parts Policy: Contractor will not alter equipment parts and O.E.M. design with other manufacturers' parts or design unless O.E.M. has discontinued the item and the parts are no longer available from the OEM or other City representative approved suppliers. Parts manufactured by companies other than the O.E.M., but supplied to the O.E.M. as part of their overall product, may be acceptable if said part is of a similar design and character. Relays, selector parts, coils, rollers, buttons, and various other parts that are duplicated by other nationally recognized manufacturers and, upon written authorization from City representative, may be used in lieu of the O.E.M. parts.

7. Contractor agrees to maintain a diagnostic tool and one set of spare boards, as required, on the job site or in Contractor's local branch office for the entire length of the Agreement. Any boards used out of stock will be replaced within twenty-four (24) hours.

D. Modifications Approvals: Should Contractor request or wish to make any change, modification, or addition to the existing Elevator Equipment, Contractor must submit a written "Request to Modify" proposal to the City representative for approval. A "Request to Modify" must state the reason why Contractor wishes to change a component.

Complete information of the new proposed component and a guarantee of responsibility by Contractor for said component change is required.

E. Code Testing Required: Contractor shall perform all State, City, Local and ANSI A17.1 required testing. Such testing shall include, but not be limited to, full load, full load emergency power, no load, and hydraulic load tests. Only those Codes that are in force as of the Commencement Date of this Agreement are applicable.

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1. ASME/ANSI A17.1 (Latest edition): Contractor shall test Fireman's Return Phase I and II a minimum of once a month at a time to be determined by the City, and notify the City representative prior to conducting such test. Any and all required corrections shall be the responsibility of Contractor and shall be corrected at no additional charge to the City representative. The results of these tests shall be submitted in writing to the City representative at time of test. This test will be performed on a not-to-interfere basis and any cost for overtime work will be included in the monthly maintenance price.

2. ASME/ANSI A17.1 (Latest edition). Contractor shall perform Annual Fire Regulation Testing, if the State, City or Local Elevator Inspection Authority has adopted this code requirement. This testing will include smoke and heat sensors, sprinklers and all operations as required by the code. This test will be performed on a not-to-interfere basis and any cost for overtime work will be included in the monthly maintenance price. Any and all required corrections shall be the responsibility of the Contractor and corrected at no additional charge to the City representative.

3. Earthquake Derailment Device Testing: Contractor shall test earthquake derailment and seismic devices and calibrate and replace the battery, if required, a minimum of once a year. Notification shall be given to the City representative prior to such test. Any and all required corrections shall be the responsibility of Contractor and shall be corrected at no additional cost to the City representative. Any cost for overtime work will be included in the monthly maintenance price.

4. Emergency Power System shall be tested yearly at a time specified by the City representative for proper operation. The City representative will advise the contractor at least one (1) week in advance of required test date and time.

This work will be performed on a not-to-interfere basis, and costs for overtime work will be included in the monthly maintenance price.

5. All third party inspectors, which include inspections completed by local, City, State, County, and QEI Inspectors, as well as elevator consulting evaluators, will be paid for by the City representative unless an agreement to the contrary has been made by the Contractor and the City representative. Any contractor cost to be included in the monthly maintenance cost.

6. The City's Elevator Consulting Company inspection/evaluation report must be 100% completed within a maximum of 60 calendar days from the date the report is mailed. This applies to all punch list items that the Contractor is contractually obligated to complete. Upon written notification from Contractor that the punch list items are 100% complete, the City's Elevator Consulting Company will re-inspect the job to verify. If

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there is not notification by 90 days the Consultant will re-inspect the job. If the punch list is not complete the City can withhold monthly fees of contractor services until the maintenance items are corrected. If the punch list is not complete and the City requires his consultant to complete a second re-inspection, the fee paid to the City's Consultant to conduct this second re-inspection and any subsequent re-inspections, will be paid by the City, and back charged to the Contractor.

7. Otis GEN2 or Otis MRL (only): A monitoring device, which has been approved by the area having jurisdiction, is required on all elevators with coated steel belts. The device will automatically stop the car if the residual strength of any belt drops below 60%. The device must be properly installed and functional, and provide continuous monitoring. The device may only be removed after confirming and documenting in the machine room that the strength of each belt exceeds 60%. If the device is removed for any reason, an approved device must be re-installed and functional within 30 days from the removal date. Contactor will replace the monitoring device, at no cost to City, if it is found to be non-functional or removed. A test of the devices functionally shall be conducted once a year.

F. Performance Requirements: Contractor agrees to maintain the following minimum requirements of each elevator as described per manufacturer's original installation criteria:

1. Floor to Floor Time (In Seconds): Floor to floor time shall be measured from the time the elevator starts to the time the elevator

stops during a one floor run in either direction and under any load condition.

2. Door Open Time (In Seconds): Door opening times are measured by the distance of the door travel, less 1" for center-opening doors and 2" for side- opening doors, from each end of the door travel.

3. Door Close Time (In Seconds): Not to exceed 30 pounds of kinetic force. Door closing times are measured by the distance of the door travel less 1" for center-opening doors and 2" for side-opening doors from each end of the door travel.

4. Car/Hall Call Dwell Time (In Seconds): Standing door open times are measured from the time the doors are fully open, without demand, until the doors start to close.

5. Nudging Close Time (In Seconds): Nudging close time is measured the same as the door close time.

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6. Leveling Accuracy: 3/8" for hydraulic elevators and open loop traction elevators. 1/4" for closed loop traction elevators. The accuracy of leveling shall be plus or minus the 3/8" and 1/4" mentioned above under all load conditions.

Leveling shall be consistent with OEM installation and Code Requirements.

7. Variance from the rated contract speed, regardless of load conditions shall not exceed five percent (5%) for open loop systems and one (1%) for closed loop systems. For hydraulic elevators, the variance under any load condition will be 5% in the Up direction and 10% in the Down direction.

8. Maintain vertical alignment of guide rails to a tolerance of 1/16 in. at 100'.

Standards	City Hall Elevator	Library Elevator	Garfield Reservoir	War Memorial Lift	Dumb waiter
Up Speed (fpm):	125	100	152		-
Down Speed (fpm):	125	100	152		-
Floor-to-Floor Up (sec):	10	11	7.66		-
Floor-to-Floor Down (sec):	10	11	7.90		-
Door Open Time (sec):	2.0	2.4	2.31		-
Door Close Time (sec):	29.	3.6	3.82		-
Door Close Pressure (lbs.):	< 30	< 30	27FLBS	<30	-
Car Call Dwell Time (sec):	4.0	4.0	6		-
Hall Call (Main Lobby) Dwell Time (sec):	6.0	6.0	5.8		-
Hall Call (Upper) Dwell Time (sec):	5.0	5.5	6.0		-
Re-Open Time (sec):	1.5	1.5	1.3		-
Nudging Time (sec):	30 – 40	30 – 40	25	30 – 40	-
Nudging Buzzer	Working	Working	Working	Working	-
Nudging Close Time (sec):	5.8	7.2	14		-

In accomplishing the above requirements, Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation and a soft stop. Door operation shall be quiet and positive, with smooth checking at the extremes of travel. Contractor shall assign a Supervisor to examine all Elevator Equipment yearly as a minimum requirement. Results of the

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inspection shall be submitted to the City representative within thirty (30) days from completion of Supervisor's inspection.

G. Call-Back Answering: This contract does not allow for any travel time billing. Any extra billings to the customer shall only reflect time spent on the job site. The Contractor will furnish callback service twenty-four (24) hours a day, seven (7) days per week at no additional cost to the City.

Response Time: Contractor shall make every effort to have a mechanic on the Property premises within one (1) hour of any call-back request made by the City representative or authorized representative. In the event of an "occupied" condition, Contractor shall make every effort possible to respond directly and within thirty (30) minutes of said "occupied" call.

H. Minimum Man Hours at Property Premises:

1. Contractor shall furnish a mechanic to provide preventive maintenance services at the premises for a minimum of three (3) hours per calendar month. Call-backs and non-scheduled repair labor are not considered service time. Hours shall be equally distributed and services performed on a monthly basis. It is understood that such minimum service hours do not limit labor required to maintain the Elevator Equipment in top running condition.

Failure to provide the preventative maintenance services set forth in this Section H-1, shall be cause for retention of monthly fees by the City representative equal to the reduction of Contractor's services and shall continue until full, normal service is restored. Contractor may choose to make up time lost at the conclusion of any period of interruption of service and be reimbursed for same, if agreed to in writing by the City representative. Time tickets for routine maintenance shall be presented to the appropriate on-site personnel or building representative at the conclusion of each visit and shall only show the time spent for preventative maintenance. Any other work completed, such as repairs or call-back service, shall be listed and accounted for on a separate time ticket.

I. Hours and Manner of Work:

1. Regular Working Hours: All preventive maintenance service, repairs, routine adjusting and service procedures will be performed during regular working hours of regular working days of the elevator trade referring to the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday.

2. Contractor and City representative shall agree which days of the week will be Contractor's normal service days. Any changes to the schedule or working hours noted above must be mutually agreed upon in writing between both parties.

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3. If City representative demands that needed two-person repair work be completed during overtime hours, Contractor will bill the difference between their straight time billing rate and the appropriate overtime billing rate.

4. Notification to the City representative must be made prior to removal of the elevators from normal service for maintenance, testing and adjustment.

J. Time Tickets and Machine Room Logs: Contractor shall properly fill out a time ticket each time Contractor visits the Property premises. The time ticket shall include the following minimum information:

1. Date
2. Contractor's assigned job identification number
3. Building address
4. Time spent traveling to the jobsite
5. Time spent on the jobsite
6. Total Time
7. Description of work completed
8. Material(s) provided
9. Additional costs (zone, cartage, etc.)

All entries shall be legible and complete. All time tickets are to be signed by designated building personnel and a legible copy of the signed time ticket shall be left with the City representative designated personnel.

Contractor shall provide and keep current, dated on a per visit basis, the following logs which will be located in the appropriate elevator machine rooms.

1. Maintenance Log: This log will be provided for each elevator. Contractor will insert the date in the box of the work that was completed during each maintenance visit.

2. Callback Log: This log will be provided for each elevator. Each callback answered shall be loge on the appropriate machine room callback log including corrective action.

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3. Record of Oil Usage Log: This log, per hydraulic elevator, will consist of a written record of the quantity of hydraulic fluid added to the system and emptied from leakage collection containers and pans. When the quantity of hydraulic fluid loss cannot be accounted for, the City and Elevator Consultant shall be notified and the test specified in ASME A 17.1, 8.11.3.2.1 and 8.11.3.2.2 shall be made.

4. All repair work completed on each elevator will be listed on the callback log. Any special logs provided by the City representative shall also be adhered to by Contractor.

IN LIEU OF THE TIME TICKETS MENTIONED IN PARAGRAPH "J", ITEMS 1-9, CONTRACTOR MAY USE THEIR PAPERLESS SYSTEM AS LONG AS ALL CURRENT CODE REQUIREMENTS ARE COMPLIED WITH AND CITY REPRESENTATIVE APPROVAL IS RECIEVED. CONTRACTOR SHALL PROVIDE AND WILL INCORPORATE, AS A MINIMUM, THE INFORMATION LISTED IN PARAGRAPH "J", ITEMS 1-9, OF THIS AGREEMENT.

Contractor shall be required to review quarterly, as a minimum, with the City representative's designated representative the call-back logs for this property. It is Contractor's responsibility to make arrangements for such a review.

K. Wiring Diagrams:

1. The as-built wiring diagrams for the Property are the property of the City representative and are to remain on the jobsite at all times.

2. Any circuit changes, upgrades or modifications to the system shall be noted on the wiring diagrams. Failure to comply with this requirement may result in termination of this Agreement.

3. If the Contractor's services are terminated, Contractor must provide the City representative with the corrected, updated wiring diagrams at no additional cost. Final payment to Contractor will be withheld until this requirement is met.

4. Should the City representative require legal assistance to acquire the correct and updated wiring diagrams from the terminated Contractor, all costs associated with this effort will be borne by the terminated Contractor.

L. Removal of Rubbish and Used Parts:

1. Contractor shall remove from the Property premises all rubbish generated in performing the work specified by this Agreement.

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2. Any part or component of the Elevator Equipment that is replaced under the terms of this Agreement shall become the property of Contractor and, as such, shall be promptly removed from the Property premises at Contractor's expense.

3. Contractor agrees to dispose of the aforementioned equipment and rubbish in accordance with any and all applicable Federal, City, State and Municipal environmental regulations. Contractor further accepts all liability that may result from disposing of said material(s) including any hazardous materials. Material(s) shall not be disposed of at the Property premises.

M. City representative's Right to Inspect and Require Work: The City's representative and/or City representative's authorized representative reserves the right to make inspections and tests to ascertain that the requirements of this Agreement are being fulfilled. Upon request, all logs and trouble call history shall be provided for City representative's review.

N. Policies: Contractor shall provide at all times adequate and expert managerial and administrative supervision for its employee(s) that provide preventative maintenance support at the Property premises. Contractor agrees that all persons working for or on behalf of Contractor whose duties bring them upon the Property premises shall obey rules and regulations that are established by the City representative and shall comply with the reasonable directions of its officers and representatives. Contractor shall provide sufficient back up in times of staff shortages due to vacation, illness and inclement weather. All service personnel must wear clean and presentable uniforms with Contractor's name and employee's name. At the discretion of the City representative, it may also be required that proof of employment in the form of laminated identification badge containing the individuals name, signature and recent photograph be worn. Such badges shall be provided by Contractor at no additional charge if requested by the City representative.

O. Work Not Covered By Contract: Contractor shall not be required under this Agreement to install new attachments as may be recommended or directed by insurance companies, Federal, State, Municipal or Governmental authorities, subsequent to the date of this Agreement, unless compensated for such installation. Contractor shall not be responsible for the following work:

1. Repairs because of negligence, accident, misuse or vandalism to the Elevator Equipment by anyone other than Contractor, his employees, subcontractors, servants or agents, or other causes beyond Contractor's control except ordinary wear and tear.

a. Any misuse call, act of God, or any other charge that will initiate extra billing from the Contractor to the City must be approved by the City representative in

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writing prior to the work being started. These billings will be at the full rates included in Exhibit B.

2. Repair or replacement of building items, hoistway or machine room walls and floors, car enclosures, car finish, floor materials, hoistway entrance frames, doors and sills (sills will NOT be excluded from this Contract if replacement is due to lack of proper maintenance of the door gibs), signal faceplates, underground feedlines, underground cylinders, wiring or conduits, pit sump pumps, emergency generators, air conditioners, and smoke and heat detectors except in local jurisdictions where the smoke and heat detectors are required to be maintained by the Elevator Contractor.

3. Main line and auxiliary disconnect switches, fuses and feeders to the control panels.

4. 110 volt lamps for the car and machine room illumination.

5. Safety Tests, other than those specified herein.

6. Servicing of the following Elevator Equipment: car enclosures (including removable panels, door panels, car gates, plenum chambers, hung ceilings, light diffusers, light tubes and 110 volt bulbs, mirrors and carpets, hoistway enclosures, hoistway gates, doors, frames, and sills). Contractor must notify City reprehensive should any of the above items need replacement. City representative's approval of any additional work must be in writing before the Contractor proceeds.

In the event modifications and additions have been made to the Elevator Equipment by other contractors and because of such modifications and/or additions, such Elevator Equipment is not operating properly, or does not meet appropriate code requirements, Contractor shall not be responsible to correct said alterations or modifications without compensation. Contractor will maintain the existing system to its as-built design. Contractor will conduct tests of these circuits or alterations in the presence of the City representative to determine code compliance and proper operation.

P. Furnished by Contractor:

1. All standard expendable or consumable maintenance items.

Q. Furnished by City:

1. Sanitary facilities.

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2. Electrical power for small tools in the work area.

R. Performance Schedule and Sequence of Work:

1. Contractor shall commence maintenance on each piece of Elevator Equipment described in the Equipment Identification on the Commencement Date.

2. Contractor shall perform additional work as requested from time to time by the City representative's written authorization. The City representative will provide a description of additional work to be performed. Contractor will provide an estimate of cost to perform the additional work. Contractor's authorization to commence such additional work shall be a signed written proposal executed by the City representative.

V. Contractor's License: Contractor certifies that it is licensed in the state and jurisdiction the service(s) specified herein are to be performed and that the license will be maintained current and valid throughout the life of this Agreement.

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EXHIBIT B: COST OF SERVICES

Elevator Inspection and Maintenance Billing Rates (including Prevailing wages)

Quantity	Equipment Description	Monthly Inspection Rate
One (1)	3-stop Hydraulic Passenger Elevator at City Hall (1414 Mission St.)	$225.00
One (1)	2-stop Hydraulic Passenger Elevator at The Library (1100 Oxley St.)	$225.00
One (1)	Kone Eco Space Traction Passenger Elevator at Garfield Reservoir (416 Garfield Ave.)	$275.00
One (1)	Wheel Chair Lift at War Memorial (435 Fair Oaks)	$225.00
One (1)	Dumbwaiter Public Works Yard (825 Mission St.)	$225.00

FULL MONTHLY MAINTENANCE SERVICE CHARGE (5) Locations : $1,175.00

Hourly Type	**Date Range**	**Time Range**	**Call Out Rate**
Straight Time	Monday-Friday	7:00am-3:30pm	$ 485.00 an hour minimum of 2 Hr.
OT	Monday-Friday After 3:30 pm & Saturday	3:30pm & Saturday	$ 830.00 an hour minimum of 2 Hr. (-345.00) an hour Service account discount = $485.00
Double OT	Sunday	Sunday	$ 970.00 an hour minimum of 2 Hr. (-485.00) an hour Service account discount = $485.00

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TREELEV-01 TMCGRATH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Belmont Insurance Brokerage, Inc. 123 N Wacker Drive. Suite 1025 Chicago, IL 60606	CONTACT NAME: Taylor McGrath PHONE (A/C, No, Ext): (773) 560-4186 FAX (A/C, No): E-MAIL ADDRESS: coi@trustbelmont.com
INSURED TRE Elevator Corporation 16521 Saticoy Street Van Nuys, CA 91406	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Great American Insurance Company — 16691 INSURER B : National Union Fire Insurance Company Of Pittsburgh, P — 19445 INSURER C : Insurance Company Of The West — 27847 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC X OTHER: PER ELEVATOR			GLP132463408	5/4/2025	5/4/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Policy Cap	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 4,000,000 $ 4,000,000 $ 10,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
B	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			BE033576113	5/4/2025	5/4/2026	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WIL 5056441 05	7/29/2025	7/29/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: all operations
1100 Oxley Street, South Pasadena, CA 91030
1414 Mission Street, South Pasadena, CA 91030
825 Mission Street, South Pasadena, CA 91030
435 Fair Oaks, South Pasadena, CA 91030

The City of South Pasadena, its officers and employees, shall be listed as an Additional Insured on a primary and non-contributory basis in regards to the
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

The City of South Pasadena
1414 Mission St.,
South Pasadena, CA 91030

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/19/2025

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	MARTIN GUTIERRES AGENCY 7147 WOODLEY AVE VAN NUYS, CA 91406 1414 MISSION ST. ISSI(1414 MISSI(
INSURED	TRE ELEVATOR CORPORATION 16521 SATICOY STREET VAN NUYS, CA 91406 1414 MISSION ST. ISSI(1414 MISSI(

CONTACT NAME:	MARTIN GUTIERRES
PHONE (A/C, No, Ext):	818 830 7900
FAX (A/C, No):	
E-MAIL ADDRESS:	MARTIN.GUTIERRES.LQRS@STATEFARM.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Mutual Automobile Insurance Company	25178
INSURER B : State Farm Mutual Automobile Insurance Company	
INSURER C : State Farm Mutual Automobile Insurance Company	
INSURER D : State Farm Mutual Automobile Insurance Company	
INSURER E : State Farm Mutual Automobile Insurance Company	
INSURER F : State Farm Mutual Automobile Insurance Company	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
A	AUTOMOBILE LIABILITY			773 9484-F20-75	06/20/2025	06/20/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	☒ COMP 1000 ☒ COLL 1000							$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE ☐ OTH-ER	$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: ALL OPERATIONS
1100 OXLEY ST, SOUTH PASADENA, CA 91030;1414 MISSION ST, SOUTH PASADENA, CA 91030;825 MISSION ST, SOUTH PASADENA, CA 91013;
435 FAIR OAKS, SOUTH PASADENA, CA 91013

The City of South Pasadena, its officers and employees shall be included as named insured with primary non contributory verbiage and waiver of subrogation

CERTIFICATE HOLDER

THE CITY OF SOUTH PASADENA
1414 MISSION ST.
SOUTH PASADENA, CA 91030

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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State Farm Mutual Automobile Insurance Company

NAMED INSURED	POLICY NUMBER AND INFORMATION
TRE ELEVATOR CORPORATION 16521 SATICOY STREET VAN NUYS , CA 91406	MUTUAL AUTO 773 9484-F20-75
POLICY PERIOD	ADDITIONAL INSURED
JUNE 20, 2025 TO JUNE 20, 2026	The City of South Pasadena, its officers and employees

ADDITIONAL INSURED'S NOTICE OF COVERAGE

The policy shown above includes the following additional insured endorsement and identifies your third parties interest in the described policy to the extent of the insurance provided and subject to all policy provisions

6028BU - ADDITIONAL INSURED
This policy also includes the following Waiver of Subrogation endorsement:

6196AA - WAIVER OF SUBROGATION UNDER THE LIABILITY COVERAGE

This endorsement is a part of the policy. Except for the changes this endorsement makes, all other provisions of the policy remain the same and apply to this endorsement.

1. A ***person*** or organization as an Additional Insured is provided Liability Coverage, but only to the extent that ***person*** or organization qualifies as an ***insured*** as defined in Liability Coverage.
2. An Additional Insured has the same right of recovery under Liability Coverage
3. If Liability Coverage is changed or terminated as to the interest of the Additional Insured, ***we*** will provide the Additional Insured:
   a. 10 days notice of such change or termination if the policy is nonrenewed or the cancellation is for nonpayment of premium; and
   b. 20 days notice of such change or termination if the cancellation is for any reason other than nonpayment of premium.

This insurance is primary with respect to Liability Coverage claims
arising out of the ownership, maintenance, or use of the vehicles.
This insurance is non-contributory, but only with respect to the entity listed for the Waiver of Subrogation Under the Liability Coverage endorsement and with that entity's insurer(s), for Liability Coverage claims arising out of the ownership, maintenance, or use of the vehicle.
The third party will be given 10 days' notice if the policy is terminated. Until such notice is provided,

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it shall be presumed that the required renewal premiums have been paid.
You must notify us within 10 days of any change of interest or ownership coming to your a coming to your attention. Failure to do so will render this policy null and void.

City Council Agenda Report

ITEM NO. 18

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Michael Lau, CIP Project Manager

SUBJECT: **CONSIDERATION OF THE AWARD OF A CONSTRUCTION CONTRACT TO ROY ALLAN SLURRY SEAL, INC. IN AN AMOUNT NOT TO EXCEED $413,810 FOR THE FY26-27 RESIDENTIAL SLURRY SEAL PROJECT (PROJECT NO. 5242)**

Recommendation

It is recommended that the City Council:

a. Approve the plans and specifications (Attachment No. 1) for the FY26-27 Residential Slurry Seal Project (Project);
b. Award a construction contract (Attachment No. 2) to Roy Allan Slurry Seal, Inc. for construction services for the Project not to exceed $413,810.00, including the proposed bid amount of $344,843.00 and a 20% contingency of $68,967.00; and
c. Reject all other bids received;
d. Find that the Project is categorical exempt from CEQA pursuant to Section 15301, Class 1 "existing facilities." and;
e. Authorize the City Manager to execute the Contract and all related documents.

Executive Summary

The City's Fiscal Year 2026-2027 Capital Improvement Program includes the annual slurry seal program. This item proposes the approval of a construction contract to initiate FY26-27 Residential Slurry Seal project which will provide roadway maintenance to residential streets on Grand Avenue north of Mission Street and adjacent side streets as shown on the Project Map (Attachment No. 3).

Background

On July 20, 2026, a Professional Service Agreement was issued to Alta Planning + Design for the development of plans for striping and signage for the FY26-27 Residential Slurry Seal Project. Final plans, specifications, and estimate were submitted to the City on August 31, 2026.

Analysis

The City's Annual Slurry Seal Program is a preventative maintenance program designed to extend the useful life of City streets and reduce the need for more costly pavement repairs in the future. Streets are selected using Pavement Condition Index (PCI) data, with slurry seal

applied to streets that remain structurally sound but are beginning to show signs of surface wear and deterioration.

The Project consists of asphalt concrete removal and replacement, crack sealing, slurry sealing, thermoplastic traffic striping, markings, legends, installation of retroreflective pavement markers, traffic & pedestrian control, construction surveying and monument restoration, stormwater compliance and all appurtenant work thereto necessary for the proper construction of the slurry seal preventative maintenance improvements along Grand Avenue and select side streets north of Mission Street.

STREET NAME	LIMITS	CENTERLINE MILES
ADELAINE AVE	MISSION ST TO MAGNOLIA ST	0.11
ARROYO VISTA	ARROYO DR TO FOREST AVE	0.05
CHARTER OAK	GRAND AVE TO ORANGE GROVE	0.15
FOREST AVE	MAGNOLIA ST TO ARROYO VISTA PL	0.08
GRAND AVE	STERLING PL TO HERMOSA ST	0.18
GRAND AVE	HERMOSA ST TO N CITY LIMITS	0.13
GRAND AVE	CHARTER OAK TO STERLING PL	0.07
GRAND AVE	MISSION ST TO CHARTER OAK	0.19
HERMOSA ST	ARROYO DR TO GRAND AVE	0.13
MAGNOLIA ST	ARROYO DR TO GRAND AVE	0.16
MAGNOLIA ST	GRAND AVE TO ORANGE GROVE	0.15
MISSION ST	GRAND AVE TO ORANGE GROVE	0.15
TOTAL		**1.56**

In addition to replacement of all existing striping, existing Class II bike lane striping will be restored as well as the addition of several stop signs and limit bars at side street intersections along Grand Avenue.

Procurement Process
South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XI describes the City's purchasing rules. Specifically, SPMC Section 2.99-39 defines the purchasing procedure to award a Public Works Contract to the lowest responsible bidder. Contracts resulting from competitive bidding are awarded based on the lowest responsible bidder who submitted a bid that was responsive to the solicitation request. A bid is considered to be responsive if it conforms in all material respects to the solicitation requirements, and a bidder is considered to be responsible if they possess the demonstrated ability, capacity, experience and skill to provide the goods and/or services required by the solicitation.

The Public Works Department solicited bids from contractors through a Notice Inviting Bids posted on the PlanetBids website on September 4, 2026. In addition, the solicitation was advertised on the Dodge Construction Network, Bid America, and Kern County Builders Exchange. The Notice Inviting Bids was also published in the South Pasadena Review on September 4, 2026. The advertisement included the plans, specifications and engineer’s estimate, and other contract documents. One Hundred Four (104) firms were notified of the proposal opportunity through PlanetBids, in addition to the notification that occurred from the other project bid sites.

Proposals were received through September 23, 2026, from the following five (5) firms:

Bidder No.	Bidder	Bid Amount
1	Roy Allan Slurry Seal, Inc.	$344,843.00
2	Pavement Coatings Co.	$349,568.00
3	All American Asphalt	$383,162.55
4	American Asphalt South, Inc.	$427,083.00
5	Hardy & Harper, Inc.	$434,000.00

Recommended Award
Roy Allan Slurry Seal, Inc. is located in the City of Santa Fe Springs, California and is the lowest responsive bidder. Roy Allan Slurry Seal, Inc. has previously preformed similarly scoped work in the City successfully. Reference checks to the City of Placentia and City of Murrieta provided excellent reviews of workmanship and contractor conduct. They have extensive experience in pavement maintenance and repair and are appropriately licensed and qualified to perform the work. Therefore, staff recommends that the City Council award a construction contract to Roy Allan Slurry Seal, Inc. for construction services for the Project not to exceed $413,810.00.

The Project plans and specifications were prepared by a registered engineer with Alta Planning + Design and conform to current professional engineering standards. The City's engineer has reviewed the plans and specifications for the Project and finds that the design is reasonable and also meets professional engineering standards. Therefore, the City Engineer recommends that the City Council approve the plan and specifications (Attachment 1).

Fiscal Impact
Funding for this project is included in the FY 2026-2027 Adopted Budget under the FY26-27 Residential Slurry Seal Project (No. 5242), with $450,000 budgeted in Project Account No. 237-9008-9028-8170-000.

BUDGET		
SOURCE	**Account Number**	**Allocation**
Road Maintenance and Rehabilitation (SB1)	237-9008-9028-8170-000	$450,000
Total Sources:	**237-9008-9028-8170-000**	**$450,000**
EXPENSE		
Activity	**Account Number**	**Cost**
Design	237-9008-9028-8170-000	$29,000
Construction	237-9008-9028-8170-000	$344,843
Contingency (20%)	237-9008-9028-8170-000	$68,967
Expenditures-to-Date		
Planning/Design	237-9008-9028-8170-000	$29,000
Total Estimated Expense		**$422,810**

No additional appropriation is required.

Key Performance Indicators and Strategic Plan
This item is related to roadway maintenance services and is associated with a Council Priority 2A (Infrastructure – Streets)

Commission Review and Recommendation
This item was presented to Public Works Infrastructure Commission (PWIC) and the public due to past opposition to the bike lane striping and other improvements implemented in 2023 under the Residential Slow Streets pilot program.

In July 2026, this project was presented to PWIC to review restriping plans. The Public Works Infrastructure Commission recommended to restore existing Class II bike lane striping along Grand Ave, in adherence to the June 2024 council decision to permanently approve and maintain bike lanes along Grand Ave.

Public Notification
Public notification of this item will be provided through the standard City Council agenda posting process. The procurement opportunity was distributed through the City's solicitation process.

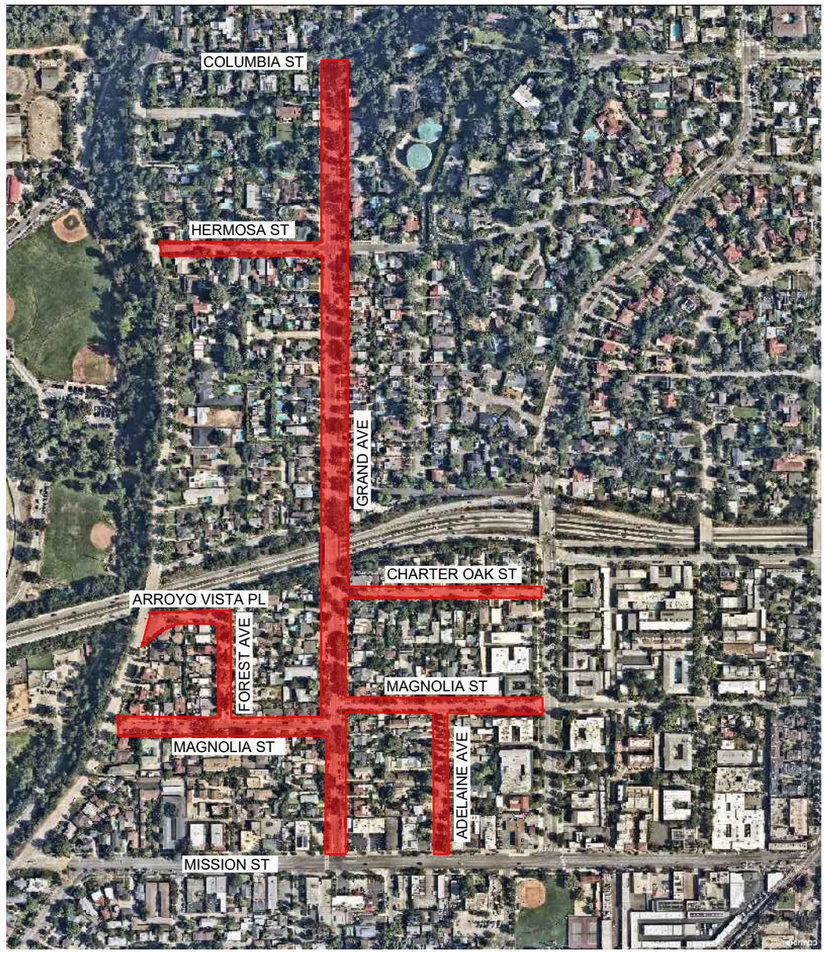
Environmental Analysis
Street maintenance services on existing infrastructure is exempt from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class 1 "existing facilities."

Attachment:
Attachment No. 1 - Project Plans and Specifications
Attachment No. 2- Draft Construction Contract
Attachment No. 3 - Map of Streets

CITY OF SOUTH PASADENA

COUNTY OF LOS ANGELES, CALIFORNIA

FY 26/27 SLURRY SEAL
STRIPING AND SIGNAGE PLANS



LOCATION MAP
NOT TO SCALE

SHEET INDEX

SHEET NO.	DRAWING NO.	SHEET TITLE
1	CV-01	COVER SHEET
2	G-01	GENERAL NOTES & SUMMARY OF QUANTITIES
SIGNING AND STRIPING PLANS		
3 - 5	S-01 TO S-03	GRAND AVENUE
6	S-04	HERMOSA ST AND CHARTER OAK ST
7	S-05	ARROYO VISTA PLACE AND FOREST AVENUE
8	S-06	MAGNOLIA STREET
9	S-07	ADELAINE AVENUE

PROJECT NO: 2600.820
DESIGNED BY: CD
DRAWN BY: CD
REVIEWED BY: MS
DATE: 8.28.2026
SCALE:

ISSUE

MARK	DESCRIPTION	DATE	INTIAL

811 Know what's **below.** **Call** before you dig.

FY 26/27 SLURRY SEAL
STRIPING AND SIGNAGE PLANS

alta
617 W 7th Street, #1103 | Los Angeles, CA 90017
1 (888) 282-1283 | altago.com

SHEET TITLE
CITY OF SOUTH PASADENA, CA
COVER SHEET

SHEET NO.
CV-01
01 OF 09

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GENERAL NOTES:

1. ALL SIGNING AND STRIPING WORK SHALL BE DONE IN ACCORDANCE WITH THE CALTRANS STANDARD SPECIFICATIONS AND CA MUTCD, LATEST EDITION.
2. THIS PLAN IS ACCURATE FOR SIGNING AND STRIPING WORK ONLY.
3. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL SIGNS AND MARKINGS IN THE FIELD AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES BEFORE INSTALLATION.
4. ALL STRIPING AND MARKINGS SHALL BE THERMOPLASTIC PER CALTRANS STANDARD SPECIFICATION, SECTION 84-2.02C.
5. ALL STRIPING SHALL BE WHITE UNLESS NOTED OTHERWISE ON PLAN OR PER STANDARD DETAIL.
6. ALL EXISTING TRAFFIC STRIPING, PAVEMENT MARKINGS, AND PAINTED RED CURB WITHIN THE SLURRY SEAL LIMITS SHALL BE REMOVED PRIOR TO SLURRY SEAL APPLICATION BY GRINDING OR OTHER MEANS APPROVED BY THE CITY. ALL DEBRIS SHALL BE COLLECTED AND REMOVED. FOLLOWING SLURRY SEAL APPLICATION, THE CONTRACTOR SHALL INSTALL TRAFFIC STRIPING, PAVEMENT MARKINGS, AND PAINTED RED CURB AS SHOWN ON THE PLANS. EXISTING STRIPING AND MARKINGS OUTSIDE THE SLURRY SEAL LIMITS SHALL BE PROTECTED IN PLACE, AND ANY DAMAGE SHALL BE RESTORED TO NEW CONDITION AT THE CONTRACTOR'S EXPENSE.
7. EXISTING SIGNS THAT INTERFERE WITH CONSTRUCTION ACTIVITIES SHALL BE TEMPORARILY RELOCATED ONLY WITH PRIOR APPROVAL FROM THE CITY OR ENGINEER. TEMPORARILY RELOCATED SIGNS SHALL REMAIN VISIBLE AND EFFECTIVE AT ALL TIMES. UPON COMPLETION OF CONSTRUCTION, THE CONTRACTOR SHALL REINSTALL THE SIGNS AT THEIR ORIGINAL LOCATIONS, UNLESS OTHERWISE DIRECTED BY THE CITY OR ENGINEER.
8. PROTECT IN PLACE SIGNAGE NOT IDENTIFIED IN THIS PLAN WHICH DOES NOT INTERFERE WITH CONSTRUCTION ACTIVITIES.
9. ALL REMOVED/REPLACED SIGNAGE TO BE RETAINED AND TURNED OVER TO THE CITY.
10. ALL STOP BARS, STOP LEGENDS, CROSSWALKS, BIKE LANE MARKINGS, AND OTHER REGULATORY OR SAFETY-RELATED PAVEMENT MARKINGS AFFECTED BY THE SLURRY SEAL WORK SHALL BE RESTORED PROMPTLY AFTER SLURRY SEAL APPLICATION. IF FINAL THERMOPLASTIC INSTALLATION IS DELAYED, TEMPORARY PAVEMENT MARKINGS SHALL BE INSTALLED AS NECESSARY TO MAINTAIN SAFE AND LEGAL TRAFFIC OPERATION UNTIL FINAL MARKINGS ARE INSTALLED.
11. FOR POST INSTALLATION, REFER TO CALTRANS STANDARD PLANS RS5 AND RS6.
12. STREET NAME SIGNS IDENTIFIED FOR REPLACEMENT SHALL CONFORM TO THE CITY OF SOUTH PASADENA'S CURRENT STANDARD TEMPLATE.

SUMMARY OF QUANTITIES

Bid #	Item	Quantity	Unit
Signing & Striping Improvements			
3	*4" Solid White Stripe*	10,207	LF
4	*4" White Stripe (3' Seg, 9' Gap)*	401	LF
5	*12" Solid White Limit Line*	272	LF
6	*12" Solid Crosswalk*	179	LF
7	*4" Solid Yellow Stripe*	240	LF
8	*Bike Lane Symbol Without Person*	7	SF
9	*Green Colored Pavement Marking*	77	SF
10	*Bike Lane Arrow and Symbol*	315	SF
11	*Arrow Pavement Marking, Type IV*	15	SF
12	*Arrow Pavement Marking, Type VII*	27	SF
13	*"25" Pavment Marking*	35	SF
14	*"STOP" Pavement Marking*	418	SF
15	*"AHEAD" Pavement Marking*	62	SF
16	*Red Curb Paint*	540	LF
17	*Street Name Sign on Existing Post*	10	EA
18	*R1-1 on Existing Post*	3	EA
19	*R1-1 on New Post*	3	EA

LEGEND:

LIMITS OF SLURRY SEAL

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PROJECT NO: 2600.820
DESIGNED BY: CD
DRAWN BY: CD
REVIEWED BY: MF
DATE: 8.31.2026
SCALE:

ISSUE

MARK	DESCRIPTION	DATE	INTIAL

811 Know what's **below.** **Call** before you dig.

FY 26/27 SLURRY SEAL
STRIPING AND SIGNAGE PLANS

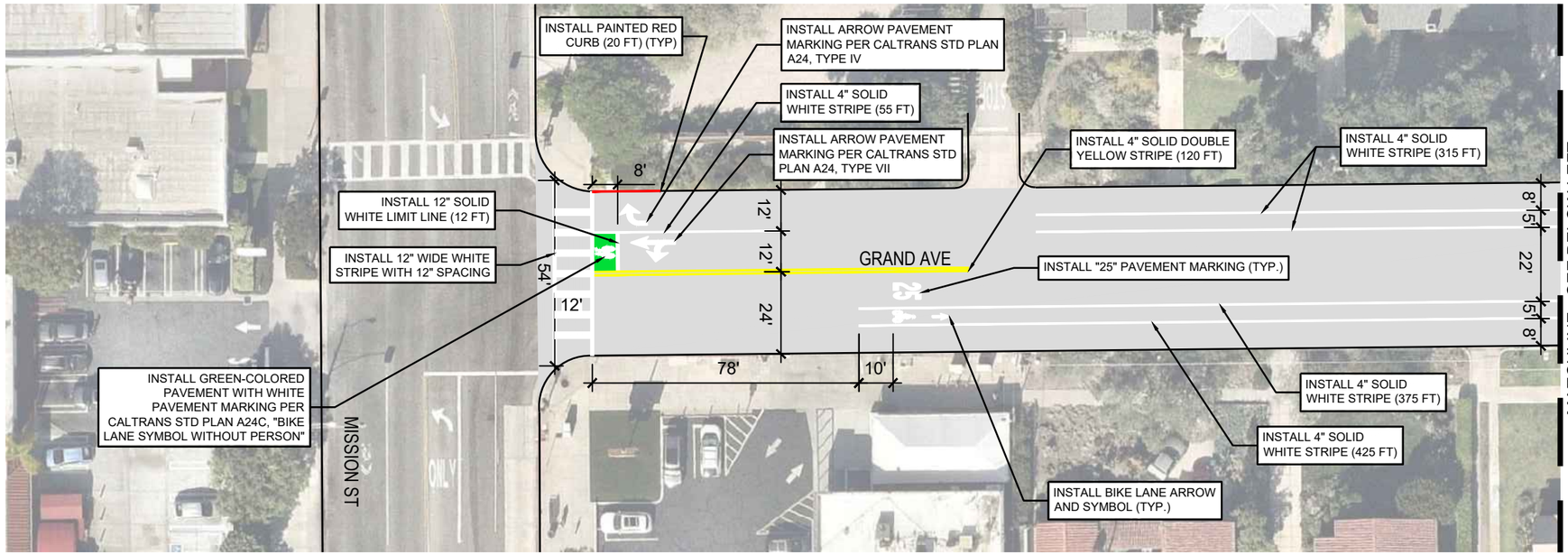
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SHEET TITLE
CITY OF SOUTH PASADENA, CA
GENERAL NOTES AND SUMMARY OF QUANTITIES

SHEET NO.
G-01
02 OF 09

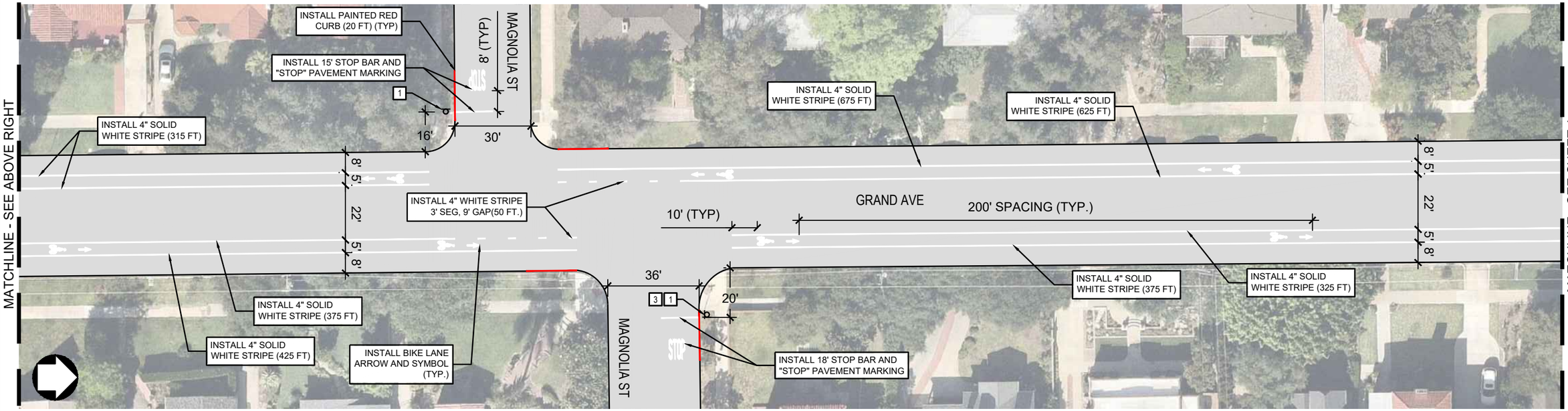
SIGNING AND STRIPING NOTES

1. INSTALL NEW R1-1 SIGN ON EXISTING SIGN POST
2. INSTALL NEW R1-1 SIGN ON NEW SIGN POST
3. REPLACE STREET NAME SIGNS ON EXISTING SIGN POST



PLAN 1A

SCALE: 1" = 40'



0 40' 80'

Scale: 1" = 40'

PLAN 1B

SCALE: 1" = 40'

PROJECT NO:	2600.820
DESIGNED BY:	CD
DRAWN BY:	CD
REVIEWED BY:	MS
DATE:	8.31.2026
SCALE:	

ISSUE

MARK	DESCRIPTION	DATE	INTIAL

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FY 26/27 SLURRY SEAL STRIPING AND SIGNAGE PLANS

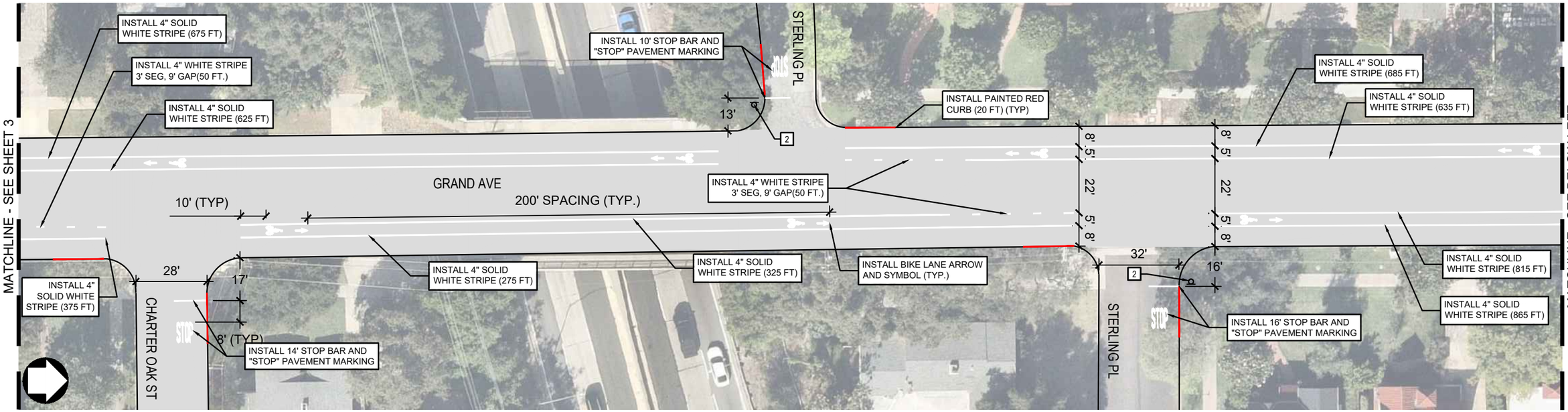
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CITY OF SOUTH PASADENA, CA

SHEET TITLE: GRAND AVENUE

SHEET NO.: **S-01**

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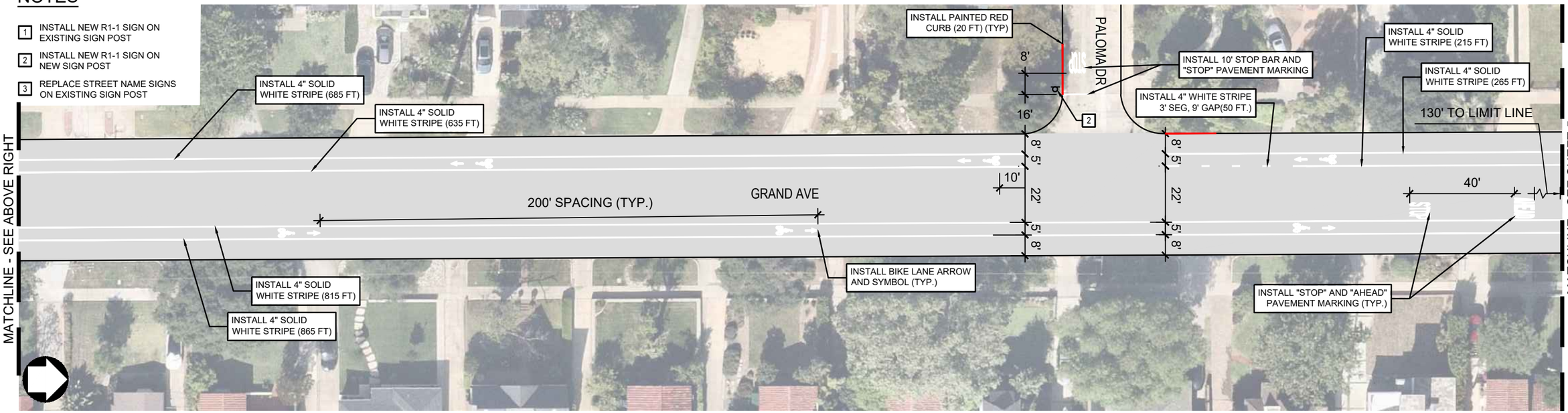


PLAN 2A

SCALE: 1" = 40'

SIGNING AND STRIPING NOTES

1. INSTALL NEW R1-1 SIGN ON EXISTING SIGN POST
2. INSTALL NEW R1-1 SIGN ON NEW SIGN POST
3. REPLACE STREET NAME SIGNS ON EXISTING SIGN POST



0 40' 80'

Scale: 1" = 40'

PLAN 2B

SCALE: 1" = 40'

PROJECT NO:	2600.820
DESIGNED BY:	CD
DRAWN BY:	CD
REVIEWED BY:	MS
DATE:	8.31.2026
SCALE:	

ISSUE

MARK	DESCRIPTION	DATE	INTIAL

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SHEET TITLE

CITY OF SOUTH PASADENA, CA

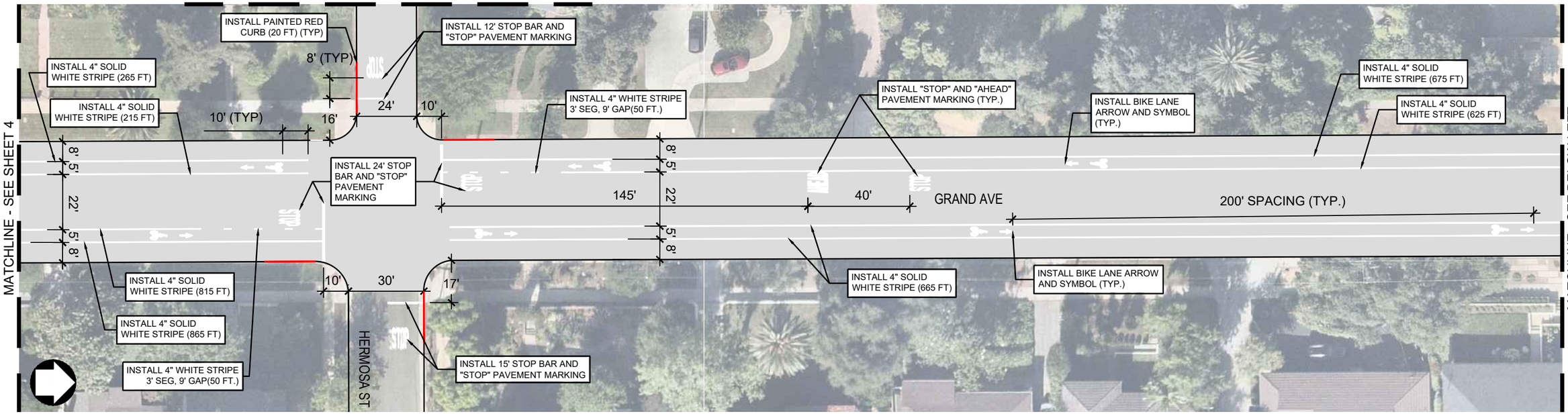
GRAND AVENUE

SHEET NO.

S-02

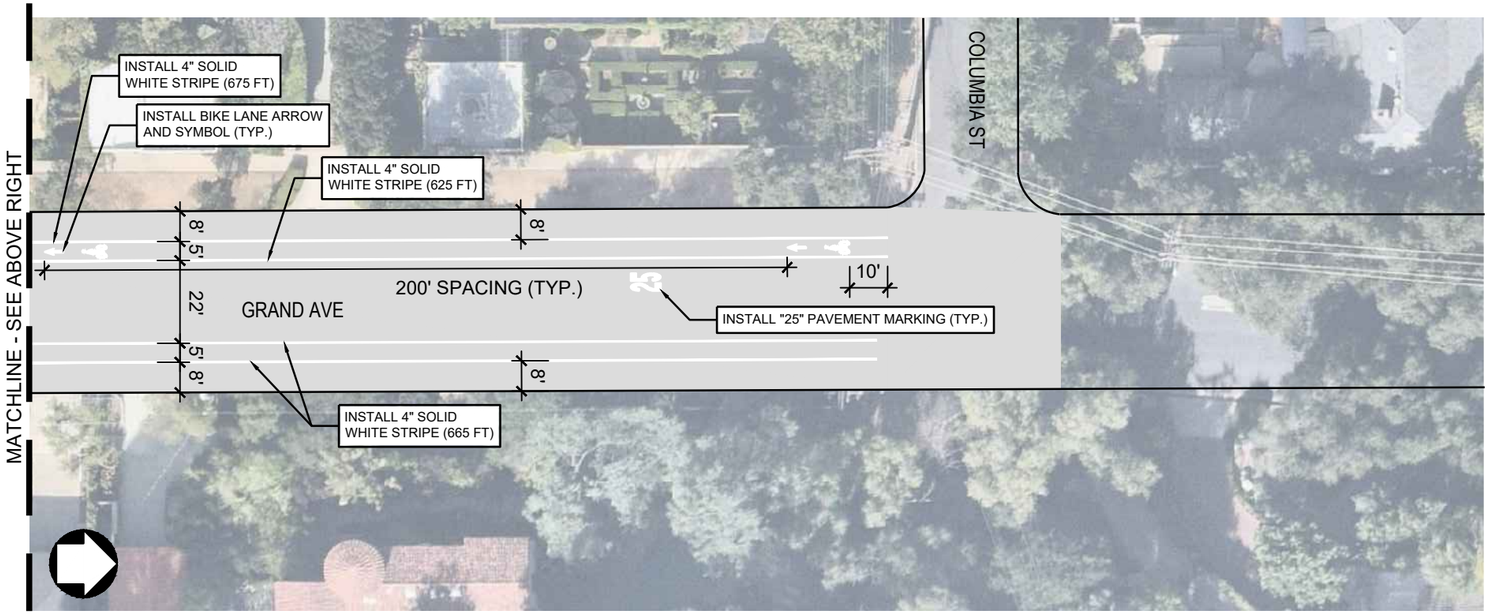
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MATCHLINE - SEE SHEET 6



PLAN 3A

SCALE: 1" = 40'



PLAN 3B

SCALE: 1" = 40'

PROJECT NO:	2600.820
DESIGNED BY:	CD
DRAWN BY:	CD
REVIEWED BY:	MS
DATE:	8.31.2026
SCALE:	

ISSUE

MARK	DESCRIPTION	DATE	INTIAL

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SHEET TITLE

CITY OF SOUTH PASADENA, CA

GRAND AVENUE

SHEET NO.

S-03

05 OF 09

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PLAN 4A

SCALE: 1" = 40'



PLAN 4B

SCALE: 1" = 40'

0 40' 80'

Scale: 1" = 40'

PROJECT NO:	2600.820
DESIGNED BY:	CD
DRAWN BY:	CD
REVIEWED BY:	MS
DATE:	8.31.2026
SCALE:	

ISSUE

MARK	DESCRIPTION	DATE	INTIAL

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SHEET TITLE

CITY OF SOUTH PASADENA, CA

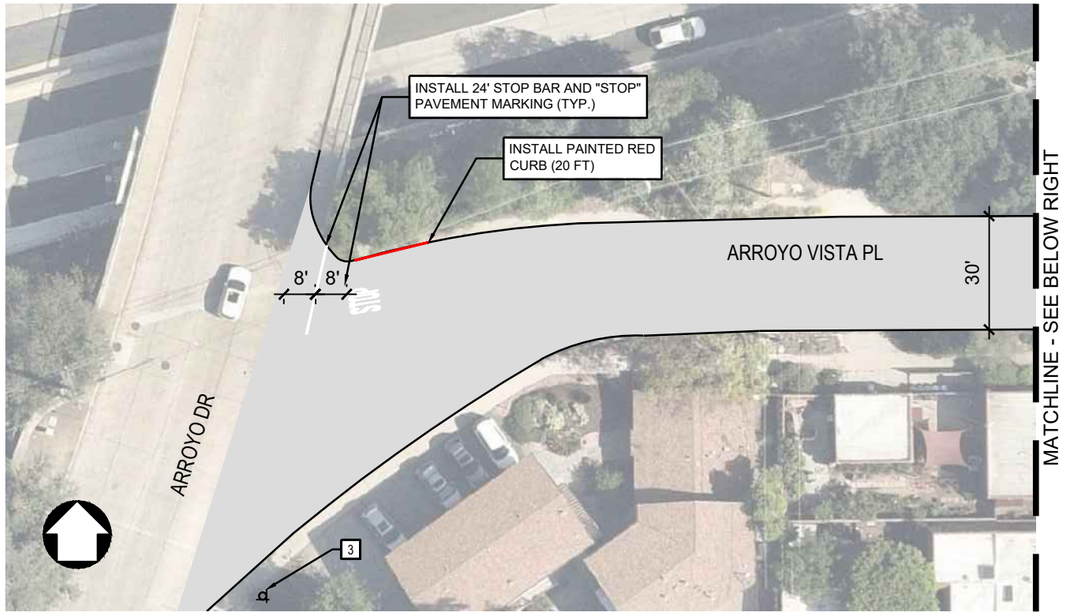
HERMOSA ST AND CHARTER OAK ST

SHEET NO.

S-04

06 OF 09

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PLAN 5A
SCALE: 1" = 40'

SIGNING AND STRIPING NOTES

1. INSTALL NEW R1-1 SIGN ON EXISTING SIGN POST
2. INSTALL NEW R1-1 SIGN ON NEW SIGN POST
3. REPLACE STREET NAME SIGNS ON EXISTING SIGN POST



PLAN 5B
SCALE: 1" = 40'

0 40' 80'
Scale: 1" = 40'

PROJECT NO:	2600.820
DESIGNED BY:	CD
DRAWN BY:	CD
REVIEWED BY:	MS
DATE:	8.31.2026
SCALE:	

ISSUE

MARK	DESCRIPTION	DATE	INTIAL

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FY 26/27 SLURRY SEAL
STRIPING AND SIGNAGE PLANS

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CITY OF SOUTH PASADENA, CA

SHEET TITLE
ARROYO VISTA PLACE AND FOREST AVENUE

SHEET NO.
S-05
07 OF 09

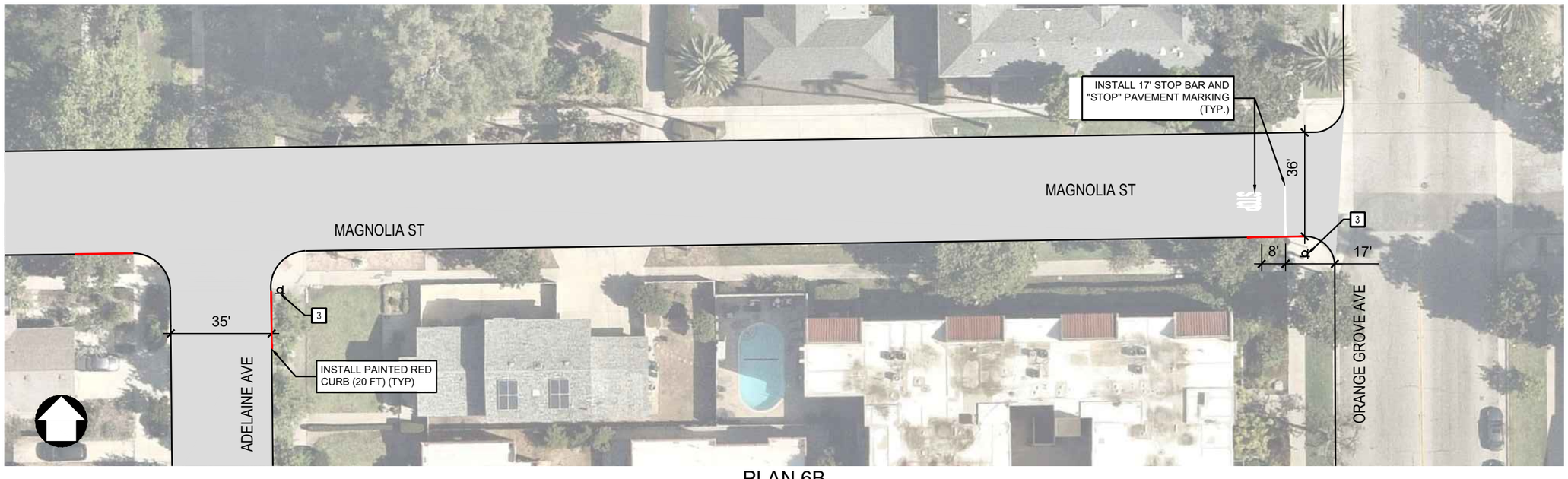
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PLAN 6A
SCALE: 1" = 40'

SIGNING AND STRIPING NOTES

1. INSTALL NEW R1-1 SIGN ON EXISTING SIGN POST
2. INSTALL NEW R1-1 SIGN ON NEW SIGN POST
3. REPLACE STREET NAME SIGNS ON EXISTING SIGN POST



PLAN 6B
SCALE: 1" = 40'

0 40' 80'
Scale: 1" = 40'

PROJECT NO:	2600.820
DESIGNED BY:	CD
DRAWN BY:	CD
REVIEWED BY:	MS
DATE:	8.31.2026
SCALE:	

ISSUE

MARK	DESCRIPTION	DATE	INTIAL

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SHEET TITLE
CITY OF SOUTH PASADENA, CA
MAGNOLIA STREET

SHEET NO.
S-06
08 OF 09

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PLAN 7

SCALE: 1" = 40'

0 40' 80'

Scale: 1" = 40'

PROJECT NO: 2600.820
DESIGNED BY: CD
DRAWN BY: CD
REVIEWED BY: MS
DATE: 8.31.2026
SCALE:

ISSUE

MARK	DESCRIPTION	DATE	INTIAL

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STRIPING AND SIGNAGE PLANS

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SHEET TITLE

CITY OF SOUTH PASADENA, CA

ADELAINE AVENUE

SHEET NO.

S-07

09 OF 09

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Public Works Project Bid Packet

FY 26-27 RESIDENTIAL SLURRY SEAL
PROJECT NO. 005242
CITY OF SOUTH PASADENA
Public Works Department

Purpose:	Construction, repair, improvements etc. of public buildings or property
Value:	Over $200,000
Bidding:	Formal Bid Process in accordance with South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XIII Awarding Public Works Contracts and the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 et seq.)

Required Documents Checklist:

- □ Notice Inviting Sealed Bids
- □ Instruction to Bidders
- □ Proposal Information and Documents
- □ Contract Information and Documents
- □ Standard Specifications
- □ Special Provisions Part 1 through 9
- □ Appendices

Mandatory Forms Checklist:

- □ Bid Proposal
- □ Bid Schedule
- □ Bid Bond & Certificate of Acknowledgment or Bid Guarantee
- □ Bidder Information
- □ Experience Statement
- □ Designation of Suppliers and Subcontractors
- □ Statement Regarding Insurance Coverage
- □ Statement Regarding Contractor's Licensing Laws
- □ Non-Collusion Affidavit

Documents Required Upon Award:

- □ Contract Agreement & Certificate of Acknowledgment
- □ Payment Bond & Certificate of Acknowledgment
- □ Faithful Performance Bond & Certificate of Acknowledgment
- □ Maintenance Bond & Certificate of Acknowledgment
- □ Worker's Compensation Insurance Certificate
- □ Endorsements to Insurance Policy

Approved for use on June 7, 2023
294856.v3

NOTICE INVITING BIDS AND CONTRACT DOCUMENTS

FOR

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Prepared and Approved by:
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7240

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IN THE CITY OF SOUTH PASADENA, CALIFORNIA

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SECTION A – NOTICE INVITING SEALED BIDS

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242

IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Contract Award Schedule

Notice Inviting Proposals	Friday, September 4, 2026
Optional Pre-Bid Meeting	10:00 a.m., Wednesday, September 9, 2026
Questions Regarding the Proposal Due	3:00 p.m., Friday, September 11, 2026
Addendum Posted on CITY's Plant Bids System	3:00 p.m., Friday, September 18, 2026
Proposal Due Date	3:00 p.m., Wednesday, September 23, 2026
Proposal Evaluation	Wednesday, September 30, 2026
CITY Council Contract Award	October 2026
Contract Execution	October 2026

The CITY reserves the right to make changes to the schedule, as deemed beneficial to the CITY's interest.

NOTICE INVITING SEALED BIDS

FY 26-27 RESIDENTIAL SLURRY SEAL
PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

PUBLIC NOTICE IS HEREBY GIVEN that the City of South Pasadena as AGENCY, invites sealed bids for the above stated project and will receive such bids through the City's online bid management system ("PlanetBids"), up to the hour of **3:00 p.m., on Wednesday the 23rd day of September 2026**. After said time, bids will be publicly posted on PlanetBids. The date and time shall be extended by no less than 72 hours if the officer, department, or Project Manager issues any material changes, additions, or deletions to the invitation later than 72 hours prior to the bid closing. Any bids received after the time specified above or any extension due to material changes shall not be considered.

Project Name: *FY 26-27 RESIDENTIAL SLURRY SEAL (PROJECT NO. 005242)*

City PlanetBids Project Bid Opportunities: https://vendors.planetbids.com/portal/44654/bo/bo-search

Project Description: The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the Specifications and Contract Documents. The work performed under this contract is summarized in the Notice Inviting Sealed Bids and includes, but is not limited to each bid item listed in the Contractor's Bid Proposal, as covered in the Standard Specifications, and as described in the corresponding items on the following pages. The work in general, to be performed pursuant to these specifications, consists of traffic control, asphalt concrete removal and replacing, crack sealing, slurry sealing, roadway restriping and applying new pavement stencils, signage, and all appurtenant work thereto necessary for the proper construction of the contemplated improvements, in accordance to Plans and Specification entitled as FY 26-27 Residential Slurry Seal Project No. 005242.

Engineer's Estimate: $275,000

There will be a link to an optional virtual pre-proposal meeting at 10:00 a.m. on Wednesday, September 9, 2026.

https://teams.microsoft.com/meet/258716389878241?p=qHhGTGoobqsiwwMEAT
Meeting ID: 258 716 389 878 241
Passcode: v3qp3JJ9

Any questions regarding the Request for Proposal shall be submitted to the Planet Bids system Online Question and Answer (Q&A) up to **3:00 p.m. Friday, September 11, 2026**. Any changes in the Request for Proposal shall be made by a written addendum, which shall be issued by the CITY to the Planet Bids system.

Bids must be submitted through the City's online bid management system ("PlanetBids"). A bidder may obtain a copies of the plans, specifications, and contract documents from PlanetBids. To the extent required by section 20103.7 of the Public Contract Code, upon request from a contractor plan room service, the City shall provide an electronic copy of the contract documents at no charge to the contractor plan room. Please Note: Prospective bidders who choose to review the contract documents at a plan room must also register with the City through PlanetBids to obtain the required contract documents if they decide to submit a bid for the Project.

It is the responsibility of each prospective bidder to download and print all contract documents for review and to verify the completeness of contract documents before submitting a bid. Any addenda will be posted on PlanetBids. It is the responsibility of each prospective bidder to check PlanetBids on a daily basis through the close of bids for any applicable addenda or updates. The City does not assume any liability or responsibility based on any defective or incomplete copying, excerpting, scanning, faxing, downloading or printing of the contract documents. Information on PlanetBids may change without notice to prospective bidders. The contract documents shall supersede any information posted or transmitted by PlanetBids.

In accordance with the provisions of California Public Contract Code § 3300, and Business and Professions Code § 7028.15(e), the AGENCY has determined that the contractor shall possess a valid Class A or B contractor's license at the time that the contract is awarded. Failure to possess the specified license shall render a bidder's bid as non-responsive and shall bar award of the contract to any bidder not possessing the specified license at the time of the award.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 2600, SACRAMENTO, CA 95826. At the time the contract is awarded, the contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material shall not be made unless and until the Registrar of Contractors verifies to the AGENCY that the records of the Contractors' State License Board indicate that the contractor was properly licensed at the time the contract was awarded. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law including, but not limited to, any appropriate disciplinary action by the Contractors' State Board. Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder. (Public Contract Code § 20103.5)

CONTRACTORS AND SUBCONTRACTORS ARE ALSO REQUIRED TO BE REGISTERED WITH THE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS FOR ANY BID PROPOSAL SUBMITTED ON OR AFTER MARCH 1, 2015, AND FOR ANY CONTRACT FOR PUBLIC WORK ENTERED INTO ON OR AFTER APRIL 1, 2015. A contractor or subcontractor shall not be qualified to bid on, be listed on a bid proposal for, or perform any public work contract unless it is currently registered with the California Department of Industrial Relations as described in Labor Code § 1725.5.

Bids must be prepared on the approved bid forms in conformance with INSTRUCTIONS TO BIDDERS and submitted through PlanetBids.

The bid must be accompanied by a bid guarantee in the amount of 10% of the total bid by THE TIME AND DATE ADVERTISED FOR THE OPENING OF BIDS. More specifically, pursuant to Public Contract Code §§ 20170 and 20171, all bids for the project shall be presented, under sealed cover and shall be accompanied by one of the following forms of bidder's security in the amount of ten percent (10%) of the bid: (a) cash; (b) a cashier's check made payable to the City of South Pasadena; (c) a certified check made payable to the City of South Pasadena; or (d) a bidder's bond executed by an admitted surety insurer, made payable to the City of South Pasadena. Such security shall be forfeited should the successful bidder to whom the contract is awarded fails to timely execute the contract and to deliver the necessary bonds and insurance certificates as specified in the contract documents. **THE BID GUARANTEE MUST BE SUBMITTED IN HARD COPY DIRECTLY TO THE CITY PRIOR TO THE SPECIFIED DATE AND TIME FOR BID OPENING AS SET FORTH IN THE INSTRUCTIONS TO BIDDERS.**

To the extent applicable, at any time during the term of the Agreement for the proposed project, the successful bidder may, at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

Pursuant to California Civil Code § 9550, a payment bond is required to be submitted for all projects estimated in excess of $25,000.00.

The AGENCY has determined that the proposed project is a public works project subject to the provisions of Labor Code § 1720 thereby requiring the Contractor to pay the prevailing wage rates for all work performed under the Contract. Accordingly, the proposed project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

The AGENCY reserves the right to reject any and all bids and to waive any minor irregularities in the proposal documents.

All questions should be submitted via PlanetBids. City staff will not respond to questions made via phone or email.

CITY OF SOUTH PASADENA

Date: September 1, 2026

By: _____

Julian Lee
Public Works Director

SECTION B – INSTRUCTIONS TO BIDDERS

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

INSTRUCTIONS TO BIDDERS

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

B1.01 INSPECTION OF SITE OF WORK

Bidders are required to inspect the site of the work in order to satisfy themselves, by personal examination or by such other means as they may prefer, of the location of the proposed work and as to the actual conditions of and at the site of work. If, during the course of his/her examination, a bidder finds facts or conditions which appear to him/her to conflict with the letter or spirit of the contract documents, or with any other data furnished him/her, he/she may apply to the AGENCY in writing in accordance with **B1.04 INTERPRETATION OF CONTRACT DOCUMENTS** for additional information and explanation before submitting his/her bid.

The submission of a proposal by the bidder shall constitute the acknowledgment that, if awarded the contract, he/she has relied and is relying on his/her own examination of (a) the site of the work, (b) the access to the site, and (c) all other data, matters, and things requisite to the fulfillment of the work and on his/her own knowledge of existing services and utilities on and in the vicinity of the site of the work to be constructed under the contract, and not on any representation or warranty of the AGENCY. No claim for additional compensation will be allowed which is based upon a lack of knowledge of these items.

B1.02 EXAMINATION OF CONTRACT DOCUMENTS

Each bidder shall thoroughly examine and be familiar with legal and procedural documents, general conditions, specifications, drawings and addenda (if any). The submission of a proposal shall constitute an acknowledgment upon which the AGENCY may rely that the bidder has thoroughly examined and is familiar with the contract documents. The bidders' attention is directed to the need, if any, for special invoicing for this project. The failure or neglect of a bidder to receive or examine any of the contract documents shall in no way relieve him/her from any obligations with respect to his/her proposal or to the contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any contract document.

B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE

Bidder's attention is called to the provisions set forth in **SECTION E, STANDARD SPECIFICATIONS**, particularly those pertaining to the contract period and liquidated damages for avoidable delays.

The CONTRACTOR shall begin work within fifteen (15) calendar days after the date of material delivery and within the working days established by the Notice to Proceed, and shall diligently prosecute said work to completion before the expiration of **40 WORKING DAYS.** The CONTRACTOR shall pay to the AGENCY liquidated damages in accordance with Section 6-9 of the special Provisions (Section F) for each calendar day, or portion thereof, of delay in finishing the work in excess of the number of working days prescribed above.

B1.04 INTERPRETATION OF CONTRACT DOCUMENTS

No oral interpretations will be made to any bidder as to the meaning of the contract documents. Requests for an interpretation shall be made in writing and submitted to the AGENCY through PlanetBids at least five (5) working days before the time announced for opening the proposals. Interpretations by the AGENCY will be in the form of addenda to the contract documents and, when issued, will be posted on PlanetBids. It is the responsibility of each prospective bidder to check PlanetBids on a daily basis through the close of bids for any applicable addenda or updates. All such addenda shall become part of the contract.

B1.05 SOIL INFORMATION

Soil reports have not been prepared for this project.

B1.06 PROPOSAL

Proposals shall be made on the forms enclosed in **SECTION C** of these specifications. All proposals shall give the prices proposed, both in words and in numbers, shall give all other information requested herein, and shall be signed by the bidder or his/her authorized representative, with his/her address. If the proposal is made by an individual, his/her name, signature and mailing address must be shown; if made by firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown; if made by a corporation, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and mailing address of the corporation, and the name and title of the person who signs on behalf of the corporation. If the proposal is made by a corporation, a certified copy of the bylaws or resolution of the board of directors of the corporation shall be furnished demonstrating the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

Each proposal shall be submitted through PlanetBids. Bidders are warned against making erasures or alterations of any kind, and proposals which contain omissions, erasures or irregularities of any kind may be rejected. No oral, telegraphic or telephonic proposals or modifications will be considered.

The Bid Schedule is available on PlanetBids through the "Line Items" tab. Bidders must insert and submit their Bid prices directly through PlanetBids by selecting "Place eBid" under the "Line Items" tab. The Bid Schedule will be incorporated into the Contract Documents. Failure to submit the Bid Schedule will render a bid nonresponsive. Bidders must provide pricing for every bid item. The costs of any Work shown or required in the Contract Documents, but not specifically identified as a Pay Item are to be included in related Pay Items and no additional compensation shall be due Contractor by virtue of Contractor's compliance with the Contract Documents. The estimated quantities for unit price items are for purposes of comparing bids only and City makes no representation that the actual quantities of Work performed will not vary from the estimates.

In conformance with the Business and Profession Code, § 7028.15, the CONTRACTOR must state clearly his/her license number and expiration date. In addition, he/she shall sign a statement that these representations were made under the penalty of perjury. This statement shall be made on the **EXPERIENCE STATEMENT** in **SECTION C**.

The CONTRACTOR will be required to pay prevailing wage pursuant to California Law, including California Labor Code §§ 1770 et seq. Copies of the prevailing rate of per diem wages are on file at the offices of the AGENCY.

The following Bid Forms shall be completed and signed by the Bidder and uploaded to PlanetBids as a single PDF file:

- Bidder Information
- Experience Statement
- Designation of Suppliers and Subcontractors
- Statement Regarding Insurance Coverage
- Statement Regarding Contractor's Licensing Laws
- Non-Collusion Affidavit

B1.07 ADDENDA

Each proposal shall include specific acknowledgment in the space provided on **SECTION C - BID PROPOSAL** of receipt of all addenda issued during the bidding period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

Each prospective Bidder must register with the City through PlanetBids. Addenda will be uploaded to PlanetBids. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. To this end, each Bidder should visit PlanetBids to verify that it has received all Addenda issued, if any, prior to the Bid opening.

B1.08 BID PRICES

Bid prices shall include everything necessary for the completion of construction and fulfillment of the contract including, but not limited to, furnishing all materials, equipment, tools, plant and other facilities and all management, superintendence, labor and services, except as may be provided otherwise in the contract documents. In the event of a difference between a price quoted in words and a price quoted in numbers for the same quotation, the words shall be the amount bid.

In preparing bid prices, bidder represents that he/she has carefully examined the Contract Documents and the site where the work is to be performed and that he/she has familiarized himself with all local conditions and federal, state and local laws, ordinances, rules, and regulations that may affect the performance of the work in any manner. The bidder further represents that he/she has studied all surveys and investigation reports about subsurface and physical conditions pertaining to the job site, that he/she has performed such additional surveys and investigations as he/she deems necessary to complete the work at his/her bid price, and that he/she has correlated the results of all such data with the requirements of the Contract Documents. The submittal of a bid shall be conclusive evidence that the bidder has investigated and is satisfied as to the conditions to be encountered, including locality, uncertainty of weather and all other contingencies, and as to the character, quality, quantities, and scope of the work.

The plans and specifications for the work show subsurface conditions or otherwise hidden conditions as the Design Engineer supposes or believes them to exist, but is not intended or to be inferred that the conditions as shown thereon constitute a representation that such conditions are actually existent. Except as otherwise specifically provided in the Contract Documents, the AGENCY, the Design Engineer and their consultants or agents shall not be liable for any loss sustained by the CONTRACTOR as a result of any variance of such conditions as shown on the plans and the actual conditions revealed during the progress of the work or otherwise.

The CONTRACTOR shall perform an independent take-off of the plans and bid accordingly. Quantities listed in the **BID SCHEDULE** in **SECTION C** are intended only as a guide for the CONTRACTOR as to the anticipated order of magnitude of work. CONTRACTOR shall be responsible for verifying all estimated quantities. CONTRACTOR will be reimbursed for the quantity of items actually installed as required by the Contract Documents and shown on the plans to neat line and grade.

The CONTRACTOR will not be reimbursed for unauthorized work performed outside of that required by the Contract Documents.

B1.09 TAXES

No mention shall be made in the proposal of sales tax, use tax, or any other tax, as all amounts bid will be deemed and held to include any such taxes which may be applicable.

B1.10 RECOGNITION OF BONDING COMPANIES

All bonding companies used by the CONTRACTOR in this contract must be recognized by the Federal Government within Circular 570. All proposals or contracts received that include bonds posted by bonding companies not recognized in Circular 570 will result in the disqualification of the bid proposal and forfeiture of the bid bond.

B1.11 QUALIFICATION OF BIDDERS

Each bidder shall be skilled and regularly engaged in the general class or type of work called for under the contract. A statement setting forth his/her experience shall be submitted by each bidder on the **EXPERIENCE STATEMENT** form provided in **SECTION C**.

Each bidder shall possess a valid CONTRACTOR's License issued by the CONTRACTOR's State License Board at the time his/her bid is submitted. The class of license shall be applicable to the work specified in the contract. Each bidder shall also have no less than five (5) years of experience in the magnitude and character of the work bid.

It is the intention of the AGENCY to award a contract to a bidder who furnished satisfactory evidence that he/she has the requisite experience and ability, and that he/she has sufficient capital, facilities, and plant to enable him/her to prosecute the work successfully and properly, and to complete it within the time stated in the contract.

To determine the degree of responsibility to be credited to the bidder, the AGENCY will weigh any evidence that the bidder has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress. If in the opinion of the AGENCY, a bidder is determined to be insufficiently qualified, then that bidder will not be considered for award of the contract.

B1.12 DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS

Each proposal shall have listed on the **DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS** form provided in **SECTION C** the name, California contractor license number, and Department of Industrial Relations registration number, and address of each subcontractor to whom the bidder proposes to sublet portions of the work in excess of one-half of one percent of the total amount of his/her bid. For the purpose of this paragraph, a subcontractor is defined as one who contracts with the CONTRACTOR to furnish materials and labor, or labor only for the performance of work at the site of the work or who will specially fabricate a portion of the work off the site pursuant to detailed drawings in the contract documents.

Public Contract Code § 4104 requires all bidders to list subcontractors and state the license number of all subcontractors who will perform work in excess of one-half of one percent of the total bid, or in the case of streets and highways, one-half of one percent of the total bid or $10,000, whichever is greater.

Public Contract Code § 6109 prohibits a CONTRACTOR from performing work with a subcontractor who is debarred pursuant to Labor Code §§ 1777.1 or 1777.7.

B1.13 PROPOSAL GUARANTEE

The proposal shall be accompanied by a proposal guarantee bond duly completed on the form provided herewith by a guarantee company authorized to carry on business in the State of California for payments to the AGENCY in the sum of at least 10% of the total amount of the bid proposal, or alternatively by a certified or cashier's check payable to the AGENCY, or cash, in the sum of at least 10% of the total amount of the bid proposal. The amount payable to the AGENCY under the proposal guarantee shall be forfeited to the AGENCY in case of failure or neglect of the bidder to furnish, execute and deliver to the AGENCY the required bonds, evidence of insurance and to enter into, execute and deliver to the AGENCY the

agreement on the form provided herewith, within ten (10) days after being notified in writing by the AGENCY that the award has been made and the agreement is ready for execution.

The bid security must be submitted in original hard copy directly to the City Clerk's office prior to specified time and date for the Bid opening.

B1.14 MODIFICATION OF PROPOSAL

A modification of a bid proposal already received will be considered only if the modification is received before the time announced for the opening of bids. All modifications shall be made in writing, executed and submitted in the same form and manner as the original bid proposal.

B1.15 WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn through PlanetBids, incurring no penalty, if they are submitted prior to the bid opening hour stipulated in **SECTION A – NOTICE INVITING SEALED BIDS**. Proposals may not be withdrawn after that time without forfeiture of the proposal guarantee, except as authorized by Public Contract Code sections 5100 through 5110. The withdrawal of a proposal will not prejudice the right of the bidder to submit a new proposal, providing there is time to do so.

B1.16 POSTPONEMENT OF BID OPENING

The AGENCY reserves the right to postpone the date and time for opening of bids at any time prior to the date and time announced in **SECTION A–NOTICE INVITING SEALED BIDS**.

B1.17 DISQUALIFICATION OF BIDDERS

If there is reason to believe that collusion exists among the bidders, none of the bids of the participants in such collusion will be considered. In the event that any bidder acting as a prime CONTRACTOR has an interest in more than one proposal, all such proposals will be rejected, and the bidder will be disqualified. This restriction does not apply to subcontractors or suppliers who may submit quotations to more than one bidder, and while doing so, may also submit a formal proposal as a prime CONTRACTOR.

B1.18 REJECTION OF PROPOSALS

The AGENCY reserves the right to reject any and all proposals, to waive any irregularity, and to reject any proposals which are incomplete, obscure or irregular; any proposals which omit a bid on any one or more items on which bids are required; which omit unit prices if unit prices are required; in which unit prices are unbalanced in the opinion of the AGENCY; which are accompanied by insufficient or irregular bid security; or which are from bidders who have previously failed to perform properly or to timely complete contracts of any nature.

B1.19 AWARD OF CONTRACT

The Contract will be awarded, if at all, to the lowest responsible and responsive bidder, whose bid proposal is not rejected for cause by the AGENCY. The basis for establishing the lowest responsible and responsive bidder shall be the amount of the base bid. However, until an award is made, the AGENCY reserves the right to reject any or all bids, and to waive technical errors or discrepancies, if to do so is deemed to best serve the interests of the AGENCY. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the bidder to whom it is proposed to make such an award.

Each bidder's attention is directed to the possibility that the award of the project may be delayed for various reasons. The AGENCY reserves the right to delay the award of the project for 45 calendar days. After 45 calendar days, the low bidder may at any time request release from its bid without penalty.

The acceptance of a proposal will be evidenced by a Notice of Award of Contract in writing, delivered by mail to the bidder whose proposal is accepted. No other act of the AGENCY shall constitute acceptance of a proposal. The award of contract shall obligate the bidder whose proposal is accepted to furnish a performance bond, payment bond and maintenance bond, as well as evidence of insurance and to execute the contract set forth herein.

B1.20 RETURN OF PROPOSAL GUARANTEES

Within ten (10) calendar days after the bids are opened, the AGENCY will release the proposal guarantees accompanying the proposals which are not to be considered in making the award. Proposal guarantees for the two lowest bidders will be held until the contract has been fully executed, after which they will be returned to the respective bidders.

B2.21 EXECUTION OF CONTRACT

The contract agreement shall be executed in duplicate by the successful bidder and returned, together with the contract bonds and evidence of insurance, within ten (10) calendar days after the notification of the contract award by the AGENCY in writing. In case of failure of the successful bidder to execute the contract agreement within ten (10) calendar days after such notice, or any subsequent extension approved by AGENCY, the AGENCY at its option may consider the bidder in default, in which case the bid bond or proposal guarantee accompanying the bid shall become the property of the AGENCY. After execution by the AGENCY, one original contract shall be returned to the CONTRACTOR.

B1.22 FLEXIBILITY OF BID SCHEDULE

It is the intent of the AGENCY to award a contract to the lowest responsible and responsive bidder and the flexibility shown in the bid schedule is necessary to ensure a project within the AGENCY's budget limits and constraints.

SECTION C – PROPOSAL INFORMATION AND DOCUMENTS

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Proposal Information and Documents:

□ Bid Proposal
□ Bid Schedule
□ Bid Bond
□ Bid Guarantee
□ Bidder Information
□ Experience Statement
□ Designation of Suppliers and Subcontractors
□ Statement Regarding Insurance Coverage
□ Statement Regarding Contractor's Licensing Laws
□ Non-Collusion Affidavit

BID PROPOSAL

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

CITY OF SOUTH PASADENA
1414 MISSION STREET
SOUTH PASADENA, CALIFORNIA 91030

HONORABLE MAYOR AND
MEMBERS OF THE CITY COUNCIL:

The undersigned, as bidder, declares that he/she has examined all of the contract documents and specifications contained in this project manual for the above referenced project, and that he/she will contract with the AGENCY on the form of contract provided herewith to do everything necessary for the fulfillment of this contract at the price, and on the terms and conditions therein contained.

The following are included and are to be considered as forming a part of this proposal: **BID PROPOSAL**, **BID SCHEDULE**, **BID BOND, NONCOLLUSION AFFIDAVIT, BID GUARANTEE** (if submitted in lieu of Bid Bond), **BIDDER INFORMATION**, **EXPERIENCE STATEMENT**, **DESIGNATION OF SUPPLIERS & SUBCONTRACTORS**, **BIDDER'S STATEMENT REGARDING INSURANCE COVERAGE**, and **STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS**.

CONTRACTOR acknowledges receipt and inclusion of addenda _____ to _____ into this bid proposal and the contract documents.

Attached is a Bid Bond duly completed by a guarantee company authorized to carry on business in the State of California in the amount of at least 10% of the total amount of this proposal, or alternatively, there is attached a certified or cashier's check payable to the AGENCY or evidence of a cash payment to the AGENCY, in the amount of at least 10% of the total amount of our proposal.

If this proposal is accepted, we agree to sign the contract form and to furnish the Performance Bond and the Payment Bond (each to be 100% of the bid amount), the Maintenance Bond (to be 50% of the bid amount), and the required evidences of insurance within ten (10) calendar days after receiving written Notice of Award of Contract.

We further agree if our proposal is accepted and a contract for the performance of the work is entered into with the AGENCY, to so plan the work and to prosecute it with such diligence that all of the work shall be completed within the time stipulated in **B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE of SECTION B - INSTRUCTION TO BIDDERS**.

NAME OF BIDDER: _____

MAILING ADDRESS: _____

_____

TELEPHONE NO. _____

STATE CONTRACTOR'S LICENSE NO. _____

STATE OF INCORPORATION:_____

AUTHORIZED SIGNATURE:_____

TITLE:_____

DATE:_____

(If Company is a Corporation, provide corporate resolution per **B1.06 PROPOSAL of SECTION B – INSTRUCTION TO BIDDERS.**)

BID SCHEDULE

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

IMPORTANT:

THE ELECTRONIC BID SCHEDULE MUST BE COMPLETED BY EACH BIDDER AND PROPERLY SUBMITTED ON PLANETBIDS.

FAILURE TO COMPLETE THE BID SCHEDULE WILL RESULT IN AN INCOMPLETE AND NON-RESPONSIVE BID.

THE ELECTRONIC BID SCHEDULE WILL BE INCORPORATED INTO THE CONTRACT DOCUMENTS.

The cost of all labor, services, material, equipment and installation necessary for the completion of the work itemized under this schedule, even though not shown or specified, shall be included in the unit price for the various items shown herein. The AGENCY reserves the right to increase or decrease the quantity of any item or omit items as may be necessary, and the same shall in no way affect or void the contract, except that appropriate additions or deductions from the contract total price will be made at the stipulated unit price in accordance with these Contract Documents.

The AGENCY reserves the right to reject any and all bids, to waive any informality in a bid, and to make awards in the interest of the AGENCY.

The CONTRACTOR shall perform an independent take-off of the plans and bid accordingly. Quantities listed in this Bid Schedule are intended only as a guide for the CONTRACTOR as to the anticipated order of magnitude of work. The CONTRACTOR shall be responsible for verifying all estimated quantities. The CONTRACTOR will be reimbursed for the quantity of items actually installed as required by the Contract Documents, including addenda, and shown on the plans to neat line and grade.

The CONTRACTOR will not be reimbursed for work performed for his convenience, or as required to adapt to field conditions, or for unauthorized work performed outside of that required by the Contract Documents. The proposal schedule shall include all costs for labor, services, material, equipment, and installation associated with completing the work in place per the plans, specifications and details.

NAME OF BIDDER:_____

CONTRACTOR'S LICENSE NO.:_____

AUTHORIZED SIGNATURE:_____

TITLE:_____

DATE:_____

BID SCHEDULE (Continued)

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Base Bid

No.	Item Description	Quantity	Unit	Unit Price	Item Amount
1	Mobilization	1	LS		
2	Traffic Control	1	LS		
3	Rubber Polymer Modified Slurry (RPMS) (Type II)	290,900	SF		
4	Remove and Replace existing AC Pavement with 8-Inch AC Pavement (C2-PG-64-10) over Compacted Native	14,500	SF		
5	Remove and Construct P.C.C. Integral Curb and Gutter (Variable Height) per SPPWC 120-3	400	LF		
6	Install Thermoplastic 4-inch White Stripe (Solid and 3-foot segment, 9-foot gap	10,300	LF		
7	Install Thermoplastic 4-inch Yellow Stripe	240	LF		
8	Install Thermoplastic 12-in Solid Crosswalk and Solid Limit Line	450	LF		
9	Install Thermoplastic Green Colored Pavement Marking	80	SF		

10	Install Thermoplastic Bike Lane Symbol, Arrow	320	SF		
11	Install Thermoplastic Arrow Markings Type IV, Type VII	45	SF		
12	Install Thermoplastic Pavement Markings (“25”, “STOP”, “AHEAD”)	515	SF		
13	Paint Red Curb	540	LF		
14	Furnish and Install R1-1 STOP Sign onto New 2-Inch Galvanized Square Tube Sign Pole, Remove and Salvage Existing Poles, Salvage Existing Signs	3	EA		
15	Furnish and Install R1-1 STOP Sign onto Existing Sign Pole, Salvage Existing Signs	3	EA		
16	Furnish and Install New Street Name Signs Salvage Existing Signs	10	EA		

Bid Schedule Total: _____

Bid Schedule Total (in words):_____

_____

_____

_____ _____

(Company Name of Bidder) (Date)

BID BOND

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

KNOW ALL MEN BY THESE PRESENTS that Bidder _____, as PRINCIPAL, and _____, as SURETY, are held and firmly bound unto the City of South Pasadena as AGENCY, in the penal sum of _____ dollars ($_____), which is ten percent (10%) of the total amount bid by PRINCIPAL to AGENCY for the above stated project, for the payment of which sum, PRINCIPAL and SURETY agree to be bound, jointly and severally, firmly by these presents.

The SURETY, for value received, hereby stipulates and agrees that the obligations of said SURETY and its BOND shall be in no way impaired or affected by any extension of the time within which the AGENCY may accept such Bid; and said SURETY does hereby waive notice of any such extension.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas PRINCIPAL is about to submit a bid to AGENCY for the above stated project, if said bid is rejected, or if said bid is accepted and a contract is awarded and entered into by PRINCIPAL in the manner and time specified, and PRINCIPAL provides the required payment and performance bonds and insurance coverages to AGENCY, then this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of AGENCY.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this ____ day of _____, 20__.

PRINCIPAL* _____

_____

_____

_____

SURETY* _____

_____

_____

_____

*Provide BIDDER and SURETY name, address and telephone number and the name, title, address and telephone number for their authorized representatives. Power of Attorney must be attached.

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

BID GUARANTEE

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Note: The following statement shall be used if other than a bid surety bond accompanies bid.

"Accompanying this proposal is a money order*, certified check*, cashier's check*, cash*, payable to the order of the City of South Pasadena in the amount of _____ Dollars ($_____) which is at least ten percent (10%) of the total amount of this bid. The proceeds of this bid guarantee shall become the property of the City of South Pasadena provided this bid is accepted by said City, through action of its legally constituted contracting authorities, and the undersigned fails to execute a contract and furnish the required bonds and insurance within the stipulated time. Otherwise, the proceeds of this bid guarantee shall be returned to the undersigned."

NAME OF BIDDER: _____

MAILING ADDRESS: _____

_____

_____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

(*circle one option)

BIDDER INFORMATION

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

BIDDER certifies that the following information is true and correct:

Name of Bidder:_____

Business Address:_____

Telephone:_____FAX:_____

E-mail: _____

CONTRACTOR's License No.:_____ Date License Issued:_____

License Expiration Date:_____

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this proposal: (Name / Title / Address / Telephone)

_____

_____

_____

_____

Any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal are as follows: (Type of Judgment / Date)

_____

_____

_____

All current and prior DBA's, aliases, and/or fictitious business names for any principal having an interest in this proposal are as follows: (Principal / DBA's / Applicable Dates)

_____

_____

_____

Prior Disqualification

Has your firm ever been disqualified from performing work for any City, County, Public or Private Contracting entity? Yes / No _____. If yes, provide the following information. (If more than once, use separate sheets):

Date: _____ Entity:_____

Location:_____

Reason:_____

Provide Status and any Supplemental Statement:_____

_____

_____

_____

_____

Has your firm been reinstated by this entity? Yes / No _____

Violations of Federal or State Law

A. Has your firm or its officers been assessed any penalties by any agency for noncompliance, violations of Federal or State labor laws and/or business or licensing regulations within the past five (5) years relating to your construction projects?

Yes / No: _____ Federal / State: _____

If "yes", identify and describe, (including status):_____

_____

_____

_____

_____

Have the penalties been paid? Yes / No:_____

B. Does you firm or its officers have any ongoing investigations by any agency regarding violations of the State Labor Code, California Business and Professions Code or State Licensing laws?

Yes / No:_____ Codes / Laws:_____ Section / Article:_____

If "yes", identify and describe (including status):_____

_____

_____

I declare under penalty of perjury under the laws of the State of California that all of the representations made in this **BIDDER INFORMATION** are true and correct. Executed this _____ day of _____, 20__, at _____, California.

Authorized Representative: Signature _____

Title _____

EXPERIENCE STATEMENT

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Pursuant to this **BID PROPOSAL** and **QUALIFICATION OF BIDDERS**, the following is a record of the Bidder's experience in construction of a type similar in magnitude and character to that contemplated under this contract. Included in this section should be a complete list of references for similar projects in terms of scope of work, value of work, and time constraints. The CONTRACTOR must demonstrate that he/she has experience with this type of project and can manage this project effectively. If necessary, additional numbered pages can be attached to this page. The CONTRACTOR must be properly licensed to perform the work in this project as determined by the State CONTRACTOR's License Board.

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

EXPERIENCE STATEMENT (Continued)

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

I declare under penalty of perjury under the laws of the State of California that all of the representations made in this **EXPERIENCE STATEMENT** are true and correct. Executed this _____ day of _____, 20__, at _____, California.

Authorized Representative: Signature _____

Title _____

DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

The following is a list of subcontractors and suppliers, as defined in 2-3 SUBCONTRACTS of the Standard Specifications, who will perform work or provide materials of value in excess of one-half of one percent of the total bid price or $10,000, whichever is greater.

No subcontractor shall perform work in excess of the amount specified in 2-3 SUBCONTRACTS of the Standard Specifications, without the written approval of the AGENCY.

The CONTRACTOR is responsible to ensure that appropriate provisions are to be inserted in all subcontracts to bind subcontractors to the contract requirements as contained herein.

Each subcontractor must agree to comply with all applicable Federal, State, and local requirements.

Name, License No., and Address of Subcontractor	License No.	MBE/ WBE (Y/N)	Work Subcontracted (List Line Items, e.g. #3, #6, etc.)	Portion of Work (% of Contract Price)

Name, License No., and Address of Subcontractor	License No.	MBE/ WBE (Y/N)	Work Subcontracted (List Line Items, e.g. #3, #6, etc.)	Portion of Work (% of Contract Price)

These representations are made under the penalty of perjury under the laws of the State of California. The undersigned hereby certifies that each subcontractor has been notified in writing of its equal opportunity obligations.

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

Date: _____

STATEMENT REGARDING INSURANCE COVERAGE

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

The undersigned representative of Bidder hereby certifies that he/she has reviewed the insurance coverage requirements specified in **5-4 INSURANCE** of Section E, Standard Specifications and Section F, Special Provisions. Should Bidder be awarded the contract for the work, the undersigned further certifies that Bidder can meet all of these specification requirements for insurance including insurance coverage of his/her subcontractors.

NAME OF BIDDER: _____

MAILING ADDRESS: _____

_____

_____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

[Business & Professions Code § 7028.15]
[Public Contract Code § 20103.5]

I, the undersigned, certify that I am aware of the following provisions of California law and that I, or the entity on whose behalf this certification is given, hold a currently valid California CONTRACTOR's license as set forth below:

Business & Professions Code § 7028.15:

a) **It is a misdemeanor for any person to submit a bid to a public agency to engage in the business or act in the capacity of a CONTRACTOR within this state without having a license therefor,** except in any of the following cases:

(1)The person is particularly exempted from this chapter.

(2)The bid is submitted on a state project governed by Section 10164 of the Public Contract Code or on any local agency project governed by Section 20104 [now § 20103.5] of the Public Contract Code.

b) If a person has been previously convicted of the offense described in this section, the court shall impose a fine of 20 percent of the price of the contract under which the unlicensed person performed contracting work, or four thousand five hundred dollars ($4,500), whichever is greater, or imprisonment in the county jail for not less than 10 days nor more than six months, or both.

In the event the person performing the contracting work has agreed to furnish materials and labor on an hourly basis, "the price of the contract" for the purposes of this subdivision means the aggregate sum of the cost of materials and labor furnished and the cost of completing the work to be performed.

c) This section shall not apply to a joint venture license, as required by Section 7029.1. However, at the time of making a bid as a joint venture, each person submitting the bid shall be subject to this section with respect to his/her individual licenser.

d) This section shall not affect the right or ability of a licensed architect, land surveyor, or registered professional engineer to form joint ventures with licensed CONTRACTORs to render services within the scope of their respective practices.

e) Unless one of the foregoing exceptions applies, a bid submitted to a public agency by a CONTRACTOR who is not licensed in accordance with this chapter shall be considered nonresponsive and shall be rejected by the public agency. Unless one of the foregoing exceptions applies, a local public agency shall, before awarding a contract or issuing a purchase order, verify that the CONTRACTOR was properly licensed when the CONTRACTOR submitted the bid. Notwithstanding any other provision of law, unless one of the foregoing exceptions applies, the registrar may issue a citation to any public officer or employee of a public entity who knowingly awards a contract or issues a purchase order to a CONTRACTOR who is not licensed pursuant to this chapter. The amount of civil penalties, appeal, and finality of such citations shall be subject to Sections 7028.7 to 7028.13, inclusive. **Any contract awarded to, or any purchase order issued to, as CONTRACTOR who is not licensed pursuant to this chapter is void.**

f) Any compliance or noncompliance with subdivision (e) of this section, as added by Chapter 863 of the Statutes of 1989, shall not invalidate any contract or bid awarded by a public agency during which time that subdivision was in effect.

g) A public employee or officer shall not be subject to a citation pursuant to this section if the public employee, officer, or employing agency made an inquiry to the board for the purposes of verifying the license status of any person or CONTRACTOR and the board failed to respond to the inquiry within three business days. For purposes of this section, a telephone response by the board shall be deemed sufficient.

Public Contract Code § 20103.5:

In all contracts subject to this part where federal funds are involved, no bid submitted shall be invalidated by the failure of the bidder to be licensed in accordance with the laws of this state. However, at the time the contract is awarded, the CONTRACTOR shall be properly licensed in accordance with the laws of this state. The first payment for work or material under any contract shall not be made unless and until the Registrar of CONTRACTORs verifies to the AGENCY that the records of the Contractors' State License Board indicate that the CONTRACTOR was properly licensed at the time the contract was awarded. Any bidder or CONTRACTOR not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors' State License Board. The AGENCY shall include a statement to that effect in the standard form of pre-qualification questionnaire and financial statement. **Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder.**

CONTRACTOR's License Number: _____

License Expiration Date:_____

Authorized Signature:_____

Date:_____

NON-COLLUSION AFFIDAVIT

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the ___ day _____, 20__ at _____, California.

_____
CONTRACTOR's Signer's Name

_____
CONTRACTOR's Signer's Title

_____
CONTRACTOR's Business Name

Contractor's Business Address:

_____
Mailing Street Address

_____
City, State, Zip Code

_____
Telephone #

SECTION D – CONTRACT INFORMATION AND DOCUMENTS

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Contract Information and Documents:

□ Contract Agreement and Attachment A
□ Payment Bond
□ Faithful Performance Bond
□ Maintenance Bond
□ Worker's Compensation Insurance Certificate
□ Endorsements to Insurance Policy

CONTRACT AGREEMENT

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

THIS AGREEMENT ("AGREEMENT") is made and entered into for the above-stated project this _____ day of_____, 20__ *(Council Action Date)*, BY AND BETWEEN the City of South Pasadena, a municipal corporation, hereafter designated as "AGENCY", and _____ a _____
[CONTRACTOR'S BUSINESS NAME] [corporation, partnership, limited liability company, or other business form]

in the State of _____, hereafter designated as "CONTRACTOR."

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

1) **Project Name:** FY 26-27 RESIDENTIAL SLURRY SEAL Project (005242)
2) **Project Scope of Work:** CONTRACTOR shall provide and install:

> All materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the Specifications and Contract Documents. The work performed under this contract is summarized in the Notice Inviting Sealed Bids and includes, but is not limited to each bid item listed in the Contractor's Bid Proposal, as covered in the Standard Specifications, and as described in the corresponding items on the following pages. The work in general, to be performed pursuant to these specifications, consists of traffic control, asphalt concrete removal and replacing, crack sealing, slurry sealing, roadway restriping and applying new pavement stencils, signage, and all appurtenant work thereto necessary for the proper construction of the contemplated improvements, in accordance to Plans and Specification entitled as FY 26-27 Residential Slurry Seal Project No. 005242.

3) **Contract Documents:** The complete contract and agreement ("AGREEMENT") consists of this Contract Agreement, including all attachments hereto, and:

- Approved Plans and Specifications for City Project No. 005242
- Notice Inviting Sealed Bids
- Instructions to Bidders
- Information for Bidders
- Contractor's Bid Proposal
- Bid Schedule
- Standard Specifications
- Special Provisions
- All reference specifications, plans, details, standard drawings, and appendices
- Bonds, insurance certificates, permits, notices, and affidavits
- Appendices, Addendums, and Memorandums

- And all mutually agreed-upon modifications and amendments thereto.

4) **Compensation:** CITY agrees to pay, and CONTRACTOR agrees to accept in full payment for the Work, the stipulated sum of $_____ Dollars, ($_____).
5) **Time of Completion:** _____ Working Days *[see B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE of Section B Instruction to Bidders]*.
6) **Liquidated Damages:** $3,600 for each calendar day delay beyond the Time of Completion *[see 6-9 LIQUIDATED DAMAGES of Section F – Special Provisions]*.
7) **Notices:** Any notices, bills, invoices, or reports required by this Agreement shall be addressed to:

To CITY:

City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030

To CONTRACTOR:

_____
_____
_____
_____

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this _____ day of _____, 20__ *(Council Action Date)*

CONTRACTOR: _____
[CONTRACTOR'S BUSINESS NAME]

_____
CONTRACTOR's Sign Name, Title

CONTRACTOR's License No. _____

AGENCY: _____
L. Todd Hileman, City Manager
City of South Pasadena

ATTESTED: _____
Nikima S. Newsome, Chief City Clerk
City of South Pasadena

APPROVED AS
TO FORM: _____
Roxanne Diaz, City Attorney
City of South Pasadena

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

ATTACHMENT A

ADDITIONAL TERMS AND CONDITIONS OF THE AGREEMENT

ARTICLE I: Contract Documents

The complete contract and agreement ("AGREEMENT") consists of the Contract Documents described on the Contract Agreement, and all terms and conditions of this Attachment are incorporated therein. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II: Scope of Work

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid Contract Documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

ARTICLE III: Compensation

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum shown on the Contract Agreement, unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements,

unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. Such unforeseen difficulties or obstructions includes any act of God, the elements, strike, walkout, or any other cause beyond CONTRACTOR's reasonable control that occurs before AGENCY accepts the work as complete.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of CONTRACTORs by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to CONTRACTOR of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon AGENCY's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

ARTICLE IV: Labor Code

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State, and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY $200.00, or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

E. This AGREEMENT is further subject to 8-hour workday and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY $25.00, or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

ARTICLE V: Work Site Conditions

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in

the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than $25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

(1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR's cost of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all

rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

ARTICLE VI: Insurance

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR's subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker's Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to AGENCY as additional insured. Further, the requirements for coverage and limits shall be the greater of (1) the maximum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured. Insurance provided by CONTRACTOR under this Contract shall not replace or substitute for CONTRACTOR's indemnification obligations in Article VII.

CONTRACTOR's insurance, including all endorsements, shall be primary to any coverage available to AGENCY. Any insurance or self-insurance maintained by AGENCY and/or its officers, employees, agents, or volunteers, shall be excess of CONTRACTOR's insurance and shall not contribute with it.

ARTICLE VII: Indemnification

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective

subsidiaries, affiliates, members, directors, officers, subcontractors (including governmental agencies), suppliers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. Indemnification includes, but is not limited to, all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses arising out of, in connection with, resulting from or related to changes to the natural environment or environmental harms caused in whole or in part by work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from, or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

AGENCY may request a deposit for defense costs from CONTRACTOR with respect to a claim. If AGENCY requests a defense deposit, CONTRACTOR shall provide it within 15 days of the request.

ARTICLE VIII: Binding Effect

AGENCY and CONTRACTOR each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported

assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.

ARTICLE IX: Dispute Resolution

A. All disputes arising out of this AGREEMENT are subject to a mandatory step-by-step claims submission and evaluation process as a precondition to legal action in accordance with Public Contracts Code § 9204.

B. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Los Angeles.

C. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

D. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than $375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by CONTRACTOR, for the response to such claims by the AGENCY, for a mandatory meet and confer conference upon the request of CONTRACTOR, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

ARTICLE X: Independent CONTRACTOR

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent CONTRACTOR. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

ARTICLE XI: Taxes

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes, and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

ARTICLE XII: Notices

All notices and communications shall be sent in writing to the parties at the addresses listed on the Contract Agreement.

ARTICLE XIII: Entire Agreement

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

ARTICLE XIV: Authority to Contract

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

ARTICLE XV: General Provisions

A. All reports, documents, or other written material ("written products" herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition, or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term,

covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers, or remedies.

F. CONTRACTOR 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 AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

(End of Attachment A)

(ATTACH TO EXECUTED CONTRACT AGREEMENT)

PAYMENT BOND

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

WHEREAS, the City of South Pasadena, as AGENCY has awarded to _____, as CONTRACTOR, a contract for the above-stated project;

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract, to secure the payment of claims of laborers, mechanics, material persons, and other persons as provided by law;

NOW THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held and firmly bound unto AGENCY in the sum of _____, ($_____.____) Dollars, which is one hundred percent (100%) of the total contract amount for the above-stated project, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION IS SUCH that if CONTRACTOR, its heirs, executors, administrators, successors, assigns or subcontractors, shall fail to pay any of the persons named in Civil Code Section 9100, or amounts due under the Unemployment Insurance Code with respect to work or labor withheld, and to pay over to the Employment Development Department from the wages of employees of the CONTRACTOR and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, that the surety or sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the plaintiffs and AGENCY in an amount to be fixed by the court.

This bond shall inure to the benefit to any of the persons named in Civil Code Section 9100 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

The SURETY hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the specifications accompanying it shall in any manner affect SURETY's obligations on this bond. The SURETY hereby waives notice of any such change, extension, alteration or addition and hereby waives the requirements of Section 2845 of the Civil Code as a condition precedent to any remedies AGENCY may have.

(Continued on Next Page)

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR*	CONTRACTOR's Signer's Name, Title	_____
	CONTRACTOR's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____
Surety*	Surety Signer's Name / Title	_____
	Surety's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____

*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

FAITHFUL PERFORMANCE BOND

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

KNOW ALL PERSONS BY THESE PRESENTS That _____, hereinafter referred to as "CONTRACTOR" as PRINCIPAL, and _____, a corporation duly organized and doing business under and by virtue of the laws of the State of California and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds or undertakings as Surety, are held and firmly bound unto the CITY OF SOUTH PASADENA, CALIFORNIA, hereinafter referred to as the "AGENCY" in the sum of _____, ($_____.____) Dollars, which is one hundred percent (100%) of the total contract amount for the above stated project; lawful money of the United States of America for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, assigns and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas CONTRACTOR has been awarded and is about to enter into a Contract with AGENCY to perform all work required pursuant to the contract documents for the project entitled: FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242, CONTRACT which Contract is by this reference incorporated herein, and is required by AGENCY to give this Bond in connection with the execution of the Contract;

NOW, THEREFORE, if CONTRACTOR and his or her Subcontractors shall well and truly do and perform all the covenants and obligations of the Contract on his or her part to be done and performed at the times and in the manner specified herein including compliance with all Contract specifications and quality requirements, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect;

PROVIDED, that any alterations in the work to be done, or in the material to be furnished, which may be made pursuant to the terms of the Contract, shall not in any way release CONTRACTOR or the Surety thereunder, nor shall any extensions of time granted under the provisions of the Contract release either CONTRACTOR or said Surety, and notice of such alterations of extensions of the Contract is hereby waived by said Surety.

In the event suit is brought upon this Bond by AGENCY and judgment is recovered, said Surety shall pay all costs incurred by AGENCY in such suit, including a reasonable attorney's fee to be fixed by the Court.

(Continued on Next Page)

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR*	CONTRACTOR's Signer's Name, Title	_____
	CONTRACTOR's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____
Surety*	Surety Signer's Name / Title	_____
	Surety's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____

*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

MAINTENANCE BOND

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

KNOW ALL PERSONS BY THESE PRESENTS THAT WHEREAS, the City of South Pasadena, as AGENCY has awarded to _____, as CONTRACTOR, a contract for the above-stated project.

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract guaranteeing maintenance thereof;

NOW, THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held firmly bound unto AGENCY in the sum of _____, ($_____.____) Dollars, which is fifty percent (50%) of the total contract amount for the above-stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if CONTRACTOR shall remedy without cost to AGENCY any defects which may develop during a period of one (1) year from the date of recordation of the Notice of Completion of the work performed under the contract, provided such defects are caused by defective or inferior materials or work, then this obligation shall be void; otherwise, it shall be and remain in full force and effect. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the AGENCY in an amount to be fixed by the court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR*	CONTRACTOR's Signer's Name, Title	_____
	CONTRACTOR's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____
Surety*	Surety Signer's Name / Title	_____
	Surety's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____

*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

WORKERS' COMPENSATION INSURANCE CERTIFICATE

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

> I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Date: _____

_____
CONTRACTOR's Business Name

By:_____
(Signature)

_____
(Title)

Attest:

By:_____
(Signature)

_____
(Title)

NOTE: See Section 5.4 Insurance of the Standard Specifications for insurance carrier rating requirements.

ENDORSEMENTS TO INSURANCE POLICY

Name of Insurance Company:_____

Policy Number:_____

Effective Date:_____

The following endorsements are hereby incorporated by reference into the attached Certificate of Insurance as though fully set forth thereon:

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and
2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and
3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and
4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days' written notice.
5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.
6. **The company provided insurance for this certificate is a company licensed to do business in the State of California with rating of "A" or higher and a Financial Class VII or higher as established by A.M. Best, or higher rating established by Moody's or Standard & Poor's.**

It is agreed that the City of South Pasadena, its officers and employees, are included as Additional Insureds under the contracts of insurance for which the Certificate of Insurance is given.

_____
Authorized Insurance Agent

Date:_____

SECTION E – STANDARD SPECIFICATIONS

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

STANDARD SPECIFICATIONS

INCORPORATION OF GREENBOOK. The 2021 edition of the Standard Specifications for Public Works Construction ("SSPWC" or "Greenbook") shall be incorporated by reference into these Standard Specifications as if fully replicated herein. These Standard Specification shall be supplemented, amended, or replaced by the Special Provision contained in Section F and G herein below. To the extent that anything in the Special Provisions conflicts with the terms or requirements of the SSPWC, the Special Provisions shall control.

SECTION F – SPECIAL PROVISIONS – PART 1

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

SPECIAL PROVISIONS – PART 1. The following provisions supplement, amend, or replaced the requirements of the Standard Specifications for Public Works Construction ("SSPWC" or "Greenbook"). To the extent that anything in these Special Provisions conflicts with the terms or requirements of the SSPWC, these Special Provisions shall control.

SECTION 1 - GENERAL

1-1 GENERAL. Unless otherwise stated, the words *directed, required, permitted, ordered, instructed, designated, considered necessary, prescribed, approved, acceptable, satisfactory*, or words of like meaning, refer to actions, expressions, and prerogatives of the Engineer.

1-2 TERMS AND DEFINITIONS

Acceptance – The AGENCY's formal written acceptance of a project that has been completed in all respects in accordance with the plans and specifications and any modifications thereof.

AGENCY – The City of South Pasadena.

Agent – Shall include persons and companies, other than the CONTRACTOR, retained by the City to perform design and construction services in relation to the Work.

Board – The City Council of the City of South Pasadena.

City – The City of South Pasadena, California, as the AGENCY and Owner.

City Council – City Council of the City of South Pasadena, California.

Construction Manager – Persons and/or company retained by the City to perform construction management services.

Contract Documents – Including, but not limited to: the Contract, any Addendum and Memorandum (which pertain to the contract documents), Notice Inviting Bids, Instructions to Bidders; Bid (including documentation accompanying the Bid and any post-bid documentation submitted prior to the Notice of Award) when attached as an exhibit to the Contract, the Bonds, the general conditions, permits from other agencies, the Special Provisions, the Plans, Standard Plans, Standard Specifications, Reference Specifications, and all Modifications issued after the execution of the Contract.

Days – Days shall mean consecutive calendar's days unless otherwise specified.

Design Engineer – Persons and/or company retained by the City to perform engineering design services.

Due Notice – A written notification, provided in due time, of a proposed action, where the contract requires such notification within a specified time (usually 48 hours or two working days) prior to the commencement of the contemplated action.

Engineer – The City Engineer of the City of South Pasadena, or his/her authorized representative.

Geotechnical Engineer – Person licensed to practice Soils Engineering or Geotechnical Engineering pursuant to the laws of the State of California and retained by the AGENCY during construction.

Geotextile – Synthetic fiber used in civil engineering applications, serving the primary functions of separation and filtration.

House Sewer – A sewer, wholly within private property, proposed to connect any building to a house connection sewer.

Luminaire Arm – The structural member, bracket, or mast arm, which, mounted on the standard, supports the luminaire.

Owner – City of South Pasadena, California.

Prompt – The briefest interval of time required for a considered reply, including time required for approval by a governing body.

Proposal – See Bid.

Reference Specifications – Those bulletins, standards, rules, methods of analysis or test, codes, and specifications of other agencies, engineering societies, or industrial associations referred to in the Contract Documents. These refer to the latest edition, including amendments in effect and published at the time of advertising the project or issuing the permit, unless specifically referred to by edition, volume, or date.

Standard Plans – "Standard Plans for Public Works Construction" or "SSPWC" – Latest edition of the Southern California Chapter of the American Public Works Association.

State Standard Specifications ("SSS") – Standard Specifications prepared by the State of California, Business and Transportation Agency, Department of Transportation.

State Standard Plans ("SSP") – Standard Plans prepared by State of California, Business and Transportation Agency, Department of Transportation.

Storm Drain – Any conduit and appurtenances intended for the reception and transfer of storm water.

Tonne – Also referred to as "metric ton" — Represents a unit of measure in the International System of Units equal to 1,000 kilograms.

Work – That which is proposed to be constructed or done under the Contract or permit, including the furnishing of all labor, materials, equipment, and services.

Working Days – Any days, except: (1) Saturdays, Sundays, legal holidays on which South Pasadena City Hall is closed for business; (2) days when work is suspended by the Engineer for reasons unrelated to the performance of the CONTRACTOR and provided in Subsection 6-6.1; and (3) days determined to be non-working in accordance with Section 6-3 "Time of Completion."

1-3 ABBREVIATIONS

1-3.3 Institutions. *Add the following:*

These Standard Specifications incorporate by reference the list of commonly used institution terms in the edition of the "Standard Plans for Public Works Construction" (aka the Greenbook) with the following additions:

AGCA	Associated General CONTRACTORs of America
APWA	American Public Works Association
CRSI	Concrete Reinforcing Steel Institute
CSI	Construction Specifications Institute
NFPA	National Fire Protection Association
SSS	State of California Standard Specifications, latest edition, Department of Transportation
SSP	State of California Standard Plans, latest edition, Department of Transportation.
SSPWC	Standard Specifications for Public Works Construction

1-4 UNITS OF MEASURE

1-4.1 General. *Add the following:*

When U.S. Standard Measures are not included in parenthesis, then the SI units shall control.

1-7 AWARD AND EXECUTION OF CONTRACT. *Add the following:*

1-7.0 Investigation of Site Conditions. Prior to submittal of the bid, Bidders must visit the site of work and complete their own investigations to satisfy themselves as to the existing conditions affecting the work to be done under these specifications. If the bidder chooses not to visit the site or conduct investigations, he will, nevertheless, be charged with the knowledge of conditions which reasonable inspection and investigation would have disclosed.

After the project is awarded, the CONTRACTOR shall carefully study and compare the Contract Documents with each other and with information available to the CONTRACTOR and furnished by the Owner and shall immediately notify the Engineer of errors, inconsistencies or omissions discovered. If the CONTRACTOR performs any construction activity knowing it involves a recognized error, inconsistency or omission in the Contract Documents without such notice to the Engineer, the CONTRACTOR shall assume appropriate responsibility for such performance and may assume responsibility for the full costs for correction.

The CONTRACTOR shall make field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the CONTRACTOR with the Contract Documents before commencing activities. Errors, inconsistencies, or omissions discovered shall be reported to the Engineer immediately.

When existing conditions are encountered which, in the opinion of the Engineer, require temporary suspension of work for design modifications or for other determinations to be made, the CONTRACTOR shall move to other areas of work until such determinations are made at no cost to the City. No additional compensation will be allowed by reason of such temporary suspension

of work, or modifications to work, except as noted in Section 3 of these Standard Specifications ("Changes in Work") for specific items of work not included in the bid. Appropriate extension of item for completion may be allowed where justification in the opinion of the Engineer.

1-7.1 General. *Add the following:*

The City reserves the right to reject any or all proposals.

The Contract will be awarded, if at all, to the lowest responsible and responsive Bidder determined as provided on the Proposal Form, whose proposal complies with all the requirements prescribed. Such award, if made, will be made within the number of days stated in the proposal form. Refusal or failure to deliver the executed contract, bonds, or insurance in the form provided in the Contract and approved by the AGENCY's attorney within the time provided herein shall be cause, at the AGENCY's option, for the annulment of the award and forfeiture of the bid security. In such event, the AGENCY may successively award the Contract to the next lowest responsible and responsive Bidder until a properly executed Contract, bonds, and insurance is obtained, or it may at any time reject all remaining bids and proceed as provided by law. The refusal or failure of a successive lowest responsible and responsive Bidder to execute the Contract may, at the AGENCY's option, result in an annulment of the award to that Bidder and the forfeiture of that Bidder's bid security. The periods of time specified above within which the award of the Contract may be made shall be subject to extension for such further period as may be agreed upon in writing between the AGENCY and the concerned Bidder.

The AGENCY reserves the right to waive any irregularities.

Within ten (10) calendar days after the date of the Notice of Award, the CONTRACTOR shall execute and return the following contract documents to the AGENCY:

Contract Agreement (in duplicate)
Faithful Performance Bond (in duplicate)
Maintenance Bond (in duplicate)
Payment Bond (in duplicate)
Public Liability and Property Damage Insurance Certificate (two originals)
Additionally Insured Endorsement
Workers' Compensation Insurance Certificate (two originals)

A corporation to which an award is made may be required, before the Contract agreement is executed by the AGENCY, to furnish evidence of its corporate existence, of its right to enter into contracts in the State of California, and that the officers signing the contract and bonds for the corporation have the authority to do so.

1-7.2 Contract Bonds. *Add the following:*

The PAYMENT BOND shall remain in force until thirty-five (35) calendar days after the date of recordation of the Notice of Completion. The FAITHFUL PERFORMANCE BOND shall remain in force until the date of recordation of the Notice of Completion. The MAINTENANCE BOND shall remain in force until one (1) year after the date of recordation of the Notice of Completion.

All bonds must be accompanied by a Power of Attorney.

SECTION 2 - SCOPE OF THE WORK

2-1 WORK TO BE DONE. *Add the following:*

Any plan or method of work suggested by the AGENCY or the Engineer to the CONTRACTOR but not specified or required, if adopted or followed by the CONTRACTOR in whole or in part, shall be used at the risk and responsibility of the CONTRACTOR; and the AGENCY and the Engineer shall assume no responsibility therefore and in no way be held liable for any defects in the work which may result from or be caused by use of such plan or method of work.

2-3 RIGHT-OF-WAY. *Substitute the following:*

Rights-of-way, easements, or rights-of-entry for the Work will be provided by the AGENCY. Unless otherwise provided, the CONTRACTOR shall make arrangements, pay for, and assume all responsibility for acquiring, using, and disposing of additional work areas and facilities temporarily required. The CONTRACTOR shall fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their representative subsidiaries, affiliates, members, director, officer, employees and agents, including parties that AGENCY contracts with (including other governmental agencies such as the California Department of Transportation) (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with these actions.

When the CONTRACTOR arranges for additional work areas and facilities temporarily required by him/her, he/she shall provide the AGENCY with proof that the additional work areas and/or facilities have been left in a condition satisfactory to the owner(s) of said work areas and/or facilities prior to acceptance of the work.

2-5 CONTRACTOR'S EQUIPMENT AND FACILITIES.

2-5.1 General. *Add the following:*

The CONTRACTOR shall furnish and maintain in good condition all equipment and facilities as required for the proper execution and inspection of the Work. Such equipment and facilities shall meet all requirements of applicable ordinances and laws.

A noise level limit of 85 dba at a distance of fifty (50) feet shall apply to all construction equipment on or related to the job, whether owned by the CONTRACTOR or not. The use of excessively loud warning signals shall be avoided except in those cases where required for the protection of personnel.

The CONTRACTOR shall arrange and maintain a secure storage site for all equipment and materials. All equipment and unused materials shall be returned to this site at the end of each workday.

SECTION 3 - CONTROL OF THE WORK

3-3 SUBCONTRACTORS. *Add the following:*

3-3.1 General. Each Bidder shall comply with the Public Contract Code including Sections 4100 through 4113. The following excerpts or summaries of some of the requirements of this Chapter are included below for information:

The Bidder shall set for the in the Bid, as provided in 4104:

> "(a) The name, and location of the place of business, the California contractor license number, and public works contractor registration number issued pursuant to Section 1725.5 of the Labor Code of each subcontractor who will perform work or labor or render service to the prime CONTRACTOR in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the prime CONTRACTOR, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent of the prime CONTRACTOR's total bid, or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of 1 percent of the prime CONTRACTOR's total bid or ten thousand dollars ($10,000), whichever is greater."
>
> "(b) The portion of the work which will be done by each such subcontractor under this act. The prime CONTRACTOR shall list only one subcontractor for each such portion as is defined by the prime CONTRACTOR in his bid."

Subcontracting of more than one-half of one percent of the work for which no Subcontractor was designated in the original Bid will be allowed only in cases of public emergency or necessity and only after the Engineer makes a written finding of circumstances constituting public emergency or necessity.

The CONTRACTOR must obtain written consent of the City to substitute a Subcontractor designated in the original Bid, to permit any subcontract to be assigned or transferred, or to otherwise allow a subcontract to be performed by anyone other than the originally designated Subcontractor.

A violation of any of the above provisions will be considered a violation of the Contract, and the City may cancel the Contract and collect appropriate damages or assess the CONTRACTOR a penalty of not more than ten (10) percent of the subcontract involved.

If subcontracted work is not being performed in a satisfactory manner, the City will notify the CONTRACTOR of the need to take corrective action and the Engineer may report the facts to the City Council. Upon order by City Council and the CONTRACTOR's receipt of written instructions from the Engineer, the Subcontractor shall immediately be removed from the Work and may not again be employed on the Work.

3-3.2 Additional Responsibility. The CONTRACTOR shall perform, with its own organization, Contract work amounting to at least 50 percent of the Contract Price except that any designated "Specialty Items" may be performed by subcontract and the amount of any such "Specialty Items" so performed may be deducted from the Contract Price before computing the amount required to be performed by the CONTRACTOR with its own organization. "Specialty Items" will be identified by the AGENCY in the Bid or Proposal. Where an entire item is subcontracted, the value

of work subcontracted will be based on the Contract Unit Price. When a portion of an item is subcontracted, the value of work subcontracted will be based on the estimated percentage of the Contract Unit Price. This will be determined from information submitted by the CONTRACTOR, and subject to approval by the Engineer.

3-3.3 Status of Subcontractors. All persons engaged in the Work, including Subcontractors and their employees, will be considered employees of the CONTRACTOR. The CONTRACTOR will be held responsible for their work. The AGENCY will deal directly and solely with the CONTRACTOR and make all payments to the CONTRACTOR.

3-4 AUTHORITY OF BOARD AND THE ENGINEER. *Substitute the following:*

The Board has the final authority in all matters affecting the Work. Within the scope of the Contract, the Engineer has the authority to enforce compliance with the Plans and Specifications. The CONTRACTOR shall promptly comply with instructions from the Engineer or an authorized representative.

The decision of the Engineer is final and binding on all questions relating to: quantities; acceptability of materials, equipment, or work; execution, progress or sequence of work; and interpretation of the Plans, Specifications, or other drawings. This shall be precedent to any payment under the Contract, unless otherwise ordered by the Board.

3-7 CONTRACT DOCUMENTS.

3-7.1 General. *Add the following:*

The CONTRACTOR shall ascertain the existence of any conditions affecting the cost of the Work through a reasonable examination of the Work site prior to submitting the Bid.

Existing improvements visible at the Work site, for which no specific disposition is made on the Plans, but which interfere with the completion of the Work, shall be removed and disposed of by the CONTRACTOR.

The CONTRACTOR shall, upon discovering any error or omission in the Plans or Specifications, immediately call it to the attention of the Engineer.

All final locations determined in the field, and any deviations from the Plans and Specification, shall be marked in red on the documents to show the as-built conditions. CONTRACTOR shall maintain a complete and accurate record of all changes of construction from that shown in these plans and specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the Engineer. Upon completion of the Project, CONTRACTOR shall deliver this record of all construction changes to the Engineer along with a letter which declares that other than these noted changes "the Project was constructed in conformance with the Contract Documents." Final payment will not be made until this requirement is met.

As the figured dimensions shown on the drawings and in the specifications of the Contract may not in every case agree with scaled dimensions, the figured dimensions shall be followed in preference to the scaled dimensions, and drawings to a large scale shall be followed in preference to the drawings to a small scale. Should it appear that the work to be performed, or any related matter, are not sufficiently detailed or explained in the Contract documents, the CONTRACTOR shall apply to the Engineer for such further explanations as necessary, and shall conform to such

further explanations provided by the Engineer as part of the Contract to the extent that it is consistent with the terms of the Contract.

Caution: The engineer preparing these plans will not be responsible or liable for unauthorized changes to or uses of these plans. All changes to the plans must be approved in writing by the Engineer.

(a) Records of Construction Changes / As-Builts. CONTRACTOR shall maintain a complete and accurate record of all changes of construction from that shown in these Plans and Specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the City Engineer.

Upon completion of the Project, CONTRACTOR shall deliver this record of all construction changes to the Engineer along with a letter which declares that other than these noted changes that Project was constructed in conformance with the Contract Documents.

Caution: The engineer preparing these Plans will not be responsible for, or liable for, unauthorized changes to or uses of these Plans. All changes to the Plans must be approved in writing by City Engineer.

3-7.2 Precedence of Contract Documents. *Substitute the following:*

If there is a conflict between any of the Contract Documents, the document highest in precedence shall control. The order of precedence, from highest to lowest, shall be as follows:

1) Permits issued by jurisdictional regulatory agencies.

2) Change Orders and/or Supplemental Agreements; whichever occurs last.

3) Contract/Agreement

4) Addenda.

5) Bid/Proposal.

6) Special Provisions.

7) Plans.

8) Notice Inviting Bids

9) Instructions to Bidders

10) Standard Plans.

11) Standard Specifications.

12) Reference Specifications.

3-10 SURVEYING. *Substitute the following:*
3-10.1 General. The CONTRACTOR will provide all necessary construction surveying, staking or markings for locating the limits of construction and shall comply with the provisions of 2-9 of these Standard Specifications. The CONTRACTOR shall bear all costs for restaking or marking.

Construction surveys shall be done only under the direction of the Engineer by a Registered (licensed) Land Surveyor or a Registered Civil Engineer authorized to practice land surveying

within the state. The AGENCY will provide available record map information. The CONTRACTOR is responsible for obtaining all necessary record maps, centerline ties and survey notes from Los Angeles County.

The CONTRACTOR and his surveyor shall provide the Engineer with a copy of the constructing staking field notes used to construct the improvements. In addition the CONTRACTOR shall also prove a plot of the improvements to be constructed based on the surveyor's construction staking and markings prior to the installation of the improvements. The plot shall be the same scale as the improvement plans.

3-10.2 Permanent Survey Markers. The CONTRACTOR shall notify the Engineer, or the owner on a Private Contract, at least 7 days before starting work to allow for the preservation of survey monuments, lot stakes (tagged), and bench marks. The CONTRACTOR shall protect existing survey monuments, if any exist within the work limits, during the entire project. Asphalt overlaying of existing survey monuments in the roadway will not be permitted. In the event a surveyed monument lies within an area to be cold planed, removed or reconstructed, the CONTRACTOR shall immediately notify the AGENCY's representative and protect said monument until the monument is relocated.

The CONTRACTOR shall reestablish destroyed survey monuments at the CONTRACTOR's expense.

The CONTRACTOR, shall file a Corner Record Form referencing survey monuments subject to disturbance in the Office of the County Surveyor prior to the start of construction and also prior to the completion of construction for the replacement of survey monuments. The CONTRACTOR shall not disturb survey monuments, lot stakes (tagged), or bench marks without the consent of the Engineer or the owner on Private Contracts. The CONTRACTOR shall bear the expense of replacing any that may be disturbed without permission. Replacement shall be done only under the direction of the Engineer by Registered (licensed) Licensed Land Surveyor or a Registered Civil Engineer authorized to practice land surveying within the state.

When a change is made in the finished elevation of the pavement of any roadway in which a permanent survey monument is located, the CONTRACTOR shall adjust the monument cover to the new grade within 7 days of finished paving unless otherwise specified.

3-10.3 Line and Grade. The CONTRACTOR shall be responsible for all survey and layout of work.

The line and grades for construction will be parallel to and offset from the position of the work. From the established lines and grades, the CONTRACTOR shall extend the necessary lines and grades for construction of the work and shall be responsible for the correctness of same.

All work shall conform to the lines, elevations, and grades shown on the Plans.

Three consecutive points set on the same slope shall be used together so that any variation from a straight grade can be detected. Any such variation shall be reported to the Engineer. In the absence of such report, the CONTRACTOR shall be responsible for any error in the grade of the finished work.

Grades for underground conduits will be set at the surface of the ground. The CONTRACTOR shall transfer them to the bottom of the trench.

3-10.4 Survey Service. The Engineer will oversee surveying adequate for construction. The

CONTRACTOR shall preserve construction survey stakes and marks for the duration of their usefulness. If any construction survey stakes are lost or disturbed and need to be replaced, such replacement shall be by the CONTRACTOR at his expense.

The CONTRACTOR shall notify the Engineer in writing at least 2 working days before survey services take place for the laying out of any portion of the Work. The CONTRACTOR shall dig all holes necessary for line and grade stakes. Unless otherwise specified, stakes will be set and stationed by the CONTRACTOR for curbs, headers, sewers, storm drains, structures, and rough grade. A corresponding cut or fill to finished grade (or flowline) will be indicated on a grade sheet.

3-10.4 Payment. Payment for CONSTRUCTION SURVEY & STAKING, INCLUDING

PRESERVATION & RESTORATION OF EXISTING MONUMENTS & TIES will be included in the various bid items and shall include full compensation for all labor, materials, tools, equipment and incidentals necessary to do all the work involved thereof, complete, in place, and accepted. Payment for construction surveying, construction staking, resetting of survey tags and monuments, professional services, office calculations, preparation and filing of corner records before and after construction, county fees, monuments, swing ties, certification letters, furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved shall be considered as included in the various bid items and no additional compensation will be allowed.

3-12 WORK SITE MAINTENANCE

3-12.1 General. *Add the following:*

The CONTRACTOR shall also abate dust nuisance by cleaning, sweeping and sprinkling with water, or other means as necessary. The use of water resulting in mud on public streets will not be permitted as a substitute for sweeping or other methods.

Materials and equipment shall be removed from the site as soon as they are no longer necessary. Before the final inspection, the site shall be cleared of equipment, unused materials, and rubbish so as to present a satisfactory clean and neat appearance. All cleanup costs shall be included in the CONTRACTOR's Bid.

Excess excavated material from catch basins or similar structures shall be removed from the site immediately. Sufficient material may remain for use as backfill if permitted by the Specifications. Forms and form lumber shall be removed from the site as soon as practicable after stripping.

3-12.1.1 Vermin Control. *Add the following:*

At the time of acceptance, structures entirely constructed under the Contract shall be free of rodents, insects, vermin, and pests. Necessary extermination work shall be arranged and paid for by the CONTRACTOR as part of the Work within the Contract time, and shall be performed by a licensed exterminator in accordance with requirements of governing authorities. The CONTRACTOR shall be liable for injury to persons or property and responsible for the elimination of offensive odors resulting from extermination operations.

3-12.3 Noise Control. *Add the following:*

CONTRACTOR shall adhere to City noise restrictions at all times. Pursuant to Chapter 19A.13 of the South Pasadena Municipal Code, construction activity is prohibited within a residential zone

or within 500 feet thereof on Monday through Friday before 8:00 a.m. and after 7:00 p.m., Saturday before 9:00 a.m. and after 7:00 p.m., and on Sundays and City recognized holidays before 10:00 a.m. and after 6:00 p.m.

3-12.6.3 Storm Water Pollution Prevention Plan (SWPPP). *Add the following:*

CONTRACTOR shall submit to the engineer a completed and signed SWPPP one week prior to the preconstruction meeting. The plan may utilize the practices recommended in the latest edition of the *California Storm Water Best Management Practices Handbook*, available from California Stormwater Quality Association (CSQA), and online at http://www.cabmphandbooks.net/ . The plan shall be consistent with the construction General Permit, issued by the State Water Resources, Control Board, through submittal of the Notice of Intent (NOI).

If construction will occur between October 15 and April 15 (considered as the rainy season per the City of South Pasadena), a wet weather erosion control plan must be submitted. Additionally, Best Management Practices (BMPs) implemented during the AGENCY's rainy season shall include but not be limited to those appropriate for wet weather conditions.

(a) Storm Water Pollution Prevention Measures. All storm water pollution prevention measures shall be in accordance with the submitted SWPPP. In the event circumstances during the course of construction require changes to the original SWPPP, a revised plan shall be promptly submitted to the AGENCY's representative in each instance. No responsibility shall accrue to the AGENCY as a result of the plan or as a result of knowledge of the plan. All work installed by the CONTRACTOR in connection with the SWPPP but not specified to become a permanent part of the project shall be removed and the site restored in so far as practical to its original condition prior to completion of construction or when directed by the AGENCY's representative.

(b) Storm Water Pollution Prevention – Measurement And Payment. Unless otherwise indicated in the Special Provisions, measurement and payment for Storm Water Pollution Prevention Measures, as described herein, shall be included in the items of Work requiring storm water pollution prevention measures as indicated in the project Special Provisions. Such payment shall be considered full compensation for all labor, materials, tools, and equipment for completion, and implementation and compliance with the SWPPP.

This item shall also include the installation, maintenance and removal of any necessary BMPs for SWPPP purposes throughout the duration of the project. The maximum price for this bid item **shall not exceed 5 percent** of the total contract price at the time of award.

PAYMENT

3-13 COMPLETION, ACCEPTANCE, AND WARRANTY.

3-13.1 Completion. Add the following:

The Work will be inspected by the Engineer for acceptance upon receipt of the CONTRACTOR's written assertion that the Work has been completed.

3-13.3 Warranty. *Add the following:*

All work shall be warranted by the CONTRACTOR against defective workmanship and materials for a period of 1 year from the date the Work was completed. The CONTRACTOR shall replace or repair any such defective work in a manner satisfactory to the Engineer, after notice to do so

from the Engineer, and within the time specified in the notice. If the CONTRACTOR fails to make such replacement or repairs within the time specified in the notice, the AGENCY may perform this work and the CONTRACTOR's sureties shall be liable for the cost thereof.

SECTION 4 - CONTROL OF MATERIALS

4-1 GENERAL. *Add the following:*

Used or secondhand materials, parts, and equipment may be used only if permitted by the Specifications.

The CONTRACTOR and all subcontractors, suppliers, and vendors shall guarantee that the entire Work will meet all requirements of this Contract as to the quality of materials, equipment, and workmanship. The CONTRACTOR, at no cost to the AGENCY, shall make any repairs or replacements made necessary by defects in materials, equipment, or workmanship that become evident within one year after the date of recordation of the Notice of Completion. Within this one-year period, the CONTRACTOR shall also restore to full compliance with the requirements of this Contract any portion of the Work which is found not to meet those requirements. The CONTRACTOR shall defend, indemnify, and hold the AGENCY, its officers, agents, and employees harmless from claims of any kind due to injuries or damages arising, directly or indirectly, from said defects or noncompliance.

The CONTRACTOR shall make all repairs, replacements, and restorations within thirty-five (35) days after the date of the Engineers' written notice.

If, in the opinion of the Engineer, the defective work is not of sufficient magnitude or importance to make the work dangerous or undesirable, or if, in the opinion of the Engineer, the removal of such work is impractical or will create conditions which are dangerous or undesirable, the AGENCY shall have the right and authority to retain such work instead of requiring it to be removed and reconstructed, but will make such deductions thereof in the payments due or to become due to the CONTRACTOR as the AGENCY may deem just and reasonable.

4-2 PROTECTION. *Add the following:*

The CONTRACTOR shall be responsible for the protection of public and private property adjacent to the Work and shall exercise due caution to avoid damage to such property.

The CONTRACTOR shall relocate, repair, replace or reestablish all existing improvements within the project limits (e.g., curbs, sidewalks, catch basins, catch basin screens, driveways, fences, walls, sprinkler systems, signs, utility installations, pavements, structures, survey monuments, landscaping, etc.) that are damaged or removed as a result of the CONTRACTOR's operations or as required by the plans and specifications.

All existing improvements, either within the right-of-way or not, including irrigation lines that are damaged by actions of the CONTRACTOR, shall be restored by the CONTRACTOR to their original or better condition at the CONTRACTOR's expense.

The CONTRACTOR shall mark, as approved by the Engineer, all survey monuments, manholes, valves, substructures, or other items that are visible on the surface and will be covered by his operations. This shall be completed prior to the start of that operation and approved by the Engineer.

Existing traffic striping, pavement markings, and curb markings shall also be considered as existing improvements and the CONTRACTOR shall repaint or replace, at the CONTRACTOR's expense, such striping or markings (except for traffic striping and pavement markings within the limits of the Work) if damaged or if their reflectivity is reduced due to construction operations.

All restoration of existing improvements must occur within the construction completion date, unless directed otherwise by the City Engineer.

Maintenance of street and traffic signal systems that are damaged, temporarily removed or relocated shall be done in conformance with the Contract Documents.

Trees, lawns, and shrubbery that are not to be removed shall be protected from damage or injury. If damaged or removed due to CONTRACTOR's operations, they shall be restored or replaced in as nearly the original condition and location as is reasonably possible. Lawns shall be reseeded and covered with suitable mulch.

The CONTRACTOR shall give reasonable notice to occupants or owners of adjacent property to permit them to salvage or relocate plants, trees, fences, sprinklers, and other improvements, within the right-of-way which are designated for removal and would be destroyed because of the Work.

All costs to the CONTRACTOR for protecting, removing, restoring, relocating, repairing, replacing, or reestablishing existing improvements shall be the responsibility of the CONTRACTOR.

4-6 TRADE NAMES. *Add the following:*

Along with information supplied by the CONTRACTOR regarding equivalency of the proposed item, the CONTRACTOR shall clearly identify all deviations from the specified item. Deviations discovered by the Engineer after acceptance of an "or equal" item which were not identified by the CONTRACTOR with his/her submittal shall be cause for rejection of the "or equal" item. CONTRACTOR shall be due no additional compensation in time or money for acceptance or rejection of a proposed "or equal" item and subsequent replacement with the item specified. CONTRACTOR shall pay cost to AGENCY for items requiring more than two submittals and analysis of any shop drawing which requires more than a general review of an "or equal" item.

Add the following Section 4-9:

4-9 CONSTRUCTION MATERIALS DISPUTE RESOLUTION (Soils, Rock Materials, Concrete, Mortar and Related Materials, Masonry Materials, Bituminous Materials, Rock Products, and Modified Asphalts). In the interest of safety and public value, whenever credible evidence arises to contradict the test values of materials, the AGENCY and the CONTRACTOR will initiate, an immediate and cooperative investigation. Test values of materials are results of the materials' tests, as defined by these Specifications or by the special provisions, required to accept the Work. Credible evidence is process observations or test values gathered using industry accepted practices. A contradiction exists whenever work acceptance or performance becomes suspect. The investigation shall allow access to all test results, procedures, and facilities relevant to the disputed work and consider all available information and, when necessary, gather new and additional information to determine the validity, the cause, and if necessary, the remedy to the contradiction. If the cooperative investigation reaches any resolution mechanism acceptable to both the AGENCY and the CONTRACTOR, the contradiction shall be considered resolved and the cooperative investigation concluded.

Whenever the cooperative investigation is unable to reach resolution, the investigation may then either conclude without resolution or continue by written notification of one party to the other requesting the implementation of a resolution process by committee. The continuance of the investigation shall be contingent upon recipient's agreement and acknowledged in writing within 3 calendar days after receiving a request. Without acknowledgement, the investigation shall conclude without resolution. The committee shall consist of three State of California Registered Civil Engineers. Within 7 calendar days after the written request notification, the AGENCY and the CONTRACTOR will each select one engineer. Within 14 calendar days of the written request notification, the two selected engineers will select a third engineer. The goal in selection of the third member is to complement the professional experience of the first two engineers. Should the two engineers fail to select the third engineer, the AGENCY and the CONTRACTOR shall each propose 2 engineers to be the third member within 21 calendar days after the written request notification. The first two engineers previously selected shall then select one of the court proposed engineers in a blind draw.

The committee shall be a continuance of the cooperative investigation and will re-consider all available information and if necessary, gather new and additional information to determine the validity, the cause, and if necessary, the remedy to the contradiction. The committee will focus upon the performance adequacy of the material(s) using standard engineering principles and practices and to ensure public value, the committee may provide engineering recommendations as necessary. Unless otherwise agreed, the committee will have 30 calendar days from its formation to complete their review and submit their findings. The final resolution of the committee shall be by majority opinion, in writing, stamped and signed. Should the final resolution not be unanimous, the dissenter may attach a written, stamped, and signed minority opinion.

Once started, the resolution process by committee shall continue to full conclusion unless:

1. Within 7 days of the formation of the committee, the AGENCY and the CONTRACTOR reach an acceptable resolution mechanism; or
2. Within 14 days of the formation of the committee, the initiating party withdraws its written notification and agrees to bear all investigative related costs thus far incurred; or
3. At any point by the mutual agreement of the AGENCY and the CONTRACTOR.

Unless otherwise agreed, the CONTRACTOR shall bear and maintain a record for all the investigative costs until resolution. Should the investigation discover assignable causes for the contradiction, the assignable party, the AGENCY or the CONTRACTOR, shall bear all costs associated with the investigation. Should assignable causes for the contradiction extended to both parties, the investigation will assign costs cooperatively with each party or when necessary, equally. Should the investigation substantiate a contradiction without assignable cause, the investigation will assign costs cooperatively with each party or when necessary, equally. Should the investigation be unable to substantiate a contradiction, the initiator of the investigation shall bear all investigative costs. All claim notification requirements of the contract pertaining to the contradiction shall be suspended until the investigation is concluded.

SECTION 5 - LEGAL RELATIONS AND RESPONSIBILITIES

5-2 SPECIAL NOTICES. *Add the following:*

5-2.1 Mandatory Notification Prior To Excavation. The CONTRACTOR's attention is direct to Section 4215.5 through 4217 of the Government Code of the State of California. This requires that two (2) working days prior to commencing any excavation "Underground Service Alert of Southern California" (USA) ("Digalert") shall be notified by phone, toll free 1-800-422-4133, or 811, for the assignment of an Inquiry Identification Number.

CONTRACTOR shall contact all utility companies at least five (5) working days prior to commencing work and shall verify the location of any known utilities and determine whether or not a representative of each company will be present during excavation.

The known public utilities contacts are:

1.	City of South Pasadena, Public Works Inspection	(626) 403-7240
2.	AT&T	(626) 365-5733
3.	Southern California Edison	(714) 796-9932
4.	Southern California Gas Company	(714) 634-3079
5.	South Pasadena Water Department	(626) 403-7337
6.	Spectrum	(818) 407-3152
7.	South Pasadena Sewer Department	(626) 403-7370
8.	Athens Services	(888) 336-6100

The CONTRACTOR shall coordinate construction with public utility relocation activities.

The existing subsurface utilities shown have been indicated, based on the best available record information. However, to avoid or resolve any interference problems between these existing utilities and the proposed work, the CONTRACTOR shall field verify the vertical and horizontal locations of all utilities, such as water lines and water services, electronic conduits, telephone and television cable, storm drain facilities, and all other facilities and obstructions prior to beginning any excavations. If conflicts exist, revised grades and/or alignments may be established, if required. **Such field verification shall require exposing these utilities prior to the start of construction**.

Special reference is hereby made to Section 4-2, "Protection," of the Standard Specifications with respect to the protection, repair, and replacement of existing subsurface utilities.

Additionally, the CONTRACTOR shall also notify the following local entities of his/her schedule fourteen (14) days prior to commencing work, including local refuse collectors, street sweepers, the Post Office, Public Schools, and Bus Companies:

City of South Pasadena Attn: H. Ted Gerber, Public Works Director	(626) 403-7240
City of South Pasadena Attn: Anteneh Tesfaye, Deputy Public Works Director	(626) 403-7378
City of South Pasadena, Public Works Attn: Michael Vartanians, City Engineer	(626) 403-7245
City of South Pasadena, Public Works Water Division Attn: Victor Magana, Water Operations Manager	(626) 403-7396
Metropolitan Water District Attn: Kevin Johansen, Water Systems Operations Group	(526) 713-0348
AT&T Communications OSP Engineering	(626) 570-5454
Los Angeles County Sanitation Districts Attn: Doug Walton	(310) 638-1161
Los Angeles County Public Works Department Construction Division Attn: Angela George	(626) 458-3109
Los Angeles County Public Works Department Traffic & Lighting Division Attn: Guita Shiek Atten: Robery Gysel	 (626) 458-5905 (626) 458-3122
SBC Attn: Jack Wilson	(626) 373-5960
Southern California Edison Attn: Eddie Lopez	(626) 303-8405
Southern California Gas Company	(714) 634-3079
Spectrum	(818) 407-3152
Underground Service Alert (Dig Alert)	(800) 422-4133

No excavation shall commence unless the CONTRACTOR has obtained the USA Inquiry Identification Number.

5-1.2 Accuracy of Utilities Information. The locations of known existing major utilities, whether above ground or underground, are indicated on the plans. Information and data reflected in the

Contract Documents with respect to underground and above ground utilities at or contiguous to the site is based upon information and data furnished to the City and the Engineer by the owners of such utilities, and the City does not assume responsibility for the accuracy or completeness thereof. The CONTRACTOR shall take all possible precautions for the protection of unforeseen utility lines to provide for uninterrupted service and to provide such special protection as may be necessary.

The CONTRACTOR shall be responsible for determining the location and depth of all underground facilities, including service connections, which may affect or be affected by his/her operations, and he/she shall include the cost to pothole all utilities within the limits of work in his/her bid. If an existing utility line, which has been marked by Underground Service Alert or is shown on the plans, is damaged by the CONTRACTOR, the CONTRACTOR shall repair the line and bear the cost thereof.

CONTRACTOR shall be aware that electrical conduits between street and traffic lights may exist beneath pavement and/or sidewalk in areas where such lights are in place and that said conduits are not shown on these plans.

In the event that the CONTRACTOR damages any existing utility lines that are not shown, shown incorrectly or the locations of which are not made known to the CONTRACTOR prior to excavation, a telephone call and written report shall be made immediately to the Utility owner, the Engineer, and to the City. If directed by the City, the CONTRACTOR shall make repairs under the provisions for changes and extra work contained in **2-7 CHANGES INITIATED BY THE AGENCY** of the Standard Specifications.

5-4 INSURANCE.

5-4.1 General. *Add The following:*

CONTRACTOR and AGENCY agree that AGENCY, its employees, agents and officials should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to the performance of this Agreement, which includes but is not limited to, contracts with other governmental agencies such as the California Department of Transportation, which are necessary for the AGENCY to enact this Agreement or from contracts with other parties or governmental agencies, which are necessary for the AGENCY to enact this Agreement.

CONTRACTOR acknowledges that its obligation pursuant to this section extends to liability attributable to AGENCY, if that liability is less than the sole fault of AGENCY. CONTRACTOR has no obligation under this Agreement for liability proven in a court of competent jurisdiction or by written agreement between the parties to be the sole fault of AGENCY.

The obligations of CONTRACTOR under this or any other provision of this Agreement will not be limited by the provisions of any workers compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to AGENCY, its employees, agents and officials.

CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those as set forth here in this section from each and every subcontractor, sub-tier CONTRACTOR or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance or subject matter of this Agreement. In the event CONTRACTOR fails to obtain such

indemnity obligations from others as required here, CONTRACTOR agrees to be fully responsible according to the terms of this section.

Failure of AGENCY to monitor compliance with these requirements imposes no additional obligations on AGENCY and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend AGENCY as set forth herein is binding on the successors, assigns or heirs of CONTRACTOR and shall survive the termination of this Agreement or this section.

CONTRACTOR agrees to provide insurance in accordance with the requirements as set forth here. If CONTRACTOR uses existing coverage to comply with these requirements and that coverage does not meet the requirements set forth herein, CONTRACTOR agrees to amend, supplement, or endorse the existing coverage to do so. The following coverages will be provided by CONTRACTOR and maintained on behalf of AGENCY and in accordance with the requirements set forth herein.

SECTION 6 - PROSECUTION AND PROGRESS OF THE WORK

6-1 CONSTRUCTION SCHEDULE AND COMMENCEMENT OF WORK. *Add the following:*

6-1.3 Pre-Construction Meeting and Submittal. A pre-construction meeting will be conducted by the City prior to commencement of construction at a time and place designated by the City. Those attending the meeting shall include, but not be limited to, the following:

a. The CONTRACTORs representative(s)

b. Sub-CONTRACTORs representative(s), if needed

c. City of South Pasadena Director of Public Works

d. City of South Pasadena Public Works Inspectors

One week prior to this meeting the CONTRACTOR shall submit the following:

1. Construction Schedule
2. Emergency Contact List
3. List of Subcontractors
4. Storm Water Pollution Prevention Plan (SWPPP)

6-1.4 Emergency Contact List. The CONTRACTOR shall provide the following information in writing and submit it with the signed contract, contract bonds and certificates of insurance. Failure to comply may result in delays in the processing of the contract documents.

1. Name of authorized representative at the job site.
2. Address and telephone number where the above person can be reached 24 hours a day.
3. Address of the nearest office of the CONTRACTOR, if any, and the name and telephone number of a person at that office who is familiar with the project.

4. Address and telephone number of the CONTRACTOR's main office and the name and telephone number of the person at that office familiar with the project.

6-2 PROSECUTION OF WORK. *Add the following:*

As soon as possible under the provisions of the Specifications, the CONTRACTOR shall backfill all excavations and restore to usefulness all improvements existing prior to the start of the Work.

The CONTRACTOR shall submit monthly progress reports to the Engineer by the tenth day of each month. The report shall include an updated construction schedule. Any deviations from the original schedule shall be explained.

6-2.1 Traffic and Access. The CONTRACTOR's operations shall cause no unnecessary inconvenience. The access rights of the public shall be considered at all times. Unless otherwise authorized, traffic shall be permitted to pass through the Work, or an approved detour shall be provided.

Safe and adequate pedestrian and vehicular access shall be provided and maintained to: fire hydrants; commercial and industrial establishments; churches, schools and parking lots; service stations and motels; hospitals; police and fire stations; and establishments of similar nature. Access to these facilities shall be continuous and unobstructed unless otherwise approved by the Engineer.

Safe and adequate pedestrian zones and public transportation stops, as well as pedestrian crossings of the Work at intervals not exceeding 90 m (300 feet), shall be maintained unless otherwise approved by the Engineer.

Vehicular access to residential driveways shall be maintained to the property lien except when necessary construction precludes such access for reasonable periods of time. If backfill has been completed to the extent that safe access may be provided, and the street is opened to local traffic, the CONTRACTOR shall immediately clear the street and driveways and provide and maintain access.

The CONTRACTOR shall cooperate with the various parties involved in the delivery of mail and the collection and removal of trash and garbage to maintain existing schedules for these services.

Grading operations, roadway excavation and fill construction shall be conducted by the CONTRACTOR in a manner to provide a reasonably satisfactory surface for traffic. When rough grading is completed, the roadbed surface shall be brought to a smooth, even condition satisfactory for traffic.

Unless otherwise authorized, work shall be performed in only one-half of the roadway at one time. One half shall be kept open and unobstructed until the opposite side is ready for use. If one-half a street only is being improved, the other half shall be conditioned and maintained as a detour.

The CONTRACTOR will be required to maintain at least one lane of traffic in each direction through the project area at all times in a manner satisfactory to the Engineer in the form of an engineered traffic control plan. The engineered traffic control plans must be signed by a California registered civil and/or traffic engineer. The plan is a required submittal for review one week prior to the pre-construction meeting.

If traffic control on the project shall be implemented by a sub-contractor, such subcontractor must specialize in Traffic Control and be approved by the City Engineer.

The CONTRACTOR shall include in its Bid all costs for the above requirements.

6-2.1.1 Notification to the Public. Affected properties will be determined by the Engineer and are, in general, those properties that fall within 500 feet of the limits of the work. CONTRACTOR shall remain aware of all adjacent property owners and take all steps necessary to minimize construction impacts and disturbances to all affected property owners. The CONTRACTOR is required to distribute the approved public notice to property owners one week prior to roadway construction. CONTRACTOR shall be responsible for all costs associated with these tasks and responsibilities in the various contract bid items.

The CONTRACTOR is required to notify the City by e-mail that public notices have been distributed. The e-mail shall be addressed to the City representative(s) designated during the pre-construction meeting. The e-mail shall be sent to the City no later than 8 a.m. on the day following distribution of the notices. The e-mail notification to the City shall contain a map showing the limits of distribution and the dates and times distributed. A separate e-mail shall be sent for each distribution. The City will use the information on the e-mails to verify that the distribution has been performed. If the distribution is not verified by the City, the City will e-mail to the CONTRACTOR's representative the locations which must be redistributed with the new information. The CONTRACTOR shall not perform work in the distribution area without e-mail notification of verification by the City of the distribution.

The CONTRACTOR shall submit a sample of a public notice for review and approval by the Engineer. The CONTRACTOR shall provide changes as directed by the City representative and submit final draft for approval.

The CONTRACTOR shall furnish and place "No Parking" signs, 12"x18" minimum size, approved by the Engineer, along the street in front of every residence and/or business affected by the work, two (2) working days in advance of any work. In rural areas, the signs shall be placed at a spacing not exceeding 400 feet. The signs shall include the day and time during which parking is prohibited. Parking restrictions shall be limited to the intervals between 8 a.m. to 5 p.m. to allow parking during the night. The CONTRACTOR shall remove these signs immediately when they are no longer needed.

If the work is delayed or rescheduled for any reason after placement of "No Parking" signs, the CONTRACTOR shall re-date the signs affected and re-notify the residents and businesses of the change via a new "door-knob" notice. If the work is delayed more than five days, the CONTRACTOR shall remove the signs and place re-dated signs two (2) days in advance of the work.

6-2.1.2 Notification to the Public Agencies. The CONTRACTOR shall notify the following Agencies 48 hours prior to working in the area within the City of South Pasadena unless otherwise noted:

City of South Pasadena Attn: Julian Lee, Public Works Director	(626) 403-7240
City of South Pasadena Attn: Anteneh Tesfaye, Deputy Public Works Director	(626) 403-7378
City of South Pasadena, Public Works Attn: Michael Vartanians, City Engineer	(626) 403-7245

6-2.1.3 Parking Restrictions and Posting for Tow Away. No Parking signs, posted by the CONTRACTOR, shall be of heavy card stock and not less than 1.75 square feet of surface area on the face. Background color shall be white and letters shall be printed in red water resistant ink except day, date, and time of restriction may be printed in black water resistant ink. The signs shall be printed with the words "Tow Away" and "No Parking" with a character height of not less than 2.75 inches and a stroke width of not less than 0.5 inches. The day, dated, and time of the particular restriction shall be printed or attached below the above-mentioned wording in characters of not less than 2.0 inches in height and 0.4 inches in stroke width. The day of the week shall be written out or properly abbreviated with three to four letters; date or dates or restriction shall be listed completely; the beginning and ending times shall be clearly listed on the sign.

Signs shall be mounted such that the wording "No Parking" are at an elevation at least three feet above the adjacent flowline. Signs may be tied with string to trees and power poles, taped to existing sign poles, or mounted to stakes or barricades as provided by the CONTRACTOR. The signs shall be placed as needed to control the parking of cars within the construction zone; signs shall be placed at intervals of 75 feet or less along each side of the roadway.

Signs shall be posted and maintained by the CONTRACTOR for a period of 72 hours prior to the restrictions becoming effective. The CONTRACTOR may only post parking restrictions that are effective for the duration of the Work. Upon completion of the Work, the CONTRACTOR shall promptly and completely remove and dispose all signs, stakes, and barricades. The CONTRACTOR shall promptly reset or replace all damaged or defective signs.

The CONTRACTOR shall be fully responsible for the adequate removal of all parked cars. The CONTRACTOR shall coordinate the removal of all vehicles with the Sheriff Department. The CONTRACTOR shall notify the Sheriff Communications Center upon posting of the parking restrictions for a particular street. For removal of parked vehicles, the CONTRACTOR shall notify the Sheriff Communications Center not less than two hours prior to the needed removal, stating the address nearest the parked vehicle, make, model, color and license number. The City shall not be responsible for any delay or additional costs associated with the removal of parked cars that obstruct the construction operation.

If a vehicle owner successfully contests a towing citation in court, and their citation is dismissed for causes related to the CONTRACTOR's failure to perform the requirements of this section, the CONTRACTOR shall reimburse the City for the cost of any claims associated with the towing citation.

DEVIATIONS FROM THE REQUIREMENTS OF THIS SUBSECTION WILL BE PERMITTED ONLY ON PRIOR CONSENT OF THE ENGINEER.

6-2.1.4 Storage of Equipment and Materials in Public Streets. Construction materials shall not be stored in streets, roads, or highways for more than 5 days after unloading. All materials or equipment not installed or used in construction within 5 days after unloading shall be stored elsewhere by the CONTRACTOR at its expense unless authorized additional storage time.

Construction equipment shall not be stored at the Work site before its actual use on the Work nor for more than 5 days after it is no longer needed. Time necessary for repair or assembly of equipment may be authorized by the Engineer.

Excavated material, except that which is to be used as backfill in the adjacent trench, shall not be stored in public streets unless otherwise permitted. After placing backfill, all excess material shall be removed immediately from the site.

6-2.1.5 Street Closures, Detours, Barricades. The CONTRACTOR shall comply with all applicable State, County and City requirements for closure of streets. The CONTRACTOR shall provide barriers, guards, lights, signs, temporary bridges, flag persons, and watchpersons. The CONTRACTOR shall be responsible for compliance with additional public safety requirements which may arise. The CONTRACTOR shall furnish and install signs and warning devices and promptly remove them upon completion of the Work.

At least 48 hours in advance of closing, partially closing or reopening, any street, alley, or other public thoroughfare, the CONTRACTOR shall notify the Police, Fire, Traffic and Engineering Departments, and comply with their requirements. Deviations must first be approved in writing by the Engineer.

The CONTRACTOR shall secure approval, in advance, from authorities concerned for the use of any bridges proposed by it for public use. Temporary bridges shall be clearly posted as to load limit, with signs and posting conforming to current requirements covering “signs” as set forth in the Traffic Manual published by the California Department of Transportation. This manual shall also apply to the street closures, barricades, detours, lights, and other safety devices required.

All traffic control barricades, signs and devices used by the CONTRACTOR shall, as a minimum, conform to the latest edition of the “California Manual on Uniform Traffic Controls Devices” (“MUTCD”). Channelization devices shall be spaced no greater than fifty (50) feet apart. The CONTRACTOR shall take additional precautions as he/she may find necessary under the circumstances.

Should the CONTRACTOR fail to provide adequate traffic control or safety barricades, and in the event a responsible individual cannot be located or refuses to perform, the AGENCY will at its option place needed devices or engage a private firm to place and maintain said barricades, which will be charged to the CONTRACTOR directly.

Full street closures will not be allowed without City Council approval.

All costs involved in the CONTRACTOR’S prosecution of the Work shall be included in the Bid.

6-2.2 Daily Reports. The CONTRACTOR shall complete a Daily Report indicating manpower, work performed, major equipment used and on standby (itemized separately), subcontractors, and similar items involved in the performance of the Work. The Daily Report shall be completed on

forms prepared by the CONTRACTOR and acceptable to the Engineer and shall be submitted to the City Inspector weekly.

6-3 TIME OF COMPLETION

6-3.1 General. *Add the following:*

The CONTRACTOR shall complete the Work within the time specified in B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE, or as modified by Change Order or agreement, after the Notice to Proceed.

Add the following:

6-3.3 Working Day. A working day is any day within the period between the start of the Contract time as defined in 6-1.2 and the date provided for completion, or upon field acceptance by the Engineer for all work provided for in the Contract, whichever occurs first, other than:

1. Saturday,
2. Sunday,
3. any day designated as a holiday by the AGENCY,
4. any other day designated as a holiday in a Master Labor Agreement entered into by the CONTRACTOR or on behalf of the CONTRACTOR as an eligible member of a CONTRACTOR association,
5. any day the CONTRACTOR is prevented from working at the beginning of the workday for cause as defined in 6-4.1,
6. any day the CONTRACTOR is prevented from working during the first 5 hours with at least 60 percent of the normal work force for cause as defined in 6-4.1.

The CONTRACTOR's activities involving work which requires street closure, detours, and barricades shall be confined to the hours between 7:30 a.m. and 4:00 p.m. Monday through Friday. In addition, the CONTRACTOR shall not perform any Work on Saturday, Sunday, or on AGENCY-designated holidays. AGENCY-designated holidays are listed in **TABLE 1 – AGENCY-DESIGNATED HOLIDAYS** below. Deviation from these hours will be permitted upon approval of the Engineer, except in emergencies involving immediate hazard to persons or property.

Deviations from these hours will not be permitted without the prior consent of the Engineer, except in emergencies involving immediate hazard to persons or property. In the event of either a requested or emergency deviation, inspection service fees will be charged against the CONTRACTOR. Service fees will be calculated at overtime rates including benefits, overhead, and travel time; and will be deducted from the amounts due the CONTRACTOR.

Failure of the CONTRACTOR to adhere to working day requirements will result in damages being sustained by the City. Such damages are, and will continue to be, impracticable and extremely difficult to determine.

TABLE 1 – AGENCY-DESIGNATED HOLIDAYS

New Year's Day (January 1*)

Martin Luther King, Jr. Day (3rd Monday in January)

President's Day (3rd Monday in February)

Memorial Day (Last Monday in May)

Juneteenth (June 19*)

Independence Day (July 4*)

Labor Day (1st Monday in September)

Veteran's Day (November 11*)

Thanksgiving Day (4th Thursday in November)

Day after Thanksgiving (Friday after Thanksgiving Day)

Christmas Eve (December 24*)

Christmas Day (December 25*)

**If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday. If a Holiday falls on a Sunday, the following Monday shall be deemed the holiday. The City shall close each year from December 25 to January 1.*

6-3.4 Restrictions on closure of traffic lanes:

No contractual work shall be performed in the public Right-of-Way during the first week of school unless approved by the City Engineer.

A. All traffic lanes shall be open for public use on the days and at the times specified below, unless approved otherwise by the City Engineer:

   1. Saturdays, Sundays and AGENCY designated holidays: from 12:01 a.m. to 11:59 p.m.

   2. Fridays and any days preceding an AGENCY designated holiday: from 3:00 p.m. to 11:59 p.m.

   3. Non-construction hours: all hours when the CONTRACTOR's employees are not physically present at the construction site actively performing contract work.

B. On those days and hours when closure of traffic lanes is not prohibited under the provisions of the preceding subparagraph A, no more than one travel lane may be closed at any time during construction hours. During any lane closure, flashing arrow boards shall be used in accordance with the current version of the California MUTCD.

C. Traffic signals shall not be placed in flash operation during the hours that traffic lanes must be kept open as defined in Paragraph A. Under no circumstances shall

traffic signal be placed in flash operation without prior approval from the Project Engineer. Traffic signal will be only placed in flash operation by City personnel. CONTRACTOR shall contact the Project Engineer at least two (2) working days in advance to coordinate traffic signal service.

6-4 DELAYS AND EXTENSIONS OF TIME.

6-4.4 Written Notice and Report. *Add the following:*

Whenever the CONTRACTOR foresees any delay in the prosecution of the work, and in any event immediately upon the occurrence of any delay which the CONTRACTOR regards as unavoidable, he/she shall notify the Engineer in writing of the probability of the occurrence of such delay and its cause so that the Engineer may take immediate steps to prevent, if possible, the occurrence or continuance of the delay, or, if prevention is not possible, may determine whether the delay is to be considered avoidable or unavoidable, how long it continues, and to what extent it will delay the prosecution and completion of the work. It will be concluded that any and all delays which have occurred in the prosecution and completion of the work have been avoidable delays, except such delays as shall have been called to the attention of the Engineer at the time of their occurrence and found by him/her to have been unavoidable. The CONTRACTOR shall make no claims for any delay not called to the attention of the Engineer at the time of its occurrence as an unavoidable delay.

6-7 TERMINATION OF THE CONTRACT FOR DEFAULT.

6-7.1 General. *Add The following:*

If the CONTRACTOR fails to begin delivery of material and equipment, to commence the Work within the time specified, to maintain the rate of delivery of material, to execute the Work in the manner and at such locations as specified, or fails to maintain the Work schedule which will insure the AGENCY's interest, or, if the CONTRACTOR is not carrying out the intent of the Contract, the AGENCY may serve written notice upon the CONTRACTOR and the Surety on its Faithful Performance Bond demanding satisfactory compliance with the Contract.

6-9 LIQUIDATED DAMAGES. *Add the following:*

The CONTRACTOR agrees to forfeit and pay the AGENCY the amount of Three Thousand Six Hundred Dollars ($3,600.00) per day for each and every day of unauthorized delay beyond the completion date, which shall be deducted from any monies due the CONTRACTOR. This payment shall be considered liquidated damages. CONTRACTOR agrees that such liquidated damages are reasonable under the circumstances existing at the time of execution of the contract, that such liquidated damages are to compensate AGENCY for losses that are difficult to measure and that such damages are not a penalty.

The AGENCY's agreement to waive a specific time provision or to extend the time for performance shall not constitute a waiver of any other time provision contained in the Contract Documents.

Failure of the CONTRACTOR to complete performance promptly within the additional time authorized in a waiver or extension of time agreement shall constitute a material breach of this Contract entitling the AGENCY to terminate this agreement.

SECTION 7 - MEASUREMENT AND PAYMENT

7-1 MEASUREMENT OF QUANTITIES FOR UNIT PRICE WORK.

7-1.1 General. *Add the following:*

The planimeter shall be considered an instrument of precision adapted to measurement of all areas.

7-3 PAYMENT

7-3.1 General. *Add the following:*

The quantities listed in the Bid schedule will not govern final payment. Payment to the CONTRACTOR will be made only for actual quantities of Contract items constructed in accordance with the Plans and Specifications. Upon completion of construction, if the actual quantities show either an increase or decrease from the quantities given the Bid schedule, the Contract Unit Prices will prevail subject to the provisions of 7-3.5.1.

At the expiration of 35 calendar days from the date of acceptance of the Work by the board, or as prescribed by law, the amount deducted from the final estimate and retained by the AGENCY will be paid to the CONTRACTOR except such amounts as are required by law to be withheld by properly executed and filed notices to stop payment, or as may be authorized by the Contract to be further retained.

7-3.2 Partial and Final Payment. *Add the following:*

From each progress estimate, 10 percent will be deducted and retained by the AGENCY, and the remainder less the amount of all previous payments will be paid. After 50 percent of the Work has been completed and if progress on the Work is satisfactory, the deduction to be made from remaining progress estimates and from the final estimate may be limited to $500 or 10 percent of the first half of total Contract amount, whichever is greater.

The closure date for period progress payments will be the twenty-fifth day of each month. Authorization to pay is commonly received on the second Wednesday of the following month. The AGENCY requires four to six weeks to review all progress payments, issue payment checks, present progress payment to Council for approval, and release payment to CONTRACTOR. However, payments will be withheld pending receipt of any outstanding reports required by the Contract Documents. In addition, the final progress payment will not be released until the CONTRACTOR returns the control set of plans and specifications showing the as-built conditions.

The full five (5) percent retention will be deducted from all payments. The final retention will be authorized for payment thirty-five (35) days after the date of recordation of the Notice of Completion.

7-3.4 Mobilization. *Add the following:*

Mobilization shall conform to the provisions of Sections 7-3.4 of the Standard Specifications. This item shall also include any and all costs associated with demobilization at the time of project completion.

PAYMENT

Payment for **MOBILIZATION** bid items shall be at the contract bid item price per lump sum (LS)

and shall be payable as follows for each payment upon approval of the Public Works Director/City Engineer.

a) Payment of up to 50 percent of the contract lump sum bid price for mobilization at the first progress payment.

b) Payment to 75 percent of the contract lump sum bid price for mobilization when the monthly partial payment estimate of the total amount earned to date, not including the amount earned for mobilization, is 30 percent or more of the original contract amount.

c) Payment to 100 percent of the contract lump sum bid price for mobilization when the monthly partial payment estimate of the total amount earned to date, not including the amount earned for mobilization, is 50 percent or more of the original contract amount.

7-3.6 Stipulated Unit Prices. *Add the following:*

Stipulated Unit Prices are unit prices established by the AGENCY in the Contract Documents.

7-4 PAYMENT FOR EXTRA WORK.

7-4.1 General. *Add The following:*

New or unforeseen work will be classified as "extra work" when the Engineer determines that it is not covered by the Contract Unit Prices or stipulated unit prices.

7-4.2 Basis for Establishing Costs.

7.4.2.4 Other Items. *Add the following:*

Invoices covering all such items in detail shall be submitted with the request for payment.

7-5 PAYMENT FOR CHANGES REQUESTED BY THE CONTRACTOR. *Add the following:*

Changes in the Plans and Specifications, requested in writing by the CONTRACTOR, which do not materially affect the Work, and which are not detrimental to the Work or to the interests of the AGENCY, may be granted by the Engineer. Nothing herein shall be construed as granting a right to the CONTRACTOR to demand acceptance of such changes.

SECTION 8 - FACILITIES FOR AGENCY PERSONNEL

8-6 BASIS OF PAYMENT. *Substitute the following:*

All costs incurred in furnishing, maintaining, servicing, and removing field officers, laboratories, or bathhouse facilities required at the project site shall be included in the bid item for furnishing such facilities. If such facilities are required by the Plans or Specifications and no bid item is provided in the proposal, the costs shall in included in other items for which bids are entered. Such costs incurred in connection with offices and laboratories at plants shall be borne by the plant owners.

The first progress payment will not be approved until all facilities are in place and fully comply with the Contract Documents.

(End of Section)

SECTION G – SPECIAL PROVISIONS – PART 2 THROUGH 9

FY 24-25 RESIDENTIAL SLURRY SEAL
PROJECT SPECIFICATION NO. 002006
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

The following Special Provisions describe materials, methods of construction, and measurement and payment for items of work that are unique to the project. These provisions supplement, amend, or replaced the requirements of the 2024 Standard Specifications for Public Works Construction ("SSPWC" or "Greenbook").

PART 2 – CONSTRUCTION MATERIALS

203 – BITUMINOUS MATERIALS

203-5 RUBBERIZED EMULSION-AGGREGATE SLURRY (REAS) Add the following section:

203-5.5 RUBBER POLYMER MODIFIED SLURRY (RPMS)

203-5.5.1 GENERAL

Rubber polymer modified slurry (RPMS) is a crumb rubber asphalt slurry-seal surface treatment. RPMS shall be a stable mixture of asphaltic emulsion, mineral aggregate, set-control additives, specially produced and graded crumb rubber, polymer, mineral fillers, carbon black, and water. The materials for RPMS shall conform to 302-4.3, "Emulsion-Aggregate Slurry (EAS)" and these specifications. Mixing and spreading of RPMS shall be as described in 302-4.13, "Rubber Polymer Modified Slurry (RPMS)"

203-5.5.2 MATERIALS

The ingredients of RPMS immediately prior to mixing shall conform to the following:

a) Asphaltic emulsion shall be a quick-set type and shall conform to the requirements of PMCQS-1h and to the following requirements in accordance with the specified test methods:

Quality Tests for Emulsion	Test	Requirements
AASHTO T59	Residue after Distillation	60% min.
ASTM D244		
AASHTO T49	Penetration at 77° (25° C)	40%-90%
ASTM D2397		

b) Quick setting Type PMCQS-1h Asphaltic Emulsion shall test positive for Particle Charge when testing in accordance with the applicable ASTM test designation. If the Particle Charge Test result is inconclusive, the asphaltic emulsion shall meet a pH requirement of 6.7 maximum.

c) Water shall be potable and of such quality that the asphalt will not separate from the emulsion before the application of slurry seal.
d) If necessary for workability, a set-control agent that will not adversely affect the RPMS material may be added.
e) Polymer additive shall be SBR Latex or approved equal, which is added at a minimum of 2% by weight of the asphaltic emulsion
f) Crumb Rubber.
i) Crumb rubber shall be ambient granulated or ground from whole passenger tires, truck tires or a combination only in conformance with the requirements indicated in Tables 203-5.5.2(A), 203-5.5.2(B), and 203-5.5.2(C).
ii) Un-curing or de-vulcanized rubber shall not be acceptable. Rubber tire buffing from either recapping or manufacturing processes may not be used as a supplement to the crumb rubber mixture.
iii) In order to remove steel and fabric, an initial separation stage which subjects the rubber to freezing temperatures may be used.
iv) The crumb rubber shall not be elongated or hair-like in shape and individual particles shall not be greater than 1/20 of an inch in length.
v) The crumb rubber shall be free of contaminants including fiber, metal, and mineral matter within the following tolerances: the fiber content shall be less than 0.30% by weight and the crumb rubber shall be free of metal particles. Metal imbedded in rubber particles shall not be allowed. The amount of mineral contaminants allowed shall not exceed 0.10% by weight.
vi) The crumb rubber shall be dry with a moisture content of less than 0.75%.

Table 203-5.5.2(A) CRUMB RUBBER CHEMICAL PROPERTIES SPECIFICATIONS

Property	**Specification Limits**
Specific Gravity	1.15 +/- 0.05
% Carbon Black	35% Maximum
% of Rubber Hydrocarbon	55% Maximum
% Ash	6% Maximum
% of Acetone Extract	10% Maximum
% of Chloroform Extract	3% Maximum
% Natural Rubber	40% Minimum

Table 203-5.5.2(B) CRUMB RUBBER GRADATION REQUIREMENTS

Sieve Size	Percent Passing
No. 30	100
No. 40	90-100
No. 50	75-85
No. 100	25-35
No. 200	0-10

Table 203-5.5.2(C) TESTING METHODS FOR CRUMB RUBBER ANALYSIS

Property	Test Method
Specific Gravity	ASTM D1817
Carbon Black	ASTM D297
ASH	ASTM D297
Chloroform Extract	ASTM D297
Natural/Synthetic Rubber	ASTM D297
Sieve Analysis	ASTM C136

vii) Carbon black solution shall be non-ionic in charge and liquid in form. The carbon black shall be compatible with the emulsion system, polymers, and additives being used and shall conform to the requirements indicated in Table 203-5.5.2(D) and ASTM D1511.

Table 203-5.5.2(D)

Specification	Tolerances
Total Solids	40-44
% Black by Weight	35-37
Type Black	Medium Furnace Color
Type Dispersing	Non-ionic

viii) Additives may be used to accelerate or retard the break-set of the RPMs. The use of additives shall be in quantities specified in the mix design.
ix)Mineral filler such as Portland cement, hydrated lime, limestone dust, fly ash, or other approved filler meeting the requirements of ASTM D242 shall be used if required by the mix design and may be used to facilitate set times as needed. Any cement used shall be considered as part of the dry aggregate weight for mix design purposes.

x)The mineral aggregate used shall be the type and grade specified for the particular Type of RPMS. The aggregate shall be manufactured crushed stone as granite, slang, limestone, chat, other high quality aggregate, or a combination thereof. Aggregate shall consist of rock dust except that 100% of any aggregate of combination of aggregates larger than the No. 50 sieve size used in the mix shall be obtained by crushing rock. The material shall be free from vegetable matter and other deleterious substances. The aggregate shall also conform to the following requirements in Table 203-5.5.2 (E).

Table 203-5.5.2(E)

Test	**California Test**	**Requirements**
Sand Equivalent	217	45 min.
Durability Index	229	55 min.

203-5.5.3 COMPOSITION AND GRADING

1. The percentage composition by weight of the aggregate shall conform to the requirements indicated in the table 200-1.7.2.

203-5.5.4 MIX DESIGN

1. Before Work begins, contractor shall submit laboratory reports of mix designs performed in accordance with the tests identified in Table 203-5.5.4 at contractors expense and shall utilize the specific materials to be used on the projects. The design shall be prepared by a laboratory experience in designing rubber asphalt slurry-seal surface treatments. After the mix design is approved, no substitution shall be made unless approved by the Engineer. The proposed rubber asphalt slurry-seal surface treatment mix design shall verify compatibility of the aggregate, emulsion, mineral filler, set-control additive, and rubber blend.
2. The Mixing Time test shall be done at the highest temperatures expected during construction. The original lab report shall be signed by the laboratory that performed the mix design and shall show the results of the tests on individual materials. The report shall clearly show the proportions of aggregate, mineral filler, water, additives, asphalt emulsion, and asphalt rubber blend based on the dry weight of the aggregate.
3. Component materials used in the mix design shall be representative of the proposed materials. The percentage of each individual material required shall be shown in the laboratory report. Adjustments may be required during the construction based on field conditions.
4. The component materials shall be within the following limits:
   a) Residual Asphalt Type I, 10%-16% based on dry weight of aggregate.
   b) Residual Asphalt Type II, 7.5%-13.5% based on dry weight of aggregate.

c) Residual Asphalt Type III, 6.5%-12% based on dry weight of aggregate.
d) The crumb rubber will be added to the rubberized slurry mix at a rate of 5% by volume to the asphalt cement.
e) Polymer additive shall be at 2% of finished emulsion.
f) Carbon Black shall be at 1.3% to 2% of the finished emulsion.
g) Mineral filler shall be at 0.5% - 2.0% based on dry weight of aggregate.
h) Additives as needed.
i) Water, as needed to achieve proper mix consistency (total mix liquids shall not exceed the loose aggregate voids).

Table 203-5.5.4

Test	Description	Specification
ISSA T-106	Slurry Seal Consistency	Pass
ISSA TB-109	Excess Asphalt	50 grams/SF max.
ISSA TB-100 (Type I)	The Wet Track Abrasion	50 grams/SF max.
ISSA TB-100 (type II)	The Wet Track Abrasion	60 grams/SF max.
ISSA TB-100 (TYPEIII)	The Wet Track Abrasion	60 grams/SF max.
ISSA TB-113	Mixing Time	Controllable to 150 seconds minimum
ISSA TB-114	The Wet Stripping	Pass

PART 3 – CONSTRUCTION METHODS

302-4 SLURRY SEAL SURFACING

304-1.1 GENERAL Add the following:

Before placing the slurry seal, the contractor shall sweep clean the pavement surfaces to remove loose particles, remove all pavement markings and striping, and seal all cracks. Manholes, valve boxes, and other services entrances shall be protected from the slurry seal by covering them with tar paper of an approved method. As directed by the Engineer in the field, the Contractor shall remove existing concrete or asphalt spills by chipping or jack hammering. Cracks shall be parted to a minimum width of 3/8 inch and minimum depth of ½ inch. Following the cleaning, sealant shall be applied to slightly overfilled condition and then leveled to less than 1/8 inch thick with a squeegee or sealing shoe to produce a band 2 to 4 inches wide centered over the crack. Sealant shall be Crafco polyflex sealant Type II or equal. The Contractor shall remove all raised pavement markers and any old adhesives prior to slurry sealing.

Emulsified asphalt shall conform to Grade PMCQS-1h. The polymer within the asphalt emulsion shall be either Neoprene, SBR latex and shall be milled or blended into the asphalt or blended into the emulsifier solution prior to the emulsification process. Each load of the polymer asphalt emulsion shall have a certificate of compliance from the asphalt emulsion manufacturer guaranteeing that either asphalt blending or "comilling process was used. The certificate shall also state the percentage of the solid rubber polymer added by weight of the asphalt as well as composition of the polymer. The addition of polymer to the emulsion after emulsion manufacturing is not accepted.

The contractor shall construct a minimum of 1 test strip at a location determined by the City. The test strip shall be 300 to 500 feet long, a minimum of 1500 square yards in size, replicate the full-production mixing, spreading and application. The test strip shall be constructed at the same time of day that the full-production will happen. The contractor shall obtain approval from the City Engineer of the test strip. If approval is not obtained, the contractor shall construct additional test strips, as needed, until the City Engineer's approval is obtained. Full compensation for constructing the test strip(s) shall be included in the price paid for slurry seal and no separate payment will be made therefore.

The Contractor shall vacuum sweep the surface of all streets on multiple occasions after placing slurry seal. The first sweep shall be conducted within two days of placing the slurry. Each successive sweep shall be once per week, starting after the first sweeping for a duration of four weeks. The Contractor shall make complete (curb-to-curb) passes on all scheduled sweeps. Successive sweeps shall not be considered as part of the construction duration. Full compensation for supplying and operating a vacuum sweeper shall be included in the price paid for slurry seal and no separate payment will be made therefore.

Spreading Slurry shall be placed only between the hours of 7:30 A.M. and 1:00 P.M.

The spreader box shall be equipped with flexible material in contact with pavement and shall be maintained so as to prevent loss of slurry. It shall be adjustable to assure a uniform, controlled spread and equipped with a mechanical hydraulic-type shifting devise.

Whenever the spreader box places an excessive amount of slurry on the pavement, the Contractor shall remove said excess amount in an approved manner. The Contractor shall construct neat, straight join lines or as directed by the Engineer.

The Contractor shall maintain constant vigilance on the spreader box for rock leaves or foreign material that might accumulate in front of the rubber strike-off "squeegees" and he shall remove any and all such material immediately.

Existing gutters, manholes covers, valve covers, and reflectorized traffic pavement markers shall be kept free of slurry. The Contractor shall be responsible for removing all slurry mix from such items.

The Contractor shall repair and reseal all areas of the street or other project sites which were not properly slurry sealed at no cost to the City.

Approved for use on June 7, 2023
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The Contractor shall be held responsible for protecting slurry sealed areas from vehicular and pedestrian traffic until such time that they are open to traffic and /or pedestrian.

Add the following section:

302-4.13 Rubber Polymer Modified Slurry (RPMS).

302-4.13.1 Mixing.

1. Proportioning equipment of equal capacity to that described herein will be considered by the City prior to time of Award.
2. The slurry surfacing shall be mixed in a continuous, twin shaft, multi-paddle pugmill mixer. The pugmill shall be equipped with a hydraulically controlled steel pugmill gate for positive discharge operations. No dripping of slurry shall be allowed.
3. Each slurry surfacing unit shall be equipped with independent storage capabilities for the aggregate, emulsion, crumb rubber, polymer, set-control additives, and the carbon black.
4. Each slurry surfacing unit shall be equipped with a unit designed to store and deliver the various required materials to a twin-shafted, multi-paddle pugmill with a computer-controlled automatic sequencing system that initiates each material delivery at the precise moment necessary to ensure proper proportioning.
5. Aggregates, asphaltic emulsion, water, polymers, additives, including set-control agent, if used, and crumb rubber shall be proportioned by volume utilizing the mix design approved by the Engineer. If more than one kind of aggregate is used, the correct amount of each kind of aggregate to produce the required grading shall be proportioned separately, prior to the other materials of the mixture, in a manner that will result in a uniform and homogenous blend.
6. Asphaltic emulsion shall be added at a rate within the ranges identified in Table 302-4.12.1.1 of percent by weight of the dry aggregate. The exact weight shall be determined by the mix design and the asphalt solids content of the asphaltic emulsion furnished.

TABLE 302-4.13.1.1

Type of Aggregate	Range
Type I	17% - 20%
Type II	14% - 17%
Type III	11% - 14%

7. The aggregate shall be proportioned by a belt feeder operated with an adjustable cutoff gate. The height of the gate opening shall be readily determinable. The emulsion shall be introduced into the mixer by a positive displacement pump. Water shall be introduced int the mixer through an adjustable multi-spray pugmill bar. Water volume shall be displayed by an electric digital meter registering in gallons delivered.
8. The aggregate belt feeder shall deliver aggregate to the pugmill mixed with such volumetric consistency that the deviation for any individual aggregate delivery rate check-run shall be

within 2% of the mathematical average of 3 runs of at least 300 gallons (1135.6 L) each in duration.

9. The bitumen ratio (pounds of asphalt per 100 pounds (45.4 kg) of dry aggregates) shall not vary more than 1.5 pound (0.7 kg) of asphalt above or 0.6 pound (0.3 kg) asphalt below the amount designated by the mix design and approved by the Engineer.
10. The polymer additive and the carbon black shall be delivered to the mixer in the relative proportions required by means of a common shaft dual pump system. The polymer additive and the carbon black flow rates shall be independently adjustable by means of diaphragm valves and shall be sequenced through the computer controlled auto-sequencing system. The polymer additive and the carbon black shall be blended and mixed prior to their introduction into the pugmill. Introduction into the twin-shafted pugmill shall be done through an injection system which delivers the blended material to the apex of each mixing shaft immediately prior to the introduction of the asphalt emulsion. The polymer additive and the carbon black delivery system shall each be equipped with digital electronic flow metering devices that can read in gallons per minute.
11. The crumb rubber delivery system shall be equipped with an air suspension unit designed to prevent clumping or bridging of the rubber material. The air discharges shall be sequenced to avoid over-suspension of the rubber. The rubber shall be delivered to the pugmill by a hydraulically driven auger and shall be initiated through the computer controlled auto-sequencing system.
12. The emulsion shall be introduced into the mixer by a positive displacement pump. The emulsion storage shall be equipped with a device which will automatically shut down the power to the emulsion pump and aggregate belt feeder when the level of stored emulsion is lowered to within 2 inches (50.8 mm) of the suction line.
13. A temperature-indicating device shall be installed in the emulsion storage tank at the pump suction level.
14. The aggregate shall be proportioned using a belt feeder operated with an adjustable cutoff gate. The height of the gate opening shall be readily determinable.
15. The aggregate feeder shall be directly connected to the drive on the emulsion pump. The drive shaft of the aggregate feeder shall be equipped with an electronic digital belt. The belt delivering the aggregate to the pugmill shall be equipped with a device to monitor the depth of the aggregate being delivered to the pugmill. The device for monitoring the depth of aggregate shall automatically shut down the power to the aggregate belt feeder whenever the depth of aggregate is less than 70% of the target depth of flow. An additional device shall monitor movement of the aggregate belt by detecting revolutions of the belt feeder. The devices for monitoring no flow or belt movement shall automatically shut down the power to the aggregate belt when the aggregate belt movement is interrupted. To avoid shutdown caused by normal fluctuations in delivery rates, a delay of 3 seconds between sensing less than desirable storage levels of aggregate or emulsion shall be permitted.
16. Water delivery shall be adjusted through a diaphragm valve. Water flow rate shall be electronically displayed through a digital meter.
17. Set-control additive flow rate shall be electronically displayed through a digital meter.
18. The mixer unit shall not be operated unless all electronic display and revolution counters are in good working condition and functioning and all metal guards are in place. All indicators required by these specifications shall be operational at all times.
19. You shall have 2 fully operational mixers and 1 standby mixer for use at the Project Site at all ties for each working crew.

302-4.13.2 Application.

1. General.

a) The Work shall consist of mixing asphaltic emulsions, aggregates, set-control additives, specially produced and graded crumb rubbers, and watering and spreading the mixture on the pavement where shown marked out in the field, as specified in these special provisions, and as directed by the Engineer. Type II RPMS shall be applied to all streets unless otherwise specified in the proposed Work Appendix of the Contract or as directed by the Engineer.

b) RPMS application rates shall be as follows:

TYPE	APPLICATION RATE[1] lb/yd2 (lb/sq.m)
I	9 (10.76)
II	13.33 (15.92)
III	15 – 22 (17.97 - 26.25)

1. Based on dry aggregate weight.

c) RPMS shall only be placed when ambient temperature is 50° F or higher.

2. Sequential Slurry Treatment.

a) When slurry treatment is required by the Contract Documents, notify the Engineer at least 10 Working Days prior to the first application of slurry. The Engineer, upon assessment of street condition and classification, will verify the slurry type to be applied.

b) Application of sequential layers of slurry shall not commence until approved by the Engineer and until the following have been completed:
   i. Mix design and wet track abrasion testing for the first-step slurry application has been approved by the Engineer. Unless otherwise directed by the Engineer, this testing may require 4 Working Days from field sampling to reporting of test results to the Engineer.
   ii. Corrective actions have been executed in accordance with 302-4.12.1.2, "Reduction in Payment Based on WTAT" such as reductions in payment, non-payment, or removal of material not meeting specifications, as directed by the Engineer.

3. Spreading.

a) Pre-wetting of streets shall not be required unless streets are subject to high temperatures and/or dust.

b) The complete mixture, after the addition of water and any set-control agent used, shall be such that the mixture:
   i. Has proper workability.
   ii. Shall permit a traffic flow without the occurrence of bleeding separation or other distress at 78° F (25.6° C) and without pilotcar-assisted traffic on the slurry seal within one hour after placement.
   iii. Shall prevent the development of bleeding, excessive raveling, separation, and/or other distress within 7 Calendar Days after placing the rubberized asphalt surfacing.

c) The slurry mixture shall be spread by means of a controlled spreader box. The spreader box shall be capable of spreading the slurry to the width of the traffic lane and shall have strips of flexible rubber belting or similar material on each side of the spreader that shall be in contact with the pavement to positively prevent loss of slurry from the ends of the box.

Spreader boxes shall be equipped with reversible motor-driven augers when placing slurry. Rear flexible strike-off blades (rubbers) shall make close contact with the pavement and shall be adjustable to the various crown shapes so as to apply a uniform surfacing coat. Flexible drags to be attached to the rear of the spreader box shall be provided as directed by the Engineer. Drags and rubbers shall be cleaned daily if problems with cleanliness and longitudinal scouring occur. The spreader box shall be clean and shall be free of all slurry and emulsion at the start of each Work shift.

302-4.13.3 Rolling.

1. Pneumatic rolling shall be required on all streets.
2. Rolling shall commence as soon as the RPMS has set sufficiently to prevent any material from adhering to the tires.
3. The RPMS surface shall be rolled 2 to 5 times or as directed by the Engineer.
4. Pneumatic rollers shall be operated at a minimum tire pressure of 60 psi (413.7 kPa).

302-4.13.4 Measurement and Payment.

Payment for "Rubber Polymer Modified Slurry (RPMS) (Type II)" will be made at the Contract Unit Price, per Square Foot, which shall include all costs for furnishing all labor, materials, tools, and equipment, and for doing all work involved in the application of Type II slurry mixture, complete in place, including removing pavement markings by wet sand blasting, removal of rumble striping (dots) if necessary, cleaning and dampening the existing pavement, barricading, opening, cleaning, applying herbicide, and sealing existing cracks up to 2-inch wide, grinding of shoved asphalt area prior to slurring, asphalt patching miscellaneous potholes and depressions greater than 0.25-inches in depth, wrapping utility covers in plastic prior to slurry seal. After slurry seal, remove plastic, clean and paint valve cover per the direction of the Engineer, install blue RPMs as required. Protecting the slurry seal coat until it has set, maintaining and controlling vehicular and pedestrian traffic, opening the slurry seal area to vehicular traffic, project signs and public notification, and all incidentals, as directed by the Engineer.

314 – TRAFFIC STRIPING, CURB AND PAVEMENT MARKINGS, AND PAVEMENT MARKERS

314.2 – REMOVAL OF TRAFFIC STRIPING AND CURB AND PAVEMENT MARKINGS

314-2.1 GENERAL Replace the first paragraph with the following:

The CONTRACTOR shall remove existing traffic striping markings by wet sandblasting, or other methods approved by the ENGINEER.

314-2.3 PAYMENT Replace with the following:

Payment for removal of traffic striping and curb markings shall be included in the contract unit price for the work described by section 302 of the Special Provisions. Payment for removal of pavement markings shall be included in the contract unit price for the work described by section 302 of the Special Provisions. No additional payment shall be made for removal of traffic striping, curb markings or pavement markings.

314-3 PAYMENT Replace with the following:

Payment for removal of pavement markers shall be included in the Contract Unit Price for the work described by section 302 of the Special Provisions. No additional payment shall be made for the removal of pavement markers.

314-4 APPLICATION OF TRAFFIC STRIPING AND CURB AND PAVEMENT MARKINGS

314-4.1 GENERAL Replace with the following:

Traffic striping and curb and pavement markings shall conform to the dimensions and details determined by the ENGINEER or his/her designee during construction after existing traffic striping and curb and pavement markings have been removed and asphalt concrete improvement have been completed.

The CONTRACTOR shall install temporary reflective pavement markers in such a manner as to not damage asphalt concrete improvements prior to allowing vehicular traffic into the work zone.

314-2 CONTROL OF ALIGNMENT AND LAYOUT

314-4.2.1 – GENERAL Replace the second paragraph with the following:

Traffic lines shall be spotted in advance by using rope as a guide for marking spots every 5 feet, by using a marking wheel mounted on a vehicle, or by another method approved by the ENGINEER. Pavement markers shall be spotted in advance by using a stencil to mark the location of the pavement marker.

All traffic line and pavement markers shall be spotted three working days after completion of asphalt concrete improvements. Each working day of delay shall incur liquidated damages as specified in the Special Provisions. Upon acceptance of traffic line and pavement markers spotting, the CONTRACTOR shall complete the final application of paint or thermoplastic within four working days. Each working day of delay shall incur liquidated damages as specified in the Special Provisions.

314-4 PAINTED TRAFFIC STRIPING AND CURB AND PAVEMENT MARKINGS

314-4.3.6 MEASUREMENT

Replace with the following:

Painted traffic stripes will be measured by the contract unit price LINEAR FOOT (LF) along the line of the traffic stripes, without deductions for gaps in broken traffic stripes. A double traffic stripe consisting of 2, 4-inch wide yellow stripes separated by a 3-inch wide black stripe, will be measured as 1 traffic stripe measured by the contract unit price LINEAR FOOT (LF).

Painted traffic stripes for crosswalks will be measured by the contract unit price, SQUARE FOOT (SF), for the actual area painted.

Painted curb markings will be measured by the LINEAR FOOT (LF).

Painted pavement markings will be measured by the contract unit price, EACH (EA).

314-4.3.7 PAYMENT Replace with the following

Payment for painted traffic stripes and painted curb markings will be made at the Contract Unit Price per LINEAR FOOT regardless of the number, widths and patterns of individual stripes composing each traffic stripe.

Payment for painted traffic stripes for crosswalks will be made at the Contract Unit Price per SQUARE FOOT for the actual area painted.

Payment for pavement markings will be made at the Contract Unit Price per EACH (EA).

No additional payment will be made for establishing alignments for stripes and layout work. No additional payment will be made for the installation of temporary reflective pavement markers.

314-4.4 THERMOPLASTIC TRAFFIC STRIPING AND PAVEMENT MARKINGS

314-4.4.5 MEASUREMENT

Replace with the following:

Thermoplastic traffic stripes will be measured by the contract unit price LINEAR FOOT (LF) along the line of the traffic stripes, without deductions for gaps in broken traffic stripes. A double traffic stripe consisting of 2, 4-inch wide yellow stripes separated by a 3-inch wide black stripe, will be measured as 1 traffic stripe measured by the contract unit price LINEAR FOOT (LF).

Thermoplastic traffic stripes for crosswalks will be measured by the contract unit price, SQUARE FOOT (SF), for the actual area covered.

Thermoplastic pavement markings will be measured by the contract unit price, EACH (EA).

314-4.4.6 PAYMENT Replace with the following

Payment for thermoplastic traffic stripes will be made at the Contract Unit Price per LINEAR FOOT regardless of the number, widths and patterns of individual stripes composing each traffic stripe.

Payment for thermoplastic traffic stripes for crosswalks will be made at the Contract Unit Price per SQUARE FOOT for the actual area covered.

Payment for pavement markings will be made at the Contract Unit Price per EACH (EA).

No additional payment will be made for establishing alignments for stripes and layout work. No additional payment will be made for the installation of temporary reflective pavement markers.

314-5 PAVEMENT MARKERS

314-5.1 GENERAL Replace with the following:

The work shall consist of applying pavement markers conforming to 214-7 to the asphalt concrete pavement surface at the locations as specified by the ENGINEER. The CONTRACTOR shall apply a blue retroreflective pavement marker at each fire hydrant and apply the appropriate pavement marker per the standard plan specified by the bid item.

314-5.7 PAYMENT Replace with the following:

Payment for retroreflective and non-reflective pavement markers shall be included in the Contract Unit Price for the work described by section 302 of the Special Provisions or the standard plan specified by the bid item. No additional payment shall be made for the application of pavement markers.

PART 4 - EXISTING IMPROVEMENTS

400-3 PAYMENT Replace with the following:

No separate or additional payment will be made for 1) protection of existing improvements, and 2) restoration of existing improvements. Permanent survey markers will be restored by the CONTRACTOR at its own expense.

401-2 ASPHALT CONCRETE PAVEMENT Replace the second paragraph with the following:

Edges shall be saw cut full-depth. Trench edges shall be saw cut full-depth prior to trench resurfacing.

402-4 RELOCATION Add the following:

The CONTRACTOR shall cooperate fully with all utility owners of the AGENCY, other public agencies and private agencies engaged to facilitate the relocation, altering, or otherwise rearranging of any facilities that interfere with the progress of the Work. The CONTRACTOR shall schedule the Work so as to minimize interference with the relocation, altering, or other rearranging of facilities.

PART 6 – TEMPORARY TRAFFIC CONTROL

600-1 – GENERAL Add the following:

Stockpiling and/or storage of materials on any public right-of-way or parking areas will not be allowed without specific permission of the Engineer. Materials spilled along or on said right-of-way or parking areas shall be removed completely and promptly prior to end of work day. All stockpile and/or storage shall be kept in a safe, neat, clean, and orderly fashion, and shall be restored to equal or better than original condition upon completion of the work day.

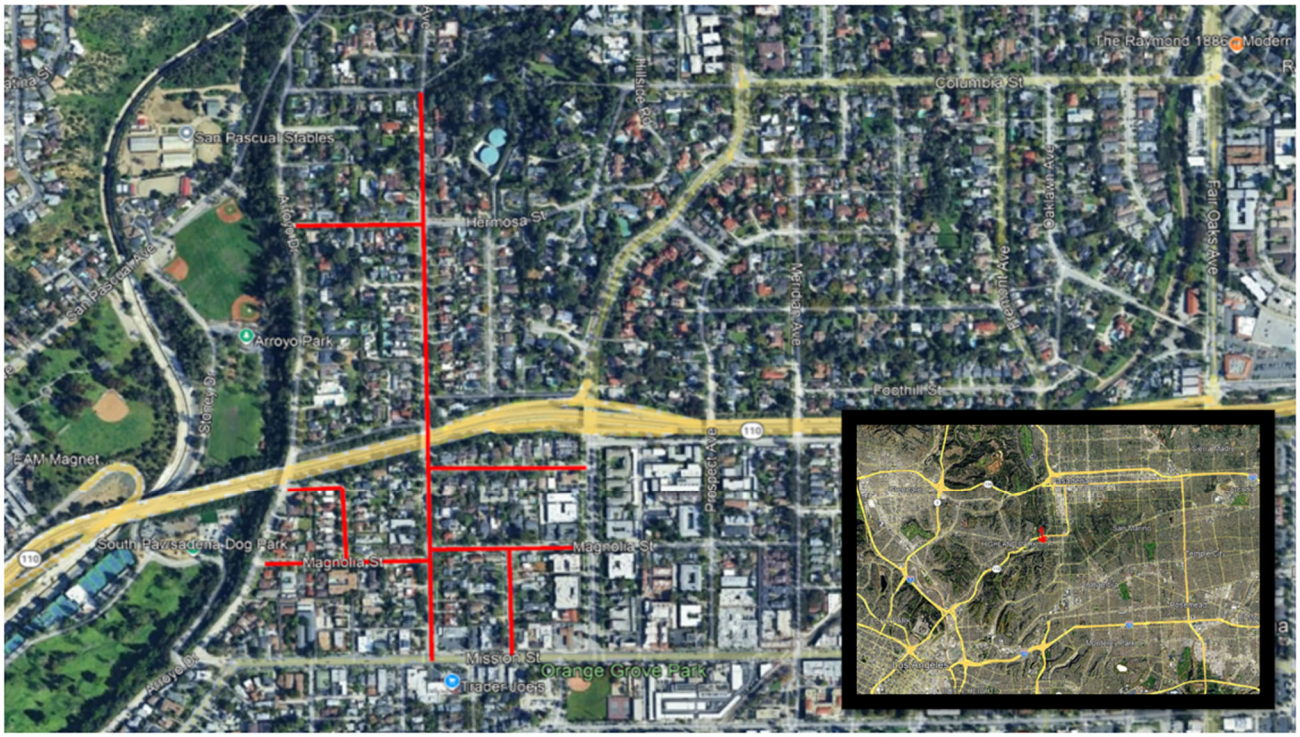
601-2.2 TEMPORARY TRAFFIC CONTROL PLAN (TCP) Replace with the following:

Payment for **BID ITEM – TRAFFIC CONTROL** will be made at the contract unit price per Lump Sum (LS), which shall include preparation of the TCP and all costs for implementation of Traffic control, including but not limited to vehicular and pedestrian traffic controls, maintenance of vehicular and pedestrian access, detours, and street closures shall be in accordance with Subsection 7-2 of 2024 Edition of the Standard Specifications and the latest edition of the California Manual on Uniform Traffic Control Devices and these special provisions. Traffic control shall include furnishing all labor, materials, tools, equipment, flaggers, lights, channelizers, temporary railing, temporary striping, barriers, portable flashing lights, flashing arrow signs, changeable message signs, and incidentals required to comply with the provisions specified and referred to herein above. Also included is the outreach and coordinating with the public including advanced notification of work and providing residential and business access to properties. Traffic Control shall include requirement to open vehicular and pedestrian traffic by the end of each work day. Nothing in these special provisions shall be construed as relieving the contractor from his or her responsibility to provide for the safety and convenience of traffic and the public during construction.

APPENDIX I

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Location Map



Approved for use on June 7, 2023
294856.v3

APPENDIX II

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Street Listing

Street Name	From Street	To Street	Surface Type	Length (ft)	Width (ft)	Area (SF)
ADELAINE AVE	MISSION ST	MAGNOLIA ST	AC	576	25	14,375
ARROYO VISTA	ARROYO DR	FOREST AVE	AC	271	25	6,775
CHARTER OAK	GRAND AVE	ORANGE GROV	AC	811	24	19,440
FOREST AVE	MAGNOLIA ST	ARROYO VISTA PL	AC	436	25	10,900
GRAND AVE	STERLING PL	HERMOSA ST	AC	929	44	40,832
GRAND AVE	HERMOSA ST	N CITY LIMITS	AC	683	44	30,052
GRAND AVE	CHARTER OAK	STERLING PL	AC	382	44	16,808
GRAND AVE	MISSION ST	CHARTER OAK	AC	1,004	44	44,176
HERMOSA ST	ARROYO DR	GRAND AVE	AC	672	19	12,749
MAGNOLIA ST	ARROYO DR	GRAND AVE	AC	856	23	19,688
MAGNOLIA ST	GRAND AVE	ORANGE GROVE	AC	815	35	28,805
MISSION ST	GRAND AVE	ORANGE GROVE	AC	817	60	46,279
Total				8,252		29,0879

APPENDIX III

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

SIGN SPECIFICATION SHEET

South Pasadena Street Name Sign

Various x9", 6" U/C, & 4 1/2" L/C



Street Name Sign Color:

- Legend: White
- Background: Green

Approved for use on June 7, 2023

294856.v3

CONTRACT AGREEMENT

FY 26-27 RESIDENTIAL SLURRY SEAL PROJECT NO. 005242
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

THIS AGREEMENT ("AGREEMENT") is made and entered into for the above-stated project this **7TH DAY OF OCTOBER, 2026** *(Council Action Date)*, BY AND BETWEEN the City of South Pasadena, a municipal corporation, hereafter designated as "AGENCY", and **ROY ALLAN SLURRY SEAL, INC.** a **CORPORATION**
[CONTRACTOR'S BUSINESS NAME] [corporation, partnership, limited liability company, or other business form]

in the State of **CALIFORNIA**, hereafter designated as "CONTRACTOR."

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

1) **Project Name:** FY 26-27 RESIDENTIAL SLURRY SEAL Project (005242)
2) **Project Scope of Work:** CONTRACTOR shall provide and install:

> All materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the Specifications and Contract Documents. The work performed under this contract is summarized in the Notice Inviting Sealed Bids and includes, but is not limited to each bid item listed in the Contractor's Bid Proposal, as covered in the Standard Specifications, and as described in the corresponding items on the following pages. The work in general, to be performed pursuant to these specifications, consists of traffic control, asphalt concrete removal and replacing, crack sealing, slurry sealing, roadway restriping and applying new pavement stencils, signage, and all appurtenant work thereto necessary for the proper construction of the contemplated improvements, in accordance to Plans and Specification entitled as FY 26-27 Residential Slurry Seal Project No. 005242.

3) **Contract Documents:** The complete contract and agreement ("AGREEMENT") consists of this Contract Agreement, including all attachments hereto, and:

- Approved Plans and Specifications for City Project No. 005242
- Notice Inviting Sealed Bids
- Instructions to Bidders
- Information for Bidders
- Contractor's Bid Proposal
- Bid Schedule
- Standard Specifications
- Special Provisions
- All reference specifications, plans, details, standard drawings, and appendices
- Bonds, insurance certificates, permits, notices, and affidavits
- Appendices, Addendums, and Memorandums

- And all mutually agreed-upon modifications and amendments thereto.

4) **Compensation:** CITY agrees to pay, and CONTRACTOR agrees to accept in full payment for the Work, the stipulated sum of **$ THREE HUNDRED FORTY-FOUR THOUSAND EIGHT HUNDRED FORTY-THREE** Dollars, ($ **344,843.00**).
5) **Time of Completion:** **FORTY (40)** Working Days *[see B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE of Section B Instruction to Bidders]*.
6) **Liquidated Damages: $3,600** for each calendar day delay beyond the Time of Completion *[see 6-9 LIQUIDATED DAMAGES of Section F – Special Provisions]*.
7) **Notices:** Any notices, bills, invoices, or reports required by this Agreement shall be addressed to:

To CITY:

City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030

To CONTRACTOR:

Lawrence Allan
President, Roy Allan Slurry Seal, Inc.
12643 Emmens Way
Santa Fe Springs, CA 90670

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this **7th** day of **OCTOBER**, 20**26** *(Council Action Date)*

CONTRACTOR: **ROY ALLAN SLURRY SEAL, INC.**
[CONTRACTOR'S BUSINESS NAME]

_____
Lawrence Allan, President and Secretary
Roy Allan Slurry Seal, Inc.

CONTRACTOR's License No. **372798**

AGENCY: _____
L. Todd Hileman, City Manager
City of South Pasadena

ATTESTED: _____
Nikima S. Newsome, Chief City Clerk
City of South Pasadena

APPROVED AS
TO FORM: _____
Roxanne Diaz, City Attorney
City of South Pasadena

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

ATTACHMENT A

ADDITIONAL TERMS AND CONDITIONS OF THE AGREEMENT

ARTICLE I: Contract Documents

The complete contract and agreement ("AGREEMENT") consists of the Contract Documents described on the Contract Agreement, and all terms and conditions of this Attachment are incorporated therein. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II: Scope of Work

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid Contract Documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

ARTICLE III: Compensation

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum shown on the Contract Agreement, unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements,

unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. Such unforeseen difficulties or obstructions includes any act of God, the elements, strike, walkout, or any other cause beyond CONTRACTOR's reasonable control that occurs before AGENCY accepts the work as complete.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of CONTRACTORs by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to CONTRACTOR of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon AGENCY's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

ARTICLE IV: Labor Code

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State, and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY $200.00, or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

E. This AGREEMENT is further subject to 8-hour workday and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY $25.00, or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

ARTICLE V: Work Site Conditions

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in

the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than $25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

(1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR's cost of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all

rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

ARTICLE VI: Insurance

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR's subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker's Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to AGENCY as additional insured. Further, the requirements for coverage and limits shall be the greater of (1) the maximum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured. Insurance provided by CONTRACTOR under this Contract shall not replace or substitute for CONTRACTOR's indemnification obligations in Article VII.

CONTRACTOR's insurance, including all endorsements, shall be primary to any coverage available to AGENCY. Any insurance or self-insurance maintained by AGENCY and/or its officers, employees, agents, or volunteers, shall be excess of CONTRACTOR's insurance and shall not contribute with it.

ARTICLE VII: Indemnification

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective

subsidiaries, affiliates, members, directors, officers, subcontractors (including governmental agencies), suppliers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. Indemnification includes, but is not limited to, all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses arising out of, in connection with, resulting from or related to changes to the natural environment or environmental harms caused in whole or in part by work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from, or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

AGENCY may request a deposit for defense costs from CONTRACTOR with respect to a claim. If AGENCY requests a defense deposit, CONTRACTOR shall provide it within 15 days of the request.

ARTICLE VIII: Binding Effect

AGENCY and CONTRACTOR each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported

assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.

ARTICLE IX: Dispute Resolution

A. All disputes arising out of this AGREEMENT are subject to a mandatory step-by-step claims submission and evaluation process as a precondition to legal action in accordance with Public Contracts Code § 9204.

B. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Los Angeles.

C. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

D. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than $375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by CONTRACTOR, for the response to such claims by the AGENCY, for a mandatory meet and confer conference upon the request of CONTRACTOR, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

ARTICLE X: Independent CONTRACTOR

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent CONTRACTOR. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

ARTICLE XI: Taxes

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes, and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

ARTICLE XII: Notices

All notices and communications shall be sent in writing to the parties at the addresses listed on the Contract Agreement.

ARTICLE XIII: Entire Agreement

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

ARTICLE XIV: Authority to Contract

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

ARTICLE XV: General Provisions

A. All reports, documents, or other written material ("written products" herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition, or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term,

covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

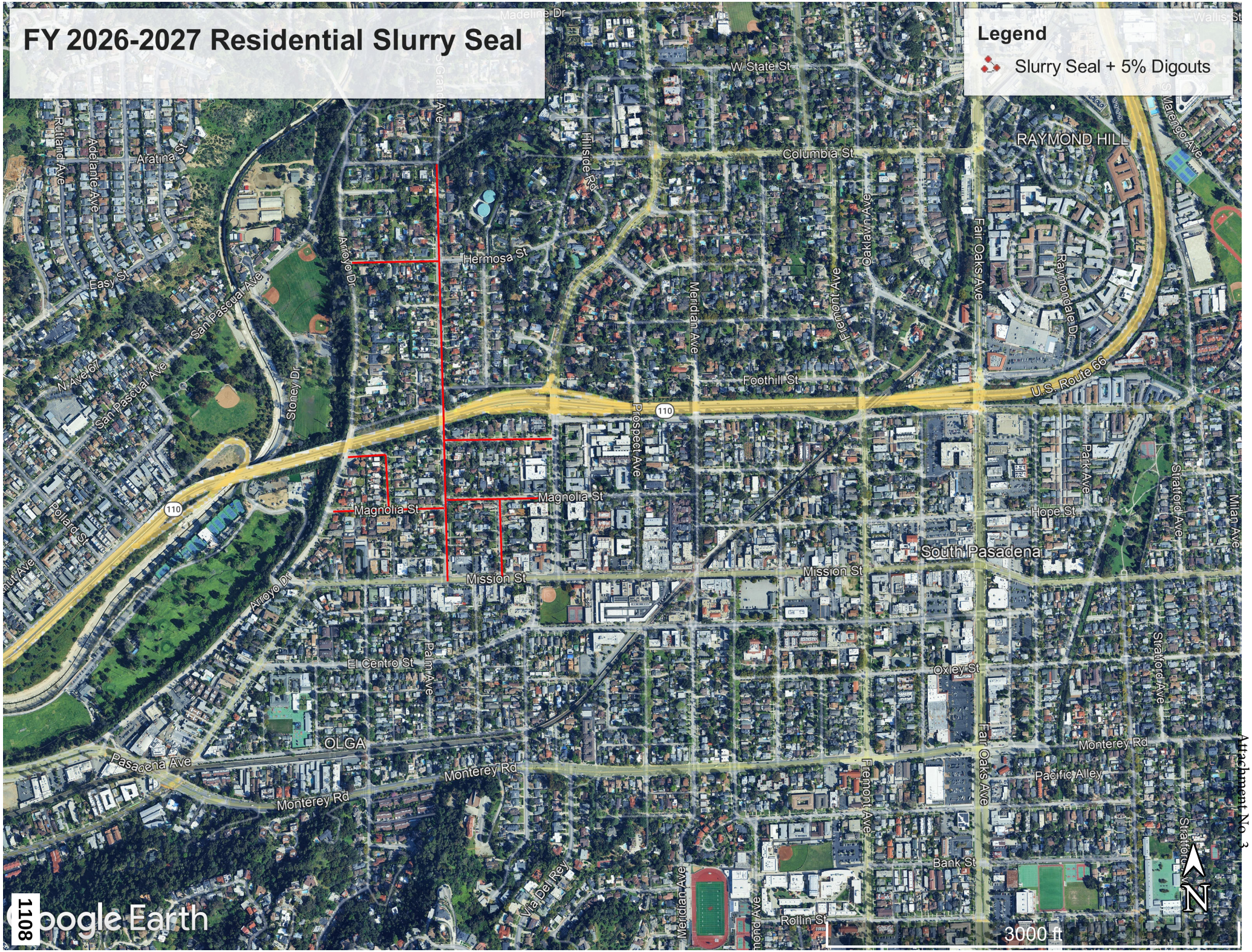
E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers, or remedies.

F. CONTRACTOR 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 AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

(End of Attachment A)

(ATTACH TO EXECUTED CONTRACT AGREEMENT)

FY 2026-2027 Residential Slurry Seal



Attachment No. 3

City Council Agenda Report

ITEM NO. 19

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION OF APPROVAL OF THE SECOND AMENDMENT TO A TASK ORDER WITH NINYO & MOORE FOR GEOTECHNICAL AND MATERIALS TESTING SERVICES RELATED TO THE FISCAL YEAR 2019-20 STREET IMPROVEMENT PROJECT, INCREASING THE TOTAL CONTRACT AMOUNT TO $100,900.50**

Recommendation

It is recommended that the City Council:

1. Approve the Second Amendment (Attachment No. 1) to the task order with Ninyo & Moore for geotechnical and materials testing services related to the Fiscal Year (FY) 19-20 Street Improvement Project, increasing the total not-to-exceed amount by $47,865.50, for a new total contract amount of $100,900.50.
2. Authorize the City Manager to execute the amendment and all related documents.

Executive Summary

Staff is requesting approval of a Second Amendment to the existing Task Order with Ninyo & Moore for geotechnical and materials testing services associated with the FY 2019-20 Street Improvement Project. The amendment will increase the Task Order budget by $47,854.50 for a new not-to-exceed total of $100,900.50, to allow the consultant to continue providing construction testing, inspection, laboratory testing, and project coordination services through completion of the project.

The additional services are required because the number of site visits for geotechnical observation and materials testing has exceeded previous estimates due to the contractor's extended duration of earthwork activities and non-compliant work. Based on coordination with the project inspector and project team, Ninyo & Moore anticipate approximately 200 additional hours of field support for subgrade, aggregate base, and asphalt compaction testing, along with associated laboratory testing and project coordination.

Background

The FY 2019-20 Street Improvement Project includes pavement rehabilitation, concrete infrastructure repairs and water infrastructure improvements throughout the City. To support construction of these improvements, the City issued a Task Order to Ninyo & Moore to provide geotechnical and materials testing services during construction. These services help ensure that materials and construction work meet project requirements and quality standards.

On October 11, 2022, the City Council approved a Master On-Call Professional Services Agreement with Ninyo & Moore to provide geotechnical engineering and materials testing services in support of Public Works capital improvement projects. The agreement authorizes the City to issue individual task orders for projects requiring specialized construction testing and engineering services to verify that materials and installation methods meet project specifications.

In June 2025, the City issued a Task Order (Attachment No. 2) Ninyo & Moore to provide geotechnical observation and materials testing services during construction of the FY 2019-20 Street Improvement Project. The Task Order established a not-to-exceed amount of $20,846 and included services such as field observation of earthwork activities, compaction testing of subgrade and aggregate base materials, asphalt and concrete testing, laboratory analysis, and coordination with City inspection staff.

On March 18, 2026, the City Council approved the First Amendment to the Task Order (Attachment No. 3), increasing the not-to-exceed amount by $32,200, from $20,846 to $53,046. The additional funding was required because extended earthwork operations and water infrastructure installation resulted in a greater level of field testing and inspection than originally estimated.

Analysis
Ninyo & Moore is well-qualified to fulfill the required scope of services, which includes geotechnical observation, field and laboratory testing, and project coordination. Since approval of the First Amendment, the project has continued to require a greater number of site visits than anticipated due to the contractor's extended duration of earthwork activities and non-compliant work.

Ninyo & Moore coordinated with the project inspector and project team to estimate the services required through completion. The consultant anticipates approximately 200 additional hours of field technician support for subgrade, aggregate base, and asphalt compaction testing. The requested amendment also includes field vehicle and equipment costs, laboratory testing, project coordination and technical support, and $13,471.50 for services performed through August 28, 2026, above the currently approved budget.

The contractor has exhausted all contract working days. As a result, the City will pursue liquidated damages in accordance with the contract to recover costs associated with the extended construction period, including additional geotechnical and materials testing services.

Approval of the Second Amendment will increase the total not-to-exceed amount for the Task Order to $100,900.50 and allow Ninyo & Moore to continue providing the required geotechnical and materials testing services through the completion of construction.

Fiscal Impact
The proposed Second Amendment increases the Task Order by $47,854.50, resulting in a revised total contract amount of $100,900.50.

Funding for the amendment is available within the FY 2026-27 Capital Improvement Program budget for the FY 2019-20 Street Improvement Project and will be funded using available funds in the following accounts:

236-9008-9203-8170-000 - $14,086.50
500-9008-9203-8170-000 - $33,498.00

No additional appropriation is required.

Attachment:
Attachment No. 1 - Proposed Second Amendment
Attachment No. 2 - First Amendment
Attachment No. 3 - Original Task Order

SECOND AMENDMENT TO TASK ORDER NO. NIM09203-004 FOR MATERIAL TESTING AND GEOTECHNICAL ENGINEERING SERVICES

This Amendment ("Second Amendment") is made and entered into on this 7th day of October, 2026, by and between the City of South Pasadena ("City") and Ninyo & Moore ("Consultant").

RECITALS

WHEREAS, on October 11, 2022, the City and Consultant entered into a Master On-Call Professional Services Agreement, by which Consultant agreed to perform Material Testing and Geotechnical Engineering Services in accordance with Task Orders issued by the City ("Agreement");

WHEREAS, on August 25, 2025, the City and Consultant entered into Task Order NIM09203-004 for CONSULTANT to assist City with geotechnical, materials testing, and special inspection services for the construction of the FY 19-20 Street Improvement Project ("Task Order");

WHEREAS, the original Task Order and accompanying purchase order was in the amount of $20,846.00 for the scope of services under the Task Order;

WHEREAS, on March 18, 2026, the City and Consultant entered into Amendment No. 1 to the Task Order to provide additional geotechnical and materials testing services related to FY 2019-20 Street Improvement project, which required an amendment to the Task Order for the additional services and compensation for those services; and

WHEREAS, the City desires to execute this Second Amendment to revise the maximum compensation under the Task Order.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

SECTION 1. The maximum compensation is hereby increased by $47,865.50, as more particularly described in Exhibit A to this Second Amendment based on the hourly rates set forth therein. Accordingly, the maximum compensation for the services under the Task Order and this Second Amendment shall not exceed $100,900.50.

SECTION 2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City" City of South Pasadena	"Consultant" Ninyo & Moore
By:_____ Todd Hileman City Manager	By:_____ Garreth Saiki Principal Engineer

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

EXHIBIT A TO THE SECOND AMENDMENT

COMPENSATION

Exhibit A

SOCOTEC

September 18, 2026
Project No. 212460004

Mr. Michael Vartanians
City of South Pasadena
1414 Mission Street
South Pasadena, California 91030

Subject: Geotechnical and Materials Testing Services
South Pasadena FY 2019-20 Street and Water Improvements Project
South Pasadena, California
City Project No.: 2020-01 (002001)
Task Order No.: NIMO9203-004

Dear Mr. Vartanians:

Per your authorization and request, we are providing geotechnical and materials testing services for the above-referenced project. To date, we have been providing our services on an as-requested basis. Following approval of Amendment No. 1, our current approved budget is $53,046.00. We anticipate exceeding our current budget for the reasons explained below.

The number of site visits required for geotechnical observation and materials testing services has exceeded our previous estimate due to the contractor's extended duration of earthwork activities and non-compliant work. To assist in estimating the remaining scope, we coordinated with Project Inspector Dan Warren and the project team regarding the anticipated construction schedule and remaining work. Based on these discussions, the remaining field support is anticipated to include approximately 200 additional hours for subgrade, aggregate base, and asphalt compaction testing, along with associated laboratory testing and project coordination. A detailed breakdown of our estimated costs required to complete the project is presented in Table 1.

Based on the information described above, our revised estimated fee for the project is $100,900.50. To avoid delays to the project, we will continue to provide our services as requested with the understanding that we will be reimbursed on a time-and-materials basis for our additional services. The following describes our budget status:

Revised Total Estimated Fee	$100,900.50
Current Approved Budget	$53,046.00
Requested Budget Increase (difference)	$47,854.50

Therefore, we request that our total budget be increased by $47,854.50, from $53,046.00 to $100,900.50. In order to have written authorization for the additional expenditure, please sign and return one copy of this letter to our office at your earliest convenience.

We appreciate the opportunity to be of service on this project. If you have any questions regarding this letter, please contact the undersigned at your convenience.

Respectfully submitted,
NINYO & MOORE

Enrique Romero
Project Engineer

Garreth Saiki, PE, GE
Principal Engineer

EHR/GMS/mlc

Authorized by:
City of South Pasadena

Signature

Date

Print Name and Title

Attachments: Table 1 – Breakdown of Estimated Fee to Complete Project

Table 1 - Breakdown of Estimated Fee to Complete Project							
Field Services							
Services through August 28, 2026 (Over Budget)							$ 13,471.50
Field Technician - Subgrade, Aggregate Base & AC Compaction	200	hours	@	$	122.00	/hour	$ 24,400.00
Field Vehicle	200	hours	@	$	15.00	/hour	$ 3,000.00
Field Equipment	200	hours	@	$	12.00	/hour	$ 2,400.00
				Subtotal			**$ 43,271.50**
Laboratory Testing							
Hveem Stability & Unit Weight, D 2172, CT 382	2	tests	@		$225.00	/test	$ 450.00
Extraction, % Asphalt, inc. Gradation, D 2172, CT 382	2	tests	@		$250.00	/test	$ 500.00
				Subtotal			**$ 950.00**
Project Coordination, Technical Support and Management							
Principal Engineer/Geologist/Environmental Scientist	1	hour	@	$	233.00	/hour	$ 233.00
Project Engineer/Geologist/Environmental Scientist	13	hours	@	$	205.00	/hour	$ 2,665.00
Geotechnical Assistant - Dispatcher	7	hours	@	$	105.00	/hour	$ 735.00
				Subtotal			**$ 3,633.00**
TOTAL ESTIMATED FEE							**$ 47,854.50**

Docusign Envelope ID: 468E14B9-CEEF-86F2-8346-7657364CDE58

FIRST AMENDMENT TO TASK ORDER NO. NIM09203-004 FOR MATERIAL TESTING AND GEOTECHNICAL ENGINEERING SERVICES

THIS FIRST AMENDMENT ("Amendment") is made on this 18th day March, 2026, by and between the City of South Pasadena ("City") and Ninyo & Moore ("Consultant").

RECITALS

WHEREAS, on October 11, 2022, the City and Consultant entered into a Master On-Call Professional Services Agreement, by which Consultant agreed to perform Material Testing and Geotechnical Engineering Services in accordance with Task Orders issued by the City ("Agreement");

WHEREAS, on August 25, 2025, the City and Consultant entered into Task Order NIM09203-004 for CONSULTANT to assist City with geotechnical, materials testing, and special inspection services for the construction of the FY 19-20 Street Improvement Project ("Task Order").

WHEREAS, the original Task Order and accompanying purchase order was in the amount of $20,846.00 for the scope of services under the Task Order; and

WHEREAS, the City desires that Consultant provide additional geotechnical and materials testing services related to FY 2019-20 Street Improvement project, which requires an amendment to the Task Order for the additional services and compensation for those services;

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

Section 1. Consultant shall provide the additional services as set forth in Exhibit A of this First Amendment to the Task Order("Additional Services"), which shall be performed pursuant to the terms of the Task Order and Agreement. The Task Order's original scope of services and the Additional Services attached herein shall collectively be referred to as Scope of Services.

Section 2. For the Additional Services, City shall pay Consultant an amount not to exceed $32,200.00, as more particularly described in Exhibit A based on the hourly rates set forth therein. Accordingly, the maximum compensation for the Scope of Services shall not exceed $53,046.00.

Docusign Envelope ID: 468E14B9-CEEF-86F2-8346-7657364CDE58

Section 3. All other terms, conditions, and provisions of the Task Order to the extent not modified by this First Amendment, shall remain in full force and effect.

"City"
City of South Pasadena

By: Signed by: Todd Hileman 5CF386AC460044B... __
Signature

Printed: Todd Hileman

Title: City Manager

Date: 5/19/2026

"Consultant"
Ninyo & Moore

By: Signed by: Garreth Saiki 837F330A00B74A4... _____
Signature

Printed: Garreth Saiki

Title: Principal Engineer

Date: 5/14/2026

Attest:

By: Signed by: Nikima S. Newsome A281FB1398EA487... _____
Nikima Newsome, Chief City Clerk

Date: 5/19/2026

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne Diaz, City Attorney

Date: 5/19/2026

Docusign Envelope ID: 468E14B9-CEEF-86F2-8346-7657364CDE58

EXHIBIT A TO THE FIRST AMENDMENT

ADDITIONAL SERVICES AND COMPENSATION

Docusign Envelope ID: 468E14B9-CEEF-86F2-8346-7657364CDE58

Ninyo & Moore
A SOCOTEC COMPANY

February 20, 2026
Project No. 212460004

Mr. Michael Vartanians
City of South Pasadena
1414 Mission Street
South Pasadena, California 91030

Subject: Geotechnical and Materials Testing Services
South Pasadena FY 2019-20 Street and Water Improvements Project
South Pasadena, California
City Project No.: 2020-01 (002001)
Task Order No.: NIMO9203-004

Dear Mr. Vartanians:

Per your authorization and request, we are providing geotechnical and materials testing services for the above referenced project. To date, we have been providing our services on an as-requested basis. We understand that our current approved budget is $20,846.00. We anticipate exceeding our budget for the reasons explained below.

The number of site visits required for geotechnical observation and materials testing services has exceeded our original estimate due to several factors, including the contractor's extended duration of the earthwork activities and associated overtime hours. To assist in estimating the remaining scope, we coordinated with Project Inspector Dan Warren and the project is estimated to be approximately 50 percent complete, and the remaining field support is anticipated to include the following: 120 hours for subgrade and aggregate base compaction testing, along with associated laboratory testing and project coordination. A detail breakdown of our estimated costs required to complete the project is presented in Table 1.

Based on the information described above, our revised estimated fee for the project is approximately $46,846.00. To avoid delays to the project, we will continue to provide our services as requested with the understanding that we will be reimbursed on a time and materials basis for our additional services. The following describes our budget status:

Revised Total Estimated Fee	$53,046.00
Current Approved Budget	$20,846.00
Requested Budget Increase (difference)	$32,200.00

Docusign Envelope ID: 468E14B9-CEEF-86F2-8346-7657364CDE58

Therefore, we request that our total budget be increased by $32,200.00 to $53,046.00. In order to have written authorization for the additional expenditure, please sign and return one copy of this letter to our office at your earliest convenience.

We appreciate the opportunity to be of service on this project. If you have any questions regarding this letter, please contact the undersigned at your convenience.

Respectfully submitted,
NINYO & MOORE

Enrique Romero
Project Engineer

Garreth Saiki, PE, GE
Principal Engineer

EHR/GMS/mlc

Attachment: Table 1 – Breakdown of Estimated Fee to Complete Project

Authorized by:
City of South Pasadena

Signature _____ Date _____

Print Name and Title _____

Docusign Envelope ID: 468E14B9-CEEF-86F2-8346-7657364CDE58

Table 1 - Breakdown of Estimated Fee to Complete Project							
Field Services							
Services through January 30, 2026 (Over Budget)						$	5,053.50
Services through February 20, 2026						$	5,964.50
Field Technician - Subgrade, Aggregate Base & AC Compaction	120 hours	@	$	116.00	/hour	$	13,920.00
Field Vehicle	120 hours	@	$	15.00	/hour	$	1,800.00
Field Equipment	120 hours	@	$	12.00	/hour	$	1,440.00
				Subtotal		**$**	**28,178.00**
Laboratory Testing							
Concrete Compression Tests, C39	8 tests	@		$35.00	/test	$	280.00
Hveem Stability & Unit Weight, D 2172, CT 382	2 tests	@		$225.00	/test	$	450.00
Extraction, % Asphalt, inc. Gradation, D 2172, CT 382	2 tests	@		$250.00	/test	$	500.00
				Subtotal		**$**	**1,230.00**
Project Coordination, Technical Support and Management							
Principal Engineer/Geologist/Environmental Scientist	2 hours	@	$	221.00	/hour	$	442.00
Project Engineer/Geologist/Environmental Scientist	10 hours	@	$	195.00	/hour	$	1,950.00
Geotechnical Assistant - Dispatcher	4 hours	@	$	100.00	/hour	$	400.00
				Subtotal		**$**	**2,792.00**
TOTAL ESTIMATED FEE						**$**	**32,200.00**

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TASK ORDER NO. NIMO9203-004

TO MASTER PROFESSIONAL SERVICES AGREEMENT (2022-137)

This Task Order No. **NIMO9203-004** ("Task Order") is made and entered into by and between the City of South Pasadena, a municipal corporation ("City"), and **Ninyo & Moore** ("Consultant").

RECITAL

A. City and Consultant entered into an agreement entitled Master On-Call Professional Services Agreement ("Agreement") dated **October 11, 2022** by which the Consultant agreed to perform **Material Testing and Geotechnical Engineering Services** in accordance with Task Orders issued by the City.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. **INCORPORATION BY REFERENCE.** This Task Order hereby incorporates by reference all terms and conditions set forth in the Agreement.

2. **SCOPE OF TASK ORDER.** Consultant shall perform the following services in accordance with the terms and conditions of the Agreement:

FY 19-20 Street Improvement Project
Conduct geotechnical, materials testing, and special inspection services during the construction of the FY 19-20 Street Improvement Project.

This project generally consists of pavement rehabilitation and replacement of mains, valves, water services, meters, and other appurtenances. The project also includes repair of damaged PCC curb and gutter, sidewalks, and driveways at various locations within the project limits, sawcut, removal and disposal of existing asphalt roadway sections, removal of macadam and subgrade, cold milling of existing pavement, subgrade preparation and compaction, crushed miscellaneous base (CMB), asphalt concrete pavement, removal and reconstruction of damaged PCC curb and gutter, sidewalk, driveway approaches, and ADA curb ramps, utility adjustments, installation of new water meters, services, valves, and appurtenances, sewer line repairs, traffic signing, thermoplastic striping and pavement markings; traffic control and all appurtenant work thereto necessary for the proper construction of the contemplated improvements, in accordance to Plans and Specification entitled as FY 19-20 Street Improvement Project 2020-01 (002001).

Task 1. Geotechnical and Materials Testing Services

Consultant shall provide the following scope of services:

- Attendance at pre-construction meetings and field meetings, as requested.
- Project coordination, management and technical support including review of the project background documents, work scheduling and distribution of test

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data.

- Field technician services for observation, sampling, and testing during subgrade preparation, aggregate base placement and during asphalt concrete pavement operations. Field density tests will be performed to evaluate the contractor's compaction efforts.
- Field ACI Technician services to provide observation, sampling and testing during structural concrete placement including checking mix design, elapsed time, temperature, slump and casting a set of cylinders for each batch.
- Laboratory testing including Proctor density, sieve analysis, sand equivalent, Hveem stability and unit weight, AC extraction including gradation, and concrete compressive strength testing of representative samples obtained in the field.
- Preparation of daily field reports and test data documentation to record observations, test results, and compliance with the project requirements. Our documents will be made available on a daily basis or provided as requested.

3. **TASK ORDER ADMINISTRATOR.** Consultant shall designate a principal point of contact for this task order:

   Garreth Saiki
   Ninyo & Moore
   475 Goddard, Suite 200
   Irvine, CA 92618
   Telephone: (949) 753-7070

4. **SCHEDULE.** Consultant shall complete the Task Order by the date listed below, or, if specified, in accordance with the required schedule of milestones listed below:

   All scope items listed in this task order shall be completed as directed by the city and no later than June 26, 2026.

5. **PAYMENT.** For services performed by Consultant in accordance with this Task Order, City will compensate Consultant in accordance with the terms and conditions of the Agreement based on the Fee Schedule set forth below. The total cost of this project is to be no more than **Twenty thousand, eight-hundred-and-forty six dollars ($20,846)** based on the rates in the Fee Schedule set forth below and the timing of such payment as stated in the Scope of Task Order. Payments shall be made on a percent complete basis, where a completed portion of a task, or the entirety of a completed task, shall be invoiced by the Consultant upon approval by the City, in accordance with the below costs.

   Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

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Table 1 of 5: Ninyo & Moore Tasks and Field Services with Hourly Rates ($ / hr)				
Task	**Field Services Costs (See Table 2 and 3)**	**Laboratory Testing Costs (See Table 4)**	**Project Coordination, Technical Support and Management Costs (See Table 5)**	**Task Fee**
1	324 hrs $14,736	22 tests $3,460	16 hrs $2,650	**$20,846**
Total	**324 hrs** **$14,736**	**22 tests** **$3,460**	**16 hrs** **$2,650**	**$20,846**

Table 2 of 5: Ninyo & Moore Tasks and Field Services with Hourly Rates ($ / hr)			
Task	**Field Technician – Subgrade and Aggregate Base $110/hr**	**Field Technician – Asphalt Concrete Paving $110/hr**	**ACI Technician – Concrete Sampling & Testing $110/hr**
1a	32 hrs $3,520	64 hrs $7,040	8 hrs $880
Total	**32 hrs** **$3,520**	**64 hrs** **$7,040**	**8 hrs** **$880**

Table 3 of 5: Ninyo & Moore Tasks and Field Services with Hourly Rates ($ / hr) – with Other Fees				
Task	**Geotechnical Assistant – Sample Pickup $95/hr**	**Field Vehicle Usage $15/hr**	**Field Equipment Usage $12/hr**	**Task Fee**
1a	4 hrs $380	108 hrs $1,620	108 hrs $1,296	**324 hrs** **$14,736**
Total	**4 hrs** **$380**	**108 hrs** **$1,620**	**108 hrs** **$1,296**	**324 hrs** **$14,736**

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Table 4 of 5: Ninyo & Moore Tasks and Laboratory Testing with Hourly Rates ($ / hr) – with Other Fees					
Task	**Proctor Max Density $220/test**	**Concrete Compression Tests, C39 $35/test**	**Hveem Stability & Unit Weight, D2172, CT 382 $225/test**	**Extraction, % Asphalt, inc. Gradation, D 2172, CT 382 $250/test**	**Task Fee**
1a	4 tests $880	8 tests $280	8 tests $1,800	2 tests $500	**22 tests** **$3,460**
Total	**4 tests** **$880**	**8 tests** **$280**	**8 tests** **$1,800**	**2 tests** **$500**	**22 tests** **$3,460**

Table 5 of 5: Ninyo & Moore Project Coordination, Submittal Review, Management and Technical Support with Hourly Rates ($ / hr) – with Other Fees				
Task	**Principal Engineer/Geologist/ Environmental Scientist $210/hr**	**Project Engineer/Geologist/ Environmental Scientist $185/hr**	**Geotechnical Assistant – Dispatch $95/hr**	**Task Fee**
1a	2 hrs $420	10 hrs $1,850	4 hrs $380	**16 hrs** **$2,650**
Total	**4 hrs** **$420**	**10 hrs** **$1,850**	**4 hrs** **$380**	**16 hrs** **$2,650**

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6. **SIGNATURES.** The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Consultant and the City.

IN WITNESS WHEREOF, the City and Consultant do hereby agree to the full performance of the terms set forth herein.

"City"
City of South Pasadena

By: Signed by: Todd Hileman
Signature

Printed: Todd Hileman

Title: City Manager

Date: 8/21/2025

"Consultant"
Ninyo & Moore

By: Garreth M. Saiki
Signature

Printed: Garreth M. Saiki, PE, GE

Title: Principal Engineer

Date: 8/6/2025

Attest:

By: Signed by: Mark Perez
Hector Gomez, Chief City Clerk

Date: 8/25/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz
Roxanne Diaz, City Attorney

Date: 8/21/2025

City Council Agenda Report

ITEM NO. 20

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION OF APPROVAL OF THE SECOND AMENDMENT TO TASK ORDER NO. 2 WITH NV5, INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE FY 2019-20 STREET IMPROVEMENT PROJECT, INCREASING THE TOTAL CONTRACT AMOUNT TO $413,786**

Recommendation

It is recommended that the City Council:

a. Approve the Second Amendment (Attachment 1) to Task Order No. 2 with NV5, Inc. for Construction Management and Inspection Services for the Fiscal Year (FY) 2019-2020 Street Improvement Project, increasing the total not-to-exceed amount by $61,465, for a new total contract amount of $413,786.
b. Authorize the City Manager to execute the amendment and all related documents.

Executive Summary

Staff requests approval of the Second Amendment to Task Order No. 2 with NV5, Inc. for construction management and inspection services associated with the FY 2019-20 Street Improvement Project. The amendment will increase the contract by $61,465, raising the total not-to-exceed amount from $352,321 to $413,786.

The additional funding is requested because construction has continued beyond the schedule anticipated at the time of the First Amendment. The contractor's latest schedule extends construction through October 23, 2026 due to continued contractor schedule overruns and delays associated with obtaining the Metro permit for work along Arroyo Parkway. Approval of this amendment will allow NV5 to continue providing construction management and inspection services through project completion while ensuring the City maintains appropriate construction oversight and compliance with contract requirements.

Background

The FY 2019-2020 Street Improvement Project provides roadway rehabilitation and related improvements throughout the City. To support successful delivery of the project, the City retained NV5, Inc. under the City's Master On-Call Professional Services Agreement to provide construction management and full-time inspection services.

Task Order No. 2 was originally approved in the amount of $273,680 to provide construction management, construction inspection, and construction administration services during the

anticipated construction period. Construction began on September 15, 2025, with an estimated duration of 150 working days, based on the contractor's original schedule.

On July 15, 2026, the City Council approved the First Amendment in the amount of $78,641, increasing the total not-to-exceed amount to $352,321 to provide continued services through the extended construction schedule.

Construction has continued beyond the schedule anticipated when the First Amendment was approved. The contractor's latest schedule identifies October 23, 2026, as the anticipated last day of construction requiring continued inspection and construction management services beyond those originally anticipated.

Analysis
NV5, Inc. is a nationally recognized engineering and infrastructure consulting firm with extensive experience providing construction management, inspection, engineering, and project delivery services for municipal agencies throughout California.

Throughout construction of the FY 2019-2020 Street Improvement Project, NV5 has provided daily inspection, construction management, coordination with contractors, documentation of project progress, review of contractor activities, and construction administration necessary to ensure work is completed in accordance with project specifications and City requirements.

Construction has extended beyond the original contract duration primarily due to contractor schedule overruns, resulting in the assessment of liquidated damages, and delays associated with obtaining Metro permits for work along Arroyo Verde Road. These circumstances are outside of NV5's control but require the consultant to continue providing inspection and construction management services until construction is complete.

The requested amendment provides funding for approximately:

- 65 additional hours of Construction Management
- 260 additional hours of Full-Time Construction Inspection
- 90 additional hours of Construction Administration

These additional services are expected to support construction through October 31, 2026, allowing the City to maintain the level of oversight necessary for successful project completion.

The contractor has exhausted all contract working days. As a result, the City will pursue liquidated damages in accordance with the contract to recover costs associated with the extended construction period, including additional construction management, inspection, and administration services.

Because these additional services are necessary to maintain oversight through completion of construction, staff recommends approval of the Second Amendment.

Fiscal Impact
The proposed Second Amendment increases the Task Order by $61,465, resulting in a revised total contract amount of $413,786.

Funding for the amendment is available within the FY 2026-27 Capital Improvement Program budget for the FY 2019-20 Street Improvement Project and will be funded using available funds in the following accounts:

236-9008-9203-8170-000 - $30,731
500-9008-9203-8170-000 - $30,733

No additional appropriation is required.

Attachment:
Attachment No. 1 - Proposed Second Amendment
Attachment No. 2 - First Amendment
Attachment No. 3 - Original Task Order

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES AND INSPECTION SERVICES

This Amendment ("Amendment") is made on this 7th day of October 2026, by and between the City of South Pasadena ("City") and NV5, Inc. ("Consultant").

RECITALS

WHEREAS, on December 4, 2024, the City and Consultant entered into a Master On-Call Professional Services Agreement by which Consultant agreed to perform Construction Management Services and Inspection Services ("Agreement") in accordance with Task Orders issued by the City ("Agreement"); and

WHEREAS, on July 9, 2025, the City and Consultant entered into Task Order NV5R9266-002 for Consultant to assist City with Construction Management Services and Inspection services for the FY 19-20 Street Improvement Project ("Task Order"); and

WHEREAS, on July 15, 2026, the City and Consultant executed a First Amendment to the Task Order to revise maximum compensation and provide additional construction management and inspection services related to FY 2019-20 Street Improvement project. The Task Order and the First Amendment are collectively referenced herein as "Task Order"; and

WHEREAS, the City desires to execute this Second Amendment to revise the maximum compensation under the Task Order.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

Section 1. The maximum compensation is hereby increased by $61,465, as more particularly described in Exhibit A to this Second Amendment based on the hourly rates set forth therein. Accordingly, the maximum compensation for the services under the Task Order and this Second Amendment shall not exceed $413,786.

Section 2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City” City of South Pasadena	“Consultant” NV5, Inc.
By:_____ Todd Hileman City Manager	By:_____ Jeff Cooper Executive Vice President, COO

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

EXHIBIT A TO THE SECOND AMENDMENT

COMPENSATION

Exhibit A

NV5
Beyond Engineering

September 18, 2026

Michael Vartanians, PE, Principal Engineer
City of South Pasadena/Public Works Department
1414 Mission Street
South Pasadena, CA 91030

Subject: Construction Management and Inspection Extension in Support of FY 19-20 Street Improvement Project No. 002001

Dear Mr. Vartanians:

NV5, Inc. (NV5) has been providing Construction Management and Inspection Services to the City of South Pasadena (City) for its FY 19-20 Street Improvement Project No. 002001. NV5 was originally awarded Task Order No. NV5R9266-002 for this project under our current Master On-Call Professional Services Agreement (PSA) on August 20, 2025, for a total not-to-exceed amount of $273,680. The first day of construction was September 15, 2025. We originally budgeted 150 working days or 1,200 hours of continuous inspection and 12 hours per week over 35 weeks or 448 total hours of Construction Management Duties based on the initial contractor schedule. This would leave a completion date at April 19, 2026. However, the latest schedule from the Contractor now has the last day of construction proposed as October 23, 2026.

As of September 12, 2026, NV5 has currently spent $375,365.31, which consists of 2,339.50 hours of full-time inspection and construction management duties.

The contractor is currently incurring liquidated damages due to schedule overruns, which are beyond NV5's control, and likely the construction will continue to the end of October 2026. Additionally, it took longer than anticipated to obtain the Metro permit for the work on Arroyo Parkway, again beyond NV5's control. Therefore, to meet the inspection and construction management duties required for this extended construction schedule, we request the following additional funding to estimated construction completion:

		Sr. Construction Manager		Sr. Construction Inspector (PW)		Construction Administration		TOTAL FEE
TASK NO.	WORK DESCRIPTION	Hrs	Rate	Hrs	Rate	Hrs	Rate	
	(Sept. 30 to Oct. 30)		$185.00		$159.00		$90.00	
1	Construction Management Duties	65	$12,025.00			90	$8,100.00	$20,125.00
2	Full Time Inspection (25 WD, PW)		$0.00	260	$41,340.00		$0.00	$41,340.00
	Requested Change order							**$61,465.00**

NV5 is requesting an additional $61,465.00 in fees to be billed at a time-and-material basis in accordance with our on-call agreement with the City to take the project through October 31, 2026.

NV5 looks forward to continuing to work with the City and help you achieve your goals and objectives. If you need further information, we may be reached by phone at (949) 585-0477, or electronically at luanne.bean@nv5.com and jeff.cooper@nv5.com. Thank you for your time and consideration.

Sincerely,
NV5, Inc.

Luanne Bean, PE, Director of
Program Management and
Construction Management

Jeffrey M. Cooper, PE
Senior Vice President
(Authorized Signer)

Docusign Envelope ID: 8CF06B21-B8BB-89DB-81AC-5F86858B23F7

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES AND INSPECTION SERVICES

This First Amendment ("Amendment") is made and entered into on this 15th day of July, 2026, by and between the City of South Pasadena ("City") and NV5, Inc. ("Consultant").

RECITALS

WHEREAS, on December 4, 2024, the City and Consultant entered into a Master On-Call Professional Services Agreement by which Consultant agreed to perform Construction Management Services and Inspection Services ("Agreement") in accordance with Task Orders issued by the City ("Agreement"); and

WHEREAS, on July 9, 2025, the City and Consultant entered into Task Order NV5R9266-002 for Consultant to assist City with Construction Management Services and Inspection services for the FY 19-20 Street Improvement Project ("Task Order"); and

WHEREAS, The City desires to execute this First Amendment to revise the maximum compensation; and

WHEREAS, the City desires that Consultant provide additional construction management and inspection services related to FY 2019-20 Street Improvement project.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

Section 1. Consultant shall provide the additional services as set forth in Exhibit A of this First Amendment ("Additional Services"), which shall be performed pursuant to the terms of the Agreement. The Agreement's original Scope of Services and the Additional Services attached herein shall collectively be referred to as Scope of Services.

Section 2. For the Additional Services, City shall pay Consultant an amount not to exceed $78,641, as more particularly described in Exhibit A based on the hourly rates set forth therein. Accordingly, the maximum compensation for the Scope of Services shall not exceed $352,321.

Docusign Envelope ID: 8CF06B21-B8BB-89DB-81AC-5F86858B23F7

Section 3. All other terms, conditions, and provisions of the Agreement to the extent not modified by this First Amendment, shall remain in full force and effect.

"City"
City of South Pasadena

Signed by: Todd Hileman 5CF386AC460044B...

By:_____
Todd Hileman
City Manager

"Consultant"
NV5, Inc.

Signed by: Jeff Cooper D76D52C619074D0...

By:_____
Jeff Cooper
Executive Vice President, COO

Attest:

Signed by: Nikima S. Newsome A281FB1398EA487...

By:_____
Nikima S. Newsome
Chief City Clerk

Approved as to form:

DocuSigned by: Roxanne Diaz A7800E5CA8A241F...

By:_____
Roxanne Diaz
City Attorney

Docusign Envelope ID: 8CF06B21-B8BB-89DB-81AC-5F86858B23F7

EXHIBIT A TO THE FIRST AMENDMENT

ADDITIONAL SERVICES AND COMPENSATION

Docusign Envelope ID: 8CF06B21-B8BB-89DB-81AC-5F86858B23F7

Exhibit A

Beyond Engineering

June 25, 2026

Michael Vartanians, PE, Principal Engineer
City of South Pasadena/Public Works Department
1414 Mission Street
South Pasadena, CA 91030

Subject: Construction Management and Inspection Extension in Support of FY 19-20 Street Improvement Project No. 002001

Dear Mr. Vartanians:

NV5, Inc. (NV5) has been providing Construction Management and Inspection Services to the City of South Pasadena (City) for its FY 19-20 Street Improvement Project No. 002001. NV5 was originally awarded Task Order No. NV5R9266-002 for this project under our current Master On-Call Professional Services Agreement (PSA) on August 20, 2025, for a total not-to-exceed amount of $273,680. The first day of construction was September 15, 2025. We originally budgeted 150 working days or 1,200 hours of continuous inspection and 12 hours per week over 35 weeks or 448 total hours of Construction Management Duties based on the initial contractor schedule. This would leave a completion date at April 19, 2026. However, the latest schedule from the Contractor now has the last day of construction is proposed as September 4, 2026.

As of June 21, 2026, NV5 has currently spent $256,520.99, which consists of 1,155 hours of full-time inspection and 442.5 hours of construction management duties.

The contractor is currently incurring liquidated damages due to schedule overruns, which are beyond NV5's control, and likely the construction will continue to the end of September 2026. Additionally, it is taking longer than anticipated to obtain the Metro permit for the work on Arroyo Parkway, again beyond NV5's control. Therefore, to meet the inspection and construction management duties required for this extended construction schedule, we request the following additional funding to estimated construction completion:

		Sr. Construction Manager		Sr. Construction Inspector (PW)		Construction Administration		TOTAL FEE
TASK NO.	WORK DESCRIPTION	Hrs	Rate	Hrs	Rate	Hrs	Rate	
	(June 21 to Sept 30, 2026		$185		$159		$90	
1	Construction Management Duties	140	$25,900		$0	70	$6,300	$32,200
2	Full-Time Inspection (70 WD, PW)		$0	400	$63,600		$0	$63,600
	Total to Complete							$95,800
	Remaining in Budget							$17,159
	Requested Change order							**$78,641**

Therefore, NV5 is requesting an additional $78,641 in fees to be billed at a time-and-material basis in accordance with our on-call agreement with the City to take the project through September 30, 2026.

Docusign Envelope ID: 8CF06B21-B8BB-89DB-81AC-5F86858B23F7

NV5 looks forward to continuing to work with the City and help you achieve your goals and objectives. If you need further information, we may be reached by phone at (949) 585-0477, or electronically at luanne.bean@nv5.com and jeff.cooper@nv5.com. Thank you for your time and consideration.

Sincerely,
NV5, Inc.

Luanne Bean, PE, Director of
Program Management and
Construction Management

Jeffrey M. Cooper, PE
EVP, Chief Operating Officer
(Authorized Signer)

Docusign Envelope ID: 366B6452-9E25-46A4-ABE4-FB112C39B7A9

TASK ORDER NO. [NV5R9266-002]

TO MASTER PROFESSIONAL SERVICES AGREEMENT (2024-206)

This Task Order No. **[NV5R9266-002]** ("Task Order") is made and entered into by and between the City of South Pasadena, a municipal corporation ("City"), and [NV5] ("Consultant").

RECITAL

A. City and Consultant entered into an agreement entitled Master On-Call Professional Services Agreement ("Agreement") dated **December 4, 2024** by which the Consultant agreed to perform **Construction Management Services and Inspection Services** in accordance with Task Orders issued by the City.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. **INCORPORATION BY REFERENCE.** This Task Order hereby incorporates by reference all terms and conditions set forth in the Agreement.

2. **SCOPE OF TASK ORDER.** Consultant shall perform the following services in accordance with the terms and conditions of the Agreement:

   FY 19-20 Street Improvement Project, Construction, and Inspection Management Provide project management, construction management, and inspection management services for the City's FY 19-20 Street Improvement Project. The work for which Consultant shall provide these services consists of pavement rehabilitation and replacement of mains, valves, water services, meters, and other appurtenances. The project also includes repair of damaged PCC curb and gutter, sidewalks, and driveways at various locations within the project limits; sawcut, removal and disposal of existing asphalt roadway sections; removal of macadam and subgrade; cold milling of existing pavement; subgrade preparation and compaction; crushed miscellaneous base (CMB); asphalt concrete pavement; removal and reconstruction of damaged PCC curb and gutter, sidewalk, driveway approaches, and ADA curb ramps; utility adjustments; installation of new water meters, services, valves, and appurtenances; sewer line repairs; traffic signing; thermoplastic striping and pavement markings; traffic control; and all appurtenant work thereto necessary for the proper construction of the contemplated improvements, in accordance to Plans and Specifications. The impacted roadways include:

   • Arroyo Verde Road (Marmion Way to Monterey Road)
   • Glendon Way (Lyndon Street to Monterey Road)
   • Mill Road (Garfield Avenue to end of roadway)
   • Milan Avenue (Oak Street to Edgewood Drive)
   • Edgewood Drive (Milan Avenue to Wayne Avenue)
   • Pine Street (Meridian Avenue to Huntington Drive)

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- Oneonta Knoll Street (Fremont Avenue to Primrose Avenue)
- Maple Street (Fremont Avenue to Primrose Avenue)
- Maple Street (Meridian Avenue to Huntington Drive).

Task 001 – Street Improvement Project, Construction, and Inspection Management

a. Provide project management services under the direction of the City's Director of Public Works/City Engineer. Provide services from a construction manager, including construction of streets, sidewalks, etc and related components.

b. Provide complete construction management, construction administration, inspection services and labor compliance for Street Improvement Projects, including but not limited to project scheduling, project controls, project management, collaboration and claims resolution, daily reports and capturing photos, Contractor's labor force compliance monitoring, inspection/monitoring of traffic control procedures and traffic control plan, conducting progress meetings and preparing meeting minutes, coordinating with agencies and stakeholders, monitoring the project schedule, verifying quantities, and assuring quality control, and site safety.

c. Maintain complete and accurate project records, including monthly progress pay estimates, daily construction reports, extra work reports, contract change orders, labor and equipment records, correspondence, personnel records, records verifying stormwater pollution prevention plan (SWPPP) compliance, processing submittals of requests for information (RFIs), weekly statement of working days, change orders, punch-lists, and as-builts.

d. Maintain compliance of project records in compliance with the Standard Specifications for Public Works, City standards and construction documents, safety-related activities, implementing security procedures, coordinating survey and materials testing, as well as processing control documents, submittals, RFIs, weekly statement of working days, change orders, work change directives, and compliance with NPDES and encroachment permit requirements, if required.

e. Attend pre-construction meetings, project progress meetings, and provide assistance in responding to all questions in timely manner. Assist City in conducting and coordinating field meetings with contractors and act as the City's liaison for coordination and communication with other agencies, engineers, architects, and community members as needed. Coordinate with design engineers and project managers on design issues encountered during construction.

f. Review contractor's submittals in accordance with the requirements of project specifications and the City's requirements prior to final approval. Review, negotiate, process and monitor contract change orders with the City's approval. Review extra work invoices. Review and respond to RFIs in a timely manner.

g. Develop solutions to problems identified in the field with City approval.

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h. Maintain all records and meet reporting requirements.

i. Provide community outreach and public outreach services as required. Identify and issue notice to contractor of safety concerns and violations.

j. Provide project status and overall condition of construction projects, including cost, budget, and schedule.

k. Review and approve punch lists. Participate and assist in conducting final inspection, testing and release of facilities. Review and approve record drawings at project completion.

l. Assist in preparation of daily pay estimates in accordance with the inspection daily report, and assist in preparation of contractors monthly pay estimates.

m. Report all unresolved issues and potential claims to the City's representative in writing on a daily basis.

n. Provide inspection services, including construction inspection of streets and related components.

o. Review plans and specifications, and provide construction inspection / observations. Observe construction of improvements by contractors and make recommendations regarding completion and acceptance of the work. Provide construction observations associated with work performed by contractors on City parks, and related areas to ensure compliance with approved plans, specifications, permits, and City guidelines and standards.

p. Ensure that materials and completed work comply with plans, specifications, and design criteria.

q. Inspect improvements for compliance with approved plans.

r. Prepare general correspondence and daily construction inspection reports, and coordinate with developers, engineers, staff, and the public.

s. Consultant shall assist the City in the review and processing of the Contractor's required construction oversight documents and the required elements from Appendix V Metro Construction Management and Safety Coordination, including the Construction Work Plan (CWP), Right-of-Entry (ROE) Agreement, Readiness Review, Activation of the Work Permit, and Project closeout, amongst other things.

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t. It should be noted that Metro's jurisdiction commences whenever the Contractor is within 100 feet of the tracks, but for this project, a barricaded track whenever we are within an area 6 feet from the tracks will be acceptable for Metro. Additionally, notification to Metro/SCRRA is required whenever the Contractor has equipment adjacent to the tracks that has the propensity to foul the tracks.

u. The Consultant shall make certain that all relevant staff have the required Metro/SCRRA training. While the Consultant is operating on behalf of the City, Consultant shall provide Construction Management and Inspection in accordance with the Metro Construction Agreement, and the City shall pay all fees directly to SCRRA.

3. **TASK ORDER ADMINISTRATOR.** Consultant shall designate a principal point of contact for this task order:

Luanne Bean, P.E.
Director of Program and Construction Management
NV5
163 Technology Drive, Suite 100
Irvine, CA 92618
Office Telephone: (949) 585-0477
Mobile Telephone: (951) 377-1566
Email: Luanne.Bean@nv5.com

4. **SCHEDULE.** Consultant shall complete the Task Order by the date listed below, or, if specified, in accordance with the required schedule of milestones listed below:

All scope items listed in this task order shall be completed as directed by the City Public Works Director.

5. **PAYMENT.** For services performed by Consultant in accordance with this Task Order, City will compensate Consultant in accordance with the terms and conditions of the Agreement based on the Fee Schedule set forth below. The total cost of this project is to be no more than **Two-Hundred and Seventy Three Thousand and Six Hundred and Eighty Dollars ($273,680)**, based on the rates in the Fee Schedule set forth below. Payments shall be made on an hourly basis, and shall be invoiced by the Consultant upon approval by the City, in accordance with the below costs.

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

Docusign Envelope ID: 366B6452-9E25-46A4-ABE4-FB112C39B7A9

Table 1: NV5 Tasks and Assigned Personnel with Hourly Rates ($ / hr)			
Task	**Sr. Construction Manager** **$ 185 / hr**	**Construction Inspector** **$ 159 / hr**	**Task Fee**
001.a-m	448 hrs $82,880	1,200 hrs $190,800	1,648 hours $273,680
Total	448 hours $82,880	1,200 hours $190,800	1,648 hours $273,680

Docusign Envelope ID: 366B6452-9E25-46A4-ABE4-FB112C39B7A9

6. **SIGNATURES.** The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Consultant and the City.

IN WITNESS WHEREOF, the City and Consultant do hereby agree to the full performance of the terms set forth herein.

"City"
City of South Pasadena

By: Signed by: Todd Hileman 5CF386AC460014B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 8/20/2025

"Consultant"
NV5

By: _____
Signature

Printed: Jeffrey M. Cooper

Title: EVP/COO

Date: July 9, 2025

Attest:

By: Signed by: Mark Perez BA951D463FA0415... _____
Mark Perez, Deputy City Clerk

Date: 8/20/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7B00E5CA8A211F... _____
Roxanne Diaz, City Attorney

Date: 8/20/2025

City Council Agenda Report

ITEM NO. 21

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Michael Donovan, Associate Planner

SUBJECT: **RECEIVE THE ANNUAL STATUS REPORT ON FIVE (5) ACTIVE MILLS ACT CONTRACTS, ACCEPT THE UPDATED 10-YEAR WORK PLANS, AND CONTINUE RENEWAL OF THE CONTRACTS**

Recommendation

It is recommended that the City Council:

1. Receive and file the report;
2. Accept the updated 10-year work plans for the four contracts in Group 3 and continue renewal of those contracts;
3. Accept the new 10-year work plan and approve and renew the contract for 851 Lyndon Street in the form approved by the City Attorney.

Executive Summary

This report provides City Council with the annual status of the remaining 5 out of the City's 30 active Mills Act Contracts, as required by South Pasadena Municipal Code Section 2.68. Staff evaluated each active contract based on each property owner's progress in completing the approved Rehabilitation and Restoration Plan ("work plan"). The contracts addressed in this report consist of four contracts in Group 3- properties that have not completed their existing work plans within the initial 10-year term of their respective contracts and have submitted updated work plans identifying when the remaining items will be completed. This report also features the contract for 851 Lyndon Street - the last remaining contract in Group 1 - properties that have completed their existing work plans and submitted new 10-year work plans. The Cultural Heritage Commission reviewed all contracts and recommended that the City Council accept each of the updated work plans and not issue a notice of nonrenewal.

Background

Pursuant to South Pasadena Municipal Code (SPMC) Section 2.68(b)(1)(E)(vi), the City Council receives an annual report on the status of all active Mills Act Contracts. Due to staffing changes over the years, the City had not consistently reviewed active Mills Act Contracts. As a result, on July 16, 2025, the City Council directed staff to evaluate all active contracts and provide recommendations based on each property's compliance with its approved Rehabilitation and Restoration Plan ("work plan").

To facilitate the review, staff categorized the active contracts into three groups:

- Group 1 - Full Compliance: Properties that completed all work identified in their approved work plans and were directed to submit new 10-year work plans.

- Group 2 - Partial Compliance: Properties that remain within their approved work plan schedule or have approved modifications extending the completion timeline.
- Group 3 - Noncompliant: Properties that exceeded the initial work plan period without completing all required improvements and were directed to submit updated work plans identifying a schedule for completing the remaining work. Property owners who failed to submit an updated work plan within one year would be subject to a recommendation for contract cancellation pursuant to SPMC Section 2.68(b)(1)(D)(ix).

Since that direction was provided, the Cultural Heritage Commission (CHC) has reviewed each contract group.

On January 15, 2026, and February 19, 2026, the CHC reviewed the Group 2 contracts and received and filed the report.

On March 19, 2026, the CHC reviewed the new work plans for Group 1 contracts and recommended that the City Council continue renewing those contracts.

On May 21, 2026, the CHC reviewed the updated work plans for the Group 3 contracts and likewise recommended that the City Council continue renewing those contracts.

On August 19, 2026, the City Council received and filed the progress report, accepted the new 10-year works plans for five out of the six contracts in Group 1 (excluding 851 Lyndon Street) and continued renewal of those contracts.

Analysis

Mills Act Contracts have an initial 10-year term and automatically renew annually unless the City or property owner issues a notice of nonrenewal in accordance with the contract and South Pasadena Municipal Code. As part of the annual review, staff evaluates each property owner's compliance with the contract, including progress toward completing the approved Rehabilitation and Restoration Plan ("work plan").

South Pasadena Municipal Code Section 2.68(C)(i) requires that the estimated property tax benefit not exceed the property owner's proposed financial investment in the historic resource during the initial 10-year contract term. Each work plan identifies the anticipated restoration and rehabilitation activities, estimated costs, and completion schedule. Staff uses the approved work plan to evaluate compliance with the contract.

Based on this review, staff categorized the contracts addressed in this report as Group 1 Full Compliance or Group 3 Noncompliant.

Table 1: Active Mills Act Contracts by Group

Group	Description	Number of Contracts	Recommendation
Group 1	Full Compliance	1	Continue Renewal & Accept New Work Plan
Group 3	Noncompliant	4	Continue Renewal & Accept New Work Plan

Group 1: Full Compliance

This group contains the contract for 851 Lyndon Street, the last remaining contract in the full compliance category. This contract was not reviewed as part of Group 1 at the August 19, 2026 City Council meeting because a new contract was required to continue its renewal. This group contains properties that have completed the restoration and rehabilitation tasks identified in their approved work plans. Consistent with the direction provided by the City Council on July 16, 2025, each property owner submitted a new 10-year work plan identifying future preservation and maintenance activities. Staff and the Cultural Heritage Commission reviewed the new work plans and found them to be consistent with the purpose and requirements of the Mills Act Program.

Because the property owner has fulfilled the obligations of their existing work plan and submitted a new work plan demonstrating continued investment in their historic property, staff finds that continued renewal of this contract is appropriate.

Group 3: Noncompliant

Group 3 consists of 4 properties that did not complete their approved work plans within the initial 10-year term of their respective Mills Act contracts. The current status of each contract is summarized below.

Table 2: Group 3 Summary

Property	Status	Next Step
303 Meridian Avenue	All items in the existing work plan have been completed.	The property owner has been asked to submit a new 10-year work plan by October 26, 2026, to remain eligible for contract renewal. Upon submittal of an acceptable new work plan, the property will be moved from Group 3 to Group 1.
1414 Fair Oaks Avenue	The updated work plan for this commercial property includes four remaining items for which no anticipated completion dates have been identified. The owner cited financial constraints, coordination with the existing tenant's schedule, and difficulty obtaining replacement materials.	Staff will monitor the outstanding items through a quarterly review and work with the owner to establish completion dates. If progress is not made or project dates are not provided by March 1, 2027, then staff will request a notice of nonrenewal be issued. The contract has an expiration date of December 17, 2029.
919 Columbia Street	Two work items remain to be completed.	The owner will complete the remaining items in accordance with the updated work plan.

325 Monterey Road	Eight work items remain to be completed. The property recently changed ownership, and the new owners have expressed their commitment to completing the outstanding improvements.	The new owners will complete the remaining items in accordance with the updated work plan.

Consistent with the direction provided by the City Council on July 16, 2025, the property owners submitted updated 10-year work plans addressing their remaining improvements. Staff and the Cultural Heritage Commission reviewed the updated work plans and determined that continued renewal of the contracts is appropriate and consistent with the purpose of the Mills Act Program.

Although the original work plans were not completed within the initial 10-year contract terms, the property owners remain active participants in the program and have demonstrated progress toward completing the required improvements. Accordingly, staff and the Cultural Heritage Commission do not recommend issuing notices of nonrenewal at this time.

Staff will continue to monitor each contract through the annual review process. Staff may recommend nonrenewal or cancellation in the future if a property owner does not demonstrate sufficient progress toward completing the approved work plan.

Alternatives

Alternatively, the City Council may:

1. Issue a Notice of Nonrenewal for one or more Mills Act Contracts if it is determined that continued renewal is not appropriate based on the property owner's compliance with the terms of the contract;
2. Direct staff to return with additional information regarding one or more contracts before making a determination; or
3. Provide other direction to staff regarding the administration of the City's Mills Act Program.

Fiscal Impact

The recommended action will not result in any additional fiscal impact beyond the existing Mills Act Contracts currently administered by the City. Continued renewal of the eligible contracts maintains the existing property tax reductions provided under the Mills Act Program.

The Mills Act Program provides qualifying historic property owners with a reduced property tax assessment in exchange for preserving and rehabilitating historic resources in accordance with an approved Rehabilitation and Restoration Plan. The City's estimated annual reduction in property tax revenue associated with the 30 active Mills Act Contracts is approximately $111,005.62. Over the initial 10-year term of all contracts, the estimated cumulative reduction is approximately $1,110,055.60. Because the contracts were executed over a period spanning from 2000 through 2024, these fiscal impacts occur over multiple fiscal years rather than during a single 10-year period.

Beyond the fiscal impact, the Mills Act Program encourages the preservation and rehabilitation of the City's historic resources by promoting private investment in historic properties,

preserving neighborhood character, and supporting the long-term stewardship of South Pasadena's cultural heritage.

Key Performance Indicators and Strategic Plan
The annual review process tracks property-owner progress in completing approved work plans, including the completion dates and estimated costs of restoration and rehabilitation activities. Property owners are also required to submit progress reports according to the schedule established in their contracts. Pursuant to SPMC Section 2.68(b)(1)(E)(vi), the Cultural Heritage Commission reports on its review of active Mills Act Contracts as part of its annual report to the City Council.

Commission Review and Recommendation
At its meetings on January 15, February 19, March 19, and May 21, 2026, the Cultural Heritage Commission reviewed the respective contract groups and recommends that City Council continue renewal of the applicable Mills Act Contracts

Environmental Analysis
The proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3), the Common Sense Exemption, because the action consists of receiving and filing a status report and continuing existing Mills Act contract renewals. It can be seen with certainty that the action will not result in a direct or reasonably foreseeable physical change in the environment.

Attachment:
Attachment 1 - Active Mills Act Summary
Attachment 2 - Group 3 Noncompliant Summary
Attachment 3 - Group 3 Progress Report
Attachment 4 - Group 3 Updated Rehabilitation Plan
Attachment 5 - 851 Lyndon Street Progress Report
Attachment 6 - 851 Lyndon Street New Rehabilitation Plan
Attachment 7 - Mills Act Contract 851 Lyndon St

City of South Pasadena
Recorded Mills Act Contracts

Number	Address	APN	Case No.	Status Code	Landmark No.	Year Built	Year Approved	Avg. Annual Cost to City over initial 10 years	Potential Total Cost to City over initial 10 years	Status
1	2031 Berkshire Ave	5310-017-004	-	5B1	39	1914	2000-2-16 Modified work plan approved in 2018	$ 2,849.00	$ 28,490.00	Complete, updated work plan approved by CHC
2	1114 Garfield Ave	5324-012-032	-	5S1	44	1907	2000-12-06	$ 4,225.00	$ 42,250.00	Staff to request a progress report.
3	919 Columbia Street	5317-006-004	-	2S	48	1885	2006-05-17	$ 3,500.00	$ 35,000.00	20 of 22 tasks complete. Remaining items to be completed in 2028 and 2033.
4	800 Fair Oaks Ave	5318-014-009	0849-MIL	5S1	49	1911	2006-12-28	$ 5,094.00	$ 50,940.00	Complete, updated work plan approved by CHC
5	1001 Buena Vista Street	5317-009-025	0852-MIL	1B	4	1905	2006-11-15 Modified work plan submitted in 2018	$ 4,261.00	$ 42,610.00	3 of 7 tasks complete. Acquisition of southern portion of lot from CalTrans pushed back 2018 work plan timeline.
6	950-966 Mission Street	5315-021-001	0540-MIL	1D	26	1923	2006-12-28	$ 2,510.85	$ 25,108.50	Complete, updated work plan approved by CHC
7	303 Meridian Ave	5317-034-001	-	3D	-	1927	2007-12-20	$ 3,263.00	$ 32,630.00	All items complete. Staff to conduct site visit to confirm compliance and request new work plan.
8	1040 Stratford Ave	5318-019-038	-	4B	50	1910	2009-09-16	$ 3,500.00	$ 35,000.00	Complete, updated work plan approved by CHC
9	851 Lyndon Street	5314-020-015	-	1S	6	1887	2010-12-20	$ 3,399.00	$ 33,990.00	All items complete. New work plan approved by CHC.
10	919 Palm Ave	5313-008-023	-	5B1	-	1903	2012-12-19 Modified work plan submitted in 2023	$ 1,500.00	$ 15,000.00	6 of 11 tasks complete. 2023 Renewal Work Plan carries over some of the unfinished work and proposes new work.
11	325 Monterey Road	5311-012-037	-	-	51	1947	2014-12-17	$ 1,378.00	$ 13,780.00	20 of 28 tasks complete. Contract expires 2029-12-17. Remaining items to be completed by 2027.
12	844 Monterey Road	5315-018-021	-	5D3	40	1908	2014-12-17 Work plan pushed back two years	$ 1,655.00	$ 16,550.00	15 of 16 tasks complete on plan.
13	1414 Fair Oaks Ave	5320-005-023	1765-MIL	5S1	46	1960	2014-12-17	$ 2,900.00	$ 29,000.00	11 of 15 tasks complete. Contract expires 2029-12-17. Some tasks have no anticipated dates of completion.
14	325 Oaklawn Ave	5317-014-005	-	3B	-	1908	2016-09-21	$ 3,500.00	$ 35,000.00	26 of 30 tasks complete.
15	207 Oaklawn Ave	5317-014-021	-	2D	-	1912	2016-12-21	$ 3,426.00	$ 34,260.00	22 of 24 tasks complete.
16	929 Buena Vista Street	5317-035-004	2080-MIL	2D	41	1902	2017-12-20	$ 2,343.00	$ 23,430.00	3 of 10 tasks complete.
17	320 Grand Ave	5317-040-008	2019-11-005	2B2	54	1927	2019-11-27	$ 830.00	$ 8,300.00	5 of 8 tasks complete.
18	209 Beacon Ave	5317-006-001	2019-11-004	4S2	52	1900	2019-11-27	$ 2,199.00	$ 21,990.00	2 of 4 tasks complete.
19	915 Palm Ave	5313-008-025	2019-11-006	5D1		1907	2019-11-27	$ 1,070.00	$ 10,700.00	3 of 4 tasks complete.
20	925 Palm Ave	5313-008-021	2019-11-007	5D1	-	1903	2019-12-03	$ 618.00	$ 6,180.00	Complete, contract expires in 2030. Update work plan will be required in 2029 for renewal.
21	1506 Rollin Street	5319-004-013	2020-059	5D1	-	1914	2020-12-02	$ 3,095.00	$ 30,950.00	6 of 9 tasks complete. Remaining tasks to be completed in 2025-2028.
22	1545 Ramona Ave	5319-025-032	2020-060	3B	-	1911	2020-12-02	$ 3,805.00	$ 38,050.00	Contract delayed to 2023. 0 of 10 tasks complete. CHC approved applicant's request for extension.
23	704 Meridian Ave	5315-013-041	2020-062	2D		1912	2020-12-02	$ 2,051.00	$ 20,510.00	1 of 7 tasks complete.
24	335 Monterey Road	5311-012-010	2020-061	5S3	47	1910	2020-12-02	$ 5,501.00	$ 55,010.00	1 of 4 tasks complete.
25	1016 Orange Grove Ave	5315-019-037	2383-MIL	5S1	37	1913	2021-12-21	$ 3,287.00	$ 32,870.00	3 of 4 tasks complete.
26	203 Oaklawn Ave	5317-014-015	MIL24-0001	2D	-	1911	2024-11-06	$ 5,171.00	$ 51,710.00	Progress Report to be submitted end of year.
27	1209 Indiana Ave	5314-010-061	MIL24-0002	5S1	60	1911	2024-11-06	$ 4,836.00	$ 48,360.00	Progress Report to be submitted end of year.
28	1010 Mission St	5317-008-004	2539-MIL	-	-	1912	2025-10-15	$ 5,031.56	$ 50,315.00	Progress report required in 2028.
29	227 Oaklawn Ave	5317-014-019	MIL25-0002	2D	-	1908	2025-10-15	$ 8,899.00	$ 88,990.00	Progress report required in 2028.
30	1000 Buena Vista Street	5317-008-004	MIL25-0001	2B	-	1903	2025-10-15	$ 15,308.21	$ 153,082.10	Progress report required in 2028.
TOTAL:								**$ 111,005.62**	**$ 1,110,055.60**	

City of South Pasadena
Recorded Mills Act Contracts

GROUP 3
Non-Compliant / Outside 10 Year Term

Number	Address	APN	Case No.	Status Code	Landmark No.	Year Built	Year Approved	Avg. Annual Cost to City over initial 10 years	Total Cost to City over initial 10 years	Status
1	919 Columbia Street	5317-006-004	-	2S	48	1885	2006-05-17	$ 3,500.00	$ 35,000.00	20 of 22 tasks complete. Remaining items to be completed in 2028 and 2033.
2	303 Meridian Ave	5317-034-001	-	3D		1927	2007-12-20	$ 3,263.00	$ 32,630.00	All items complete. Staff to conduct site visit to confirm compliance and request new work plan.
3	325 Monterey Road	5311-012-037	-		51	1947	2014-12-17	$ 1,378.00	$ 13,780.00	20 of 28 tasks complete. Contract expires 2029-12-17. Remaining items to be completed by 2027.
4	1414 Fair Oaks Ave	5320-005-023	1765-MIL	5S1	46	1960	2014-12-17	$ 2,900.00	$ 29,000.00	11 of 15 tasks complete. Contract expires 2029-12-17. Some tasks have no anticipated dates of completion.
TOTAL:								**$ 11,041.00**	**$ 110,410.00**	

PROPERTY ADDRESS:

919 Columbia Street

PROGRESS REPORT

Shirin Karimi and Michael Webb
919 Columbia St
South Pasadena, CA 91030
4/6/2026

City of South Pasadena Planning Dept
Re: Mills Act Rehabilitation Plan – 919 Columbia
1414 Mission St.
South Pasadena CA, 91030

Attn: Planning Department/Michael Donovan

Dear City of South Pasadena Planning Dept:

This letter is in response to the email received 3/24/26 regarding an update to the Rehabilitation Plan for our home at 919 Columbia Street in South Pasadena. Please see list of items noted in the plan letter needing attention that have been rehabilitated.

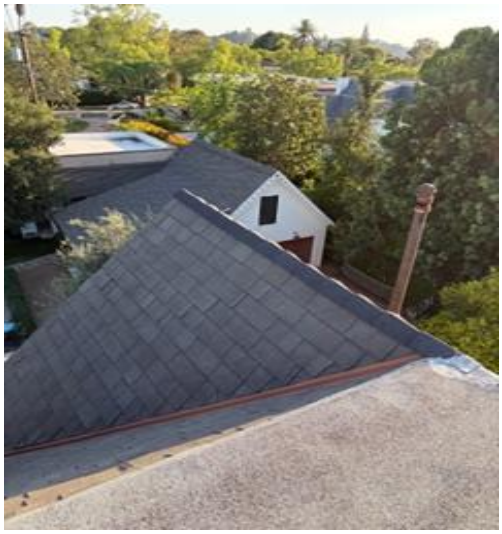
Please know that we've made significant investments, improvements, and have completed many items related to the rehabilitation of our home since we started living here in 2015. Upon moving in we had to make several fundamental improvements to the property to make it first and foremost safe and livable for our family, as well as a functional property.

Phase I:

Exterior

1. Roof – complete. The roof needing repair was replaced/rehabilitated with appropriate to code roofing material – date 4/11/2025. The roof material was replaced and damaged/missing shingles due to Jan 2025 winds (fires) were fixed. Pictures of examples:







ROBERT WARREN ROOFING
LICENSE NO. 377268 – BONDED – INSURED
7417 Quill Drive, Downey, CA 90242 - (310) 890-1987

BILL TO: Michael Webb	DATE: 4/12/25
ADDRESS: 919 Columbia St	START DATE:
CITY, STATE, ZIP: South Pasadena Ca. 91030	
PHONE: 1 3235400233	
JOB NAME:	
LOCATION:	

DESCRIPTION OF WORK	
Reroof 2nd story	
Repair where shingles they are missing on west 2nd story	
Rework vent	
	TOTAL MATERIALS:
	TOTAL LABOR:
	TAX:
DATE COMPLETED: 4/11/25	TOTAL: $1500.00

SIGNATURE:

2. Shingle work – complete. All shingles on exterior porch and shingle siding are complete. Shingle accent on siding and on porch surround.







Exterior trim work:

At times deteriorated wood, molding, or trim is fixed and rehabilitated by the homeowner, and sometimes consult or work directly with appropriate craftsman and materials to ensure quality. Example from latest work done in March 2026 (Material receipts can be provided if needed):

Before:



After:





Before: deteriorated siding – sun and water damage.



After: rehabilitated siding



Interior

1. Repair/replace all deteriorating walls. No interior walls need repair or replacement. Examples from main rooms.







We hope this addresses the items listed in the last correspondence that have been restored or rehabilitated.

Please note that work is on-going as we take a measured approach to rehabilitating the property.

Sincerely,

Shirin Karimi and Michael Webb

C – 323.540.0233 / mikecfwebb@gmail.com
C – 323.839-1034 / shirinkarimi@sbcglobal.net

Shirin Karimi and Mike Webb
919 Columbia St
South Pasadena CA
4/4/2025

City of South Pasadena Planning Division
Mills Act – Progress Report
Community Development Department
1414 Mission St.
South Pasadena CA, 91030

Dear City of South Pasadena Planning Division:

In response to your letter please find a list of completed work, rehabilitation, and maintenance at 919 Columbia Street. Please refer to the photos on the following page in reference to the work completed thus far. Also, please acknowledge that we purchased the property in 2015 and have been working on projects previously outlined in the agreement.

Upgrading for Health and Safety Codes

1. New sewer connections
2. New Gas service
3. New Plumbing
4. New Electrical service
5. Seismic Upgrade and bolting

Repairing Deteriorated Materials and Features

1. Porch Repair – replacement of wood
2. Windows – repair/recreate windows to full function
3. Strip most paint and restore woodwork to original finish – wood molding, pocket doors, stairs
4. Restored hardwood floors
5. Restore custom fireplace surrounds
6. Restore most period lighting fixtures
7. Miscellaneous – Interior Window/Transom, Wood fixtures, Repair and Rehabilitate Stained Glass windows

Alterations for Modern Use:

1. Bathroom 1 – restore fixtures such as installing an original clawfoot tub from another bathroom and install a period appropriate vanity and lighting.
2. Bathroom 2 – update master by removing superfluous appliances and adding a period appropriate vanity and convert a dressing space to a closet.
3. Bathroom 3 – restore/replace fixtures
4. Kitchen – Install cabinetry and appliances. Create a pantry area to make functional.

Preservation Priorities

1. Installed landscape plan – landscaped exterior, installed proper surface drainage, driveway, gates, planting
2. Updated irrigation system
3. Landscape maintenance
4. Termite treatment and inspections

We have more to do to preserve and rehabilitate this wonderful home. Our priority was to make it functional for a modern family. We will continue to preserve, maintain, and love the historic merit of 919 Columbia Street. We anticipate that our next projects will include refurbishing exterior mill work, replacing damaged exterior wood and siding, and painting the home.

Sincerely,

Shirin Karimi and Mike Webb

Upgrading for Health and Safety:

Exterior sewer lines:





Gas Service:





New Gas Meter/service

New Plumbing throughout house:



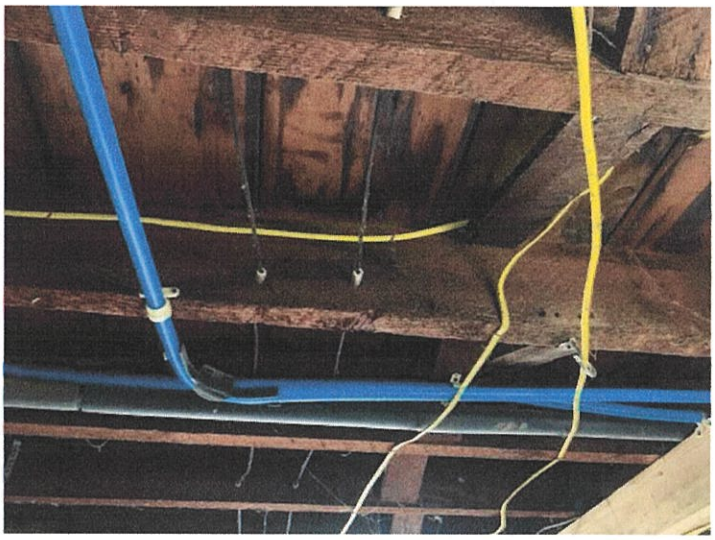


New Electrical Service:

New Meter/Panel



New Electrical wiring



Seismic Upgrade and Bolting:

Replacement work of old foundation

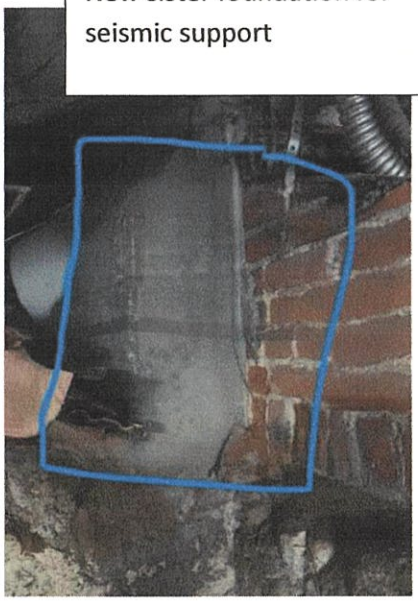




Replacement work of old foundation



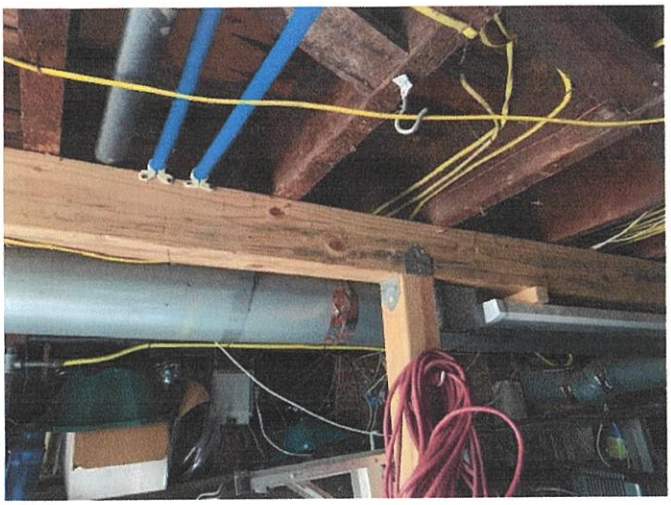
New sister foundation for seismic support



New foundation for seismic support



Seismic Upgrade and Bolting



Porch Repair:

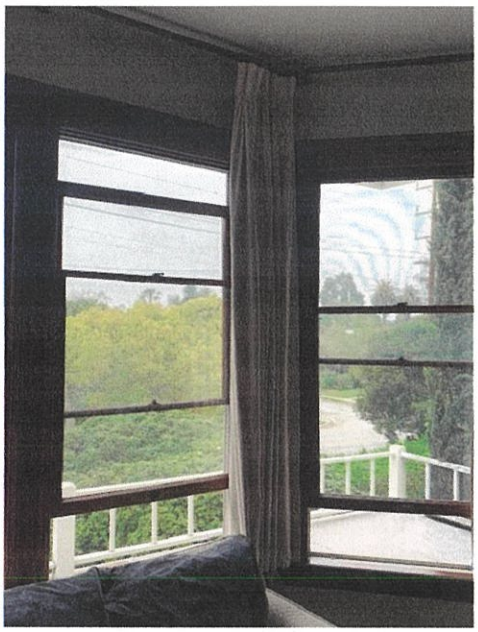
Replaced rotted wood, porch steps, railings



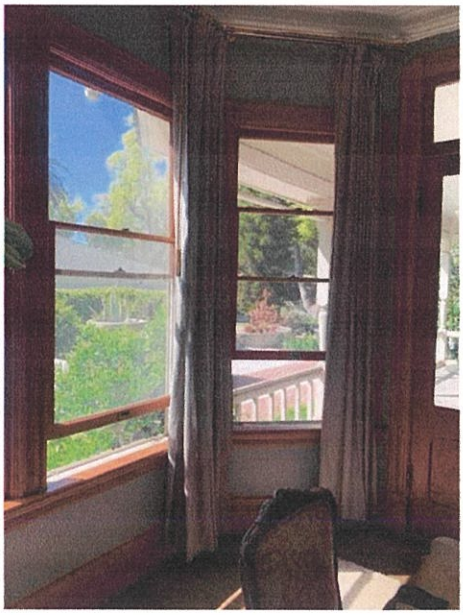


Window Rehabilitation/Repair – functioning double hung windows:



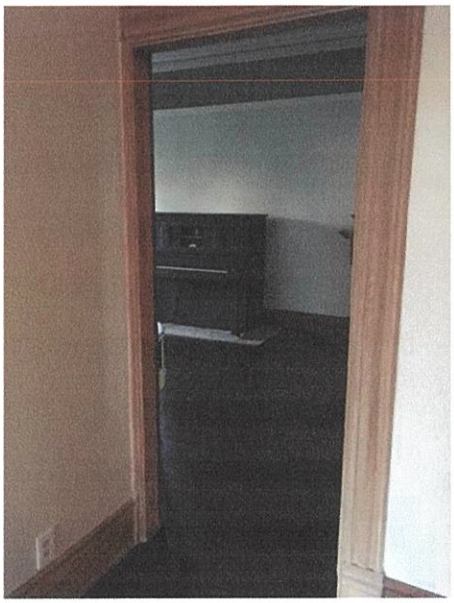




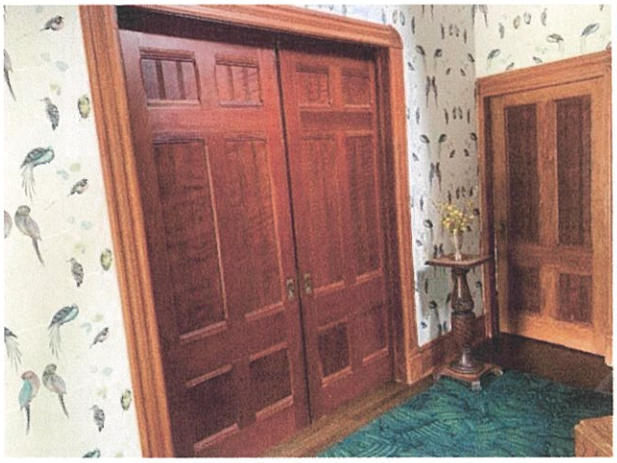


Strip and Repair Woodwork to original (pocket door repair):

Before front hallway woodwork



After front hallway woodwork – repaired pocket doors, restored wood – opposite side in dining room



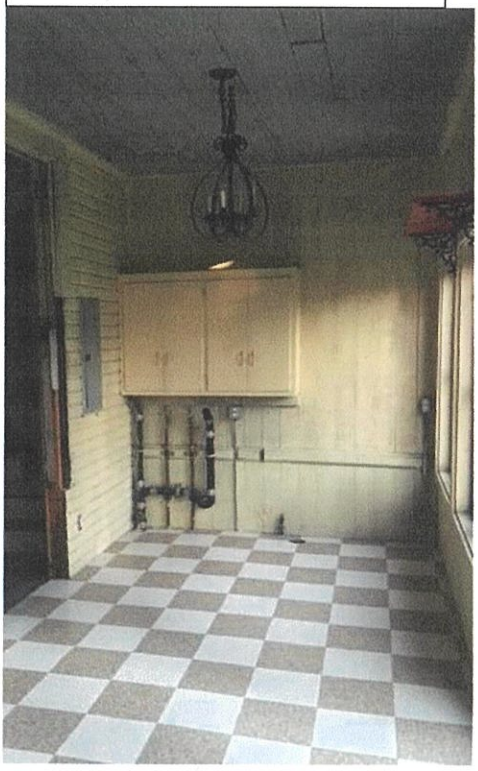




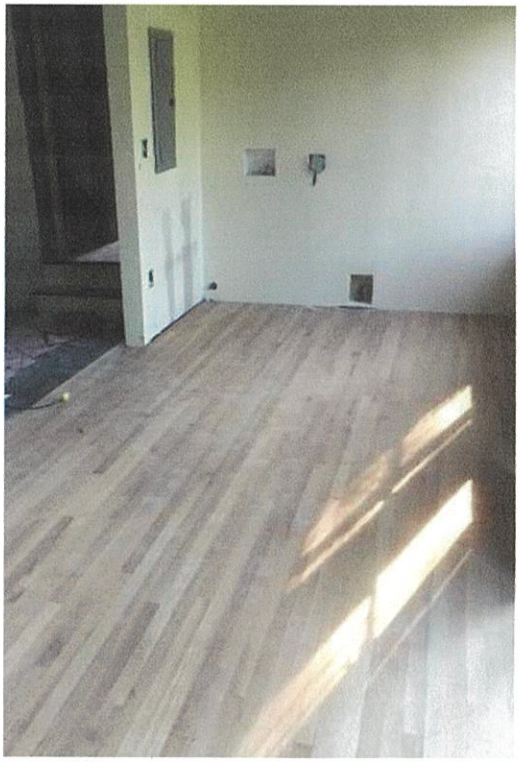
After front hallway woodwork – restored wood on railing, front door, windows

Restore/Repair hardwood Floors:

Before – back of kitchen flooring



After – back of kitchen flooring



Restored wood flooring in living and dining rooms



Restore Fireplaces:

Before



After



Before



After



Before

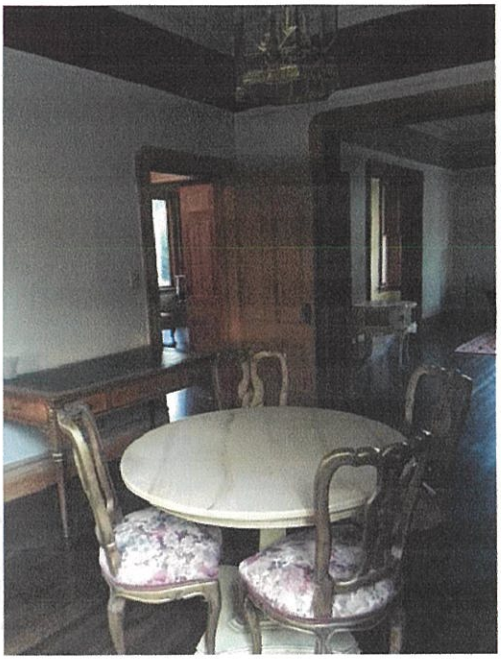


After

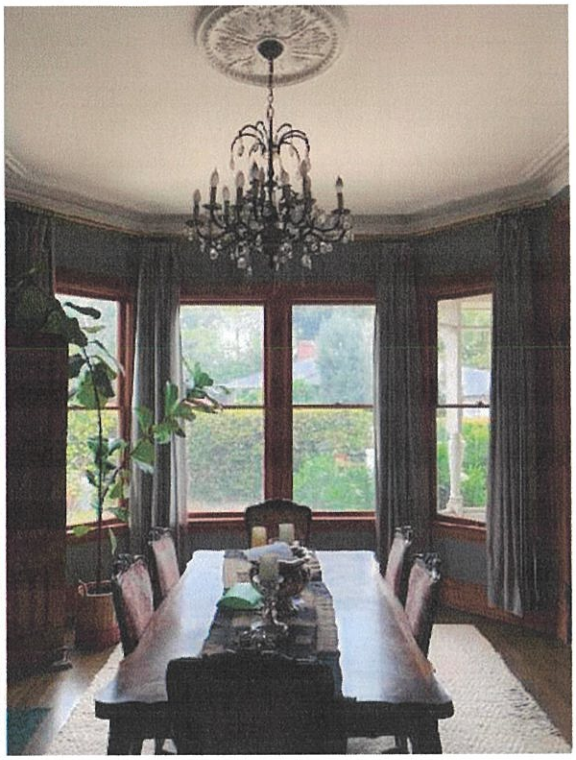


Restore Period Lighting Fixtures:

Before – Lighting and dining room



After – lighting and dining room





After – lighting and living room

Miscellaneous – Interior Window/Transom, Wood fixtures, Repair and Rehabilitate Stained Glass windows



After – restored and rehabilitated bowed stained-glass window



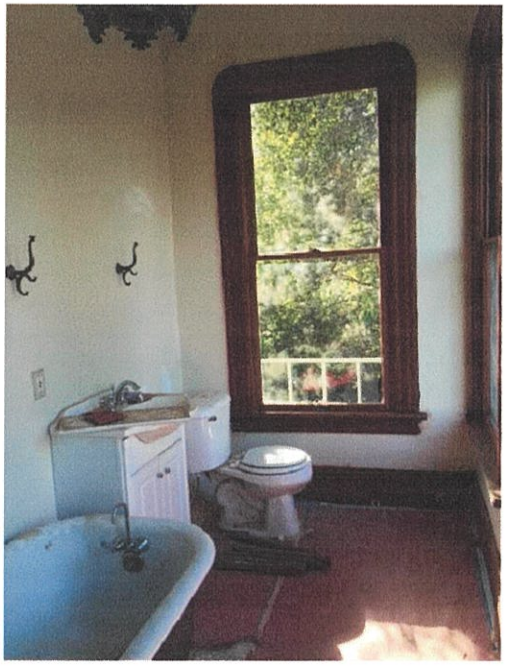




After – sourced and replaced wood door fixtures, transom hardware

Alterations for Modern Use:

Bathroom 1



Before – bathroom with mix of fixtures



After – bathroom with restored counter fixture



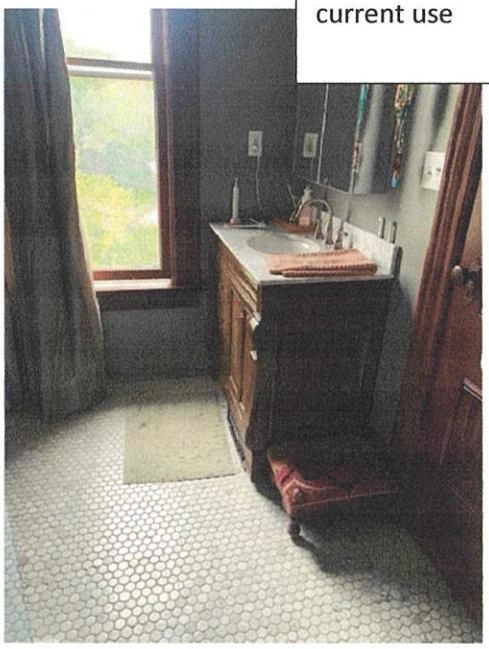
After – bathroom with historical fixtures

Bathroom – Master

Before – bathroom was not useable



After – bathroom updated for current use



Kitchen – update to current function



Before – kitchen with random shelving and fixtures, no fixtures

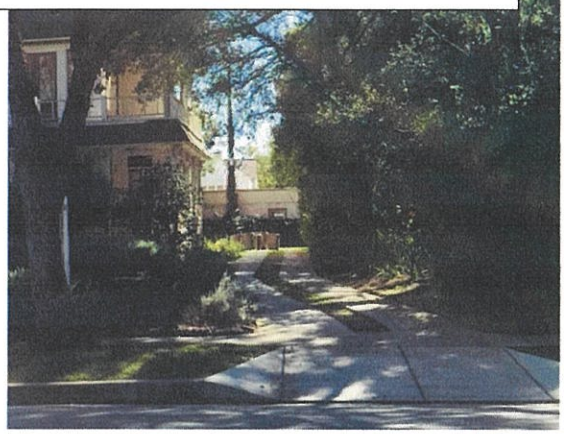
After - kitchen updated for current use, restored flooring, made livable





Preservation Priorities/Landscape:

Before – driveway, poured concrete/dirt





After – driveway, reclaimed period bricks

After – reclaimed period bricks, surface drainage added

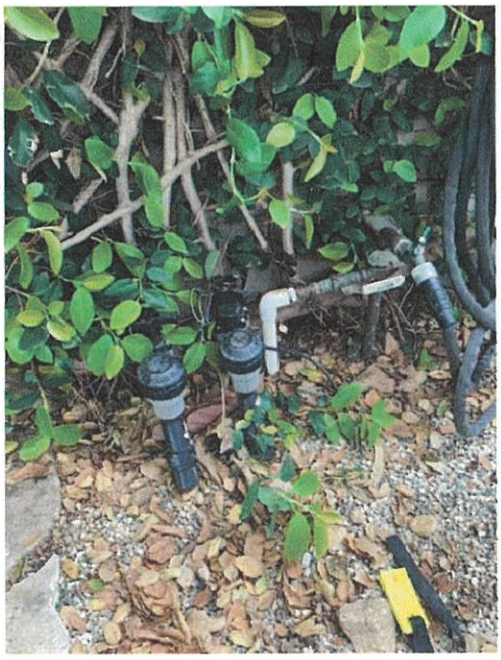




After – period pedestrian gate



New Irrigation systems for entire property





New stone landscaping



SUMMARY OF COMPLETED WORK

REHABILITATION PLAN

Keeping in mind that this house has been vacant for over forty years, all work in the first three categories will be initiated in the first year because these tasks must be completed to make the house livable and comfortable for our parents, for whom we purchased and are rehabilitating the historic property. The exact timing of tasks within these categories will be determined by the availability of contractors and artisans to do the work and the specific requirements of the permitting process in South Pasadena. Considering these caveats, the individual tasks in each of the above five categories are listed below in the likely sequence of completion.

Phase I – Preparing the Residence for Occupancy

Upgrading for Health & Safety Codes and Current Living Standards

✓ 1. New Sewer- update/replace interior and install non existing exterior connection.
✓ 2. New Gas Service - update/replace interior and install exterior meter connection.
✓ 3. New Plumbing- update/replace interior and install new meter/main.
✓ 4. New Electrical service- update/replace interior and install new panel/meter.
✓ 5. Rebuild and seismically reinforce both chimneys and flues to the five existing fireplaces (including any necessary firebox repair).

Repairing Deteriorated Materials and Features

EXTERIOR

✓ (1.) Roof- replace dated roof with appropriate period type roof and drainage system.
✓ (2.) Shingle work- repair/replace to original look per photo.
✓ 3. Porch repair- repair/replace wood on porches and stairs.
✓ 4. Windows- repair/rehabilitate/recreate windows to full function.
INCOMPLETE 5. Prep/paint- to harmonize with historic period.

INTERIOR

✓ (1.) Repair/replace all deteriorating walls
✓ 2. Strip inappropriate paint and restore woodwork to original finish.
✓ 3. Restore/repair/replace (as necessary) all hardwood floors.
✓ 4. Restore custom fireplace surrounds to original character.
✓ (5.) Paint and/or wallpaper with period appropriate colors and patterns.
✓ 6. Restore period lighting fixtures and replace inappropriate fixtures with period appropriate fixtures.

Alterations for Modern Use

✓ 1. Bathroom 1- update master and restore original fixtures.
✓ (2.) Bathroom 2- restore/replace with heritage appropriate fixtures.
✓ (3.) Bathroom 3- powder room, restore or replace fixtures.
✓ 4. Kitchen- update to current function with heritage themed cabinetry and appliances.

Phase II – Preservation Priorities

Although work on the landscape plan. sprinkler system and maintenance may begin prior to completion of all Phase One tasks. all of the work below is less critical to preparing the residence for occupancy. Likewise. replacing missing exterior features that help to define the character of the Riggins house are deferred to Phase Two. They can be undertaken after the Hurtados move in.

Replace Missing Features

✓ 1. Design and install landscape plan appropriate to heritage of residence.

INCOMPLETE 2. Gables- recreate/rebuild two rooftop gables to match original per photo.

Protect and Maintain Existing Historic Materials and Features

✓ 1. Update/install irrigation system to allow for proper maintenance.

✓ 2. Landscape maintenance (bimonthly gardening service to maintain appearance/integrity).

✓ 3. Roof and drainage maintenance (yearly inspection and repair as needed).

✓ 4. Miscellaneous maintenance and repair (as needed).

✓ 5. Inspect and refinish protective surfaces as needed.

✓ 6. Termite inspection and repair (at least every five years).

** **SPECIAL NOTE:**

The following rehabilitation work is also planned and considered important. However, their completion would far exceed the limits of this proposed Mills Act contract. This work will either be completed before this proposed contract expires (with no Mills Act financial assistance), or deferred to an anticipated contract extension.

1. Recreate front porch arch trim and balustrades.
2. Seismic upgrade (e.g.. foundation bolting).
3. Design and construct period appropriate carriage house/garage with detail to match original.
4. Design and construct period appropriate driveway from curb to garage/carriage house

PROPERTY ADDRESS:

303 Meridian Avenue

2025 PROGRESS REPORT

Anil Hanuman

Aswini Padmanabhan

303 Meridian Ave

South Pasadena, CA

3/21/2025

1. Mills Act Progress Report Request - Exhibit A
2. Signed Progress Report Letter - Exhibit B
3. Rehabilitation and Maintenance Plan - Exhibit C (16-18)
4. Copy of Mills Contract - Exhibit D (1-15)
5. Copy of permits - Exhibit E
6. Photo documentation - Exhibit F

A

CITY OF SOUTH PASADENA
COMMUNITY DEVELOPMENT DEPARTMENT
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 ▪ FAX: 626.403-7221
WWW.SOUTHPASADENACA.GOV

MILLS ACT – PROGRESS REPORT REQUEST

March 6, 2025

APPLICANT / OWNER:
Anil Hanuman & Aswini Padmanabhan
303 Meridian Avenue
South Pasadena, CA 91030

PROJECT LOCATION: **303 Meridian Avenue (APN: 5317-034-001)**

Dear Applicant/Owner:

The City of South Pasadena entered into a Mills Act Contract for the property located at 303 Meridian Avenue on December 19, 2007. As part of the ongoing due diligence required for all Mills Act Contracts, staff is investigating the status of your Mills Act Contract with the City. Per South Pasadena Municipal Code (SPMC) Section 2.68(b)(1)(D)(vi), evidence of tasks completed as stipulated in the Mills Act Contract shall be provided to the City every three (3) years.

Please submit a signed letter by **April 6, 2025** that contains a copy of the Mills Act Contract, the Rehabilitation & Maintenance Plan, and a progress report on all rehabilitation and maintenance tasks that were stipulated in your Mills Act Contract. The progress report shall contain the following:

- An itemized list of all work completed to date.
- Photo documentation of the completed work; both "before" and "after" conditions.
- Copies of any building permits issued in conjunction with the work.

Costs of the work or receipts is not currently required, but may be requested depending on the status of the rehabilitation/maintenance efforts.

If you have any questions regarding this letter, please contact the Planning Division at (626) 403-7220 or via email at askplanning@southpasadenaca.gov.

Sincerely,

Michael Donovan
Associate Planner

B

Mills Act Progress Report

3/21/2025

We have continued to restore and improve on the original Mills act agreement. Following the maintenance plan, we have refinished the original hardwood floors in 2016. We have repainted the interior to preserve its authenticity. Per the original plan, we removed the damaged concrete driveway and installed historically appropriate permeable pavers as a replacement, and constructed a new historically appropriate entrance path using Saltillo and Spanish tiles that complement the home's original tilework. We replaced coping and tile around the swimming pool as well as the tile installation. We plan on installing a Spanish-style pizza oven to the dining patio. We are scheduled to replace the deteriorating plaster of the existing pool with a white Pebble Fina product, as well as add an external spa to the existing pool using all materials to complement the style that has been laid out in front.

We continue to maintain roof and drainage maintenance, window, door, and wood maintenance and repairing when needed. We installed a security system in 2012, and are currently installing an automatic irrigation system. We regularly schedule termite and pest control.

Please reach out to us if you have any further questions or concerns.

Sincerely,

Anil Hanuman

Aswini Padmanabhan

Work Item No.	Scope of Work	Schedule	Status	Cost	Images	Images	Building Permit	Reciepts
A1	Demo 1960s Family Room addition	Prior to 2011	Complete	$5,256				
A2	Demo non-historic Bath and Kitchen remodels	Prior to 2011	Complete	$2,530				
A3	Demo 1970 wall approx 3 ft inside north and east property line (includes hauling & disposal)	Prior to 2011	Complete	$4,554				
A4	Strip paint from exterior and interior doors, windows, baseboards and hardware	Prior to 2011	Complete	$18,000				
B1	Electrical – Remove inoperable knob & tube wiring; add new panel, sub-panel and rewire house	Prior to 2011	Complete	$20,275	See Attachment 1			
B2	New Plumbing – new meter/main line; all copper plumbing	Prior to 2011	Complete	$13,800	See Attachment 2	See Attachment 3		
B3	Seismic Retrofit – house bolting	Prior to 2011	Complete	$5,400				
B4	Install dual HVAC system	Prior to 2011	Complete	$14,000	See Attachment 4			
B5	Pool fence	Prior to 2011	Complete	$4,000	See Attachment 5			
C1	Repair tile roof with period-appropriate cement between layers	Prior to 2011	Complete	$21,975	See Attachment 6			
C2	Prep/paint to harmonize with historic period (excludes stripping)	Prior to 2011	Complete	$22,000	See Attachment 7			
C3	Repair front door	Prior to 2011	Complete	$1,200	See attachment 8			
C4	Replace wood windows, screens to match original	Prior to 2011	Complete	$4,000	See Attachment 9			
C6	Repair plaster inside garage & install insulation	Prior to 2011	Complete	$3,500	See Attachment 10			
C7	Restoration & repair of doors, windows, screens, baseboards and beams	Prior to 2011	Complete	$31,500	See Attachment 11			
C8	Repair and plaster deteriorating walls (includes mold abatement)	Prior to 2011	Complete	$6,000	See Attachment 12	See Attachment 13		
C9	Install period tile in bathrooms (materials & labor for five bathrooms)	Prior to 2011	Complete	$34,039	See Attachment 14			
C10	Install period appropriate bathroom sinks, toilets and hardware	Prior to 2011	Complete	$10,311		See Attachment 15		
C11	Restore hardwood floors	Prior to 2011	Complete	$8,960	See Attachment 16			
C12	Restore light fixtures	Prior to 2011	Complete	$2,875	See Attachment 17			
C13	Install Saltillo tile in Kitchen	Prior to 2011	Complete	$2,500		See Attachment 18		
C14	Paint with period-appropriate colors	Prior to 2011	Complete	$19,000	See Attachment 19			
D1	Replace flip switches with period-appropriate push button models	Prior to 2011	Complete	$1,459	See Attachment 20			

D2	Replace missing hardware on doors and windows	Prior to 2011	Complete	$3,000	See Attachment 21				
D3	Replace 13 missing 1920s light fixtures (exterior and interior) at avg. cost of $450 each	Prior to 2011	Complete	$5,950	See Attachment 22	See Attachment 23			
E3	Kitchen – Cabinetry to match Monterey furniture from 1920s; 1920s repro hardware; light fixtures	Prior to 2011	Complete	$48,500		See Attachment 24			
E4	Install Bathroom fans	Prior to 2011	Complete	$1,125	See Attachment 24				
F1	Roof & drainage maintenance (yearly inspection, repair as needed)	Prior to 2011	Complete	$2,500		See Attachment 26			
F2	Window, door and wood maintenance and repair (as needed)	Prior to 2011	Complete	$5,000	See Attachment 27				
F3	Inspect/refinish protective surfaces (paint contractors usually < 5 years durability)	Prior to 2011	Complete	$40,000	See Attachment 28				
F4	Termite inspection and repair	Prior to 2011	Complete	$4,500	See Attachment 29				
F5	Mold inspection and abatement	Prior to 2011	Complete	$2,500					
F6	Update/install automatic irrigation system for proper maintenance	Prior to 2011	Complete	$4,000	See Attachment 30				
F7	Install Security System	Prior to 2011	Complete	$1,500	See Attachment 31				
G1	Replace front-facing staircase to Bonus Room above Garage	Structural Review	Not needed	$0					
G2	Install "head of Zeus" Fountain w/ original title in east patio enclosure	Prior to 2011	Complete	$6,800	See Attachment 32				
G3	Replace Driveway	25-May	Complete	$35,685	See Attachment 33.1 and 33.2	See 33.1			See Attachment 38-39
G4	Replace coping and tile around Swimming Pool	25-May	Complete	$16,000	See Attachment 34	See 34.1	See Attachment 41-42		See Attachment 40
G5	Complete tile installation around Swimming Pool and Courtyard	May-25	Complete	$38,815	See Attachment 35	See 34.1	See Attachment 41-42		See Attachment 40
G6	Viking dishwaher, garbage disposer; granite countertops	Prior to 2011	Complete	$6,000	See Attachment 36				
G7	Landscaping of front yard, irrigation, and front pathway.	Apr-25	Complete	$37,815	See Attachment 37	See 37.1, 37.2, 37.3, 37.4	NA		See Attachment 38-39
				Total: $552,124					

E

SWIMMING POOL PERMIT

Total Fee: $1,021.09
Balance Due: $0.00

CITY OF SOUTH PASADENA

1414 Mission Street South Pasadena, CA 91030 (626) 403-7224

To request inspection visit Building Division Web Page at
https://www.southpasadenaca.gov/Your-Government/Departments/Community-Development/Building-Division

Permit No:	SWP24-0016	**Issued Date:**	11/7/2024
Address:	303 MERIDIAN AVE	**Final Date:**	
Parcel Number:	5317034001	**Final By:**	
Valuation:	$15,000.00	**Expiration Date:**	11/7/2025
Applicant:	AVANTI POOLS INC 8138 ORION AVE VAN NUYS, CA 91406 Phone: 818-501-3759	**Code in Effect:**	LACO2023
Contractor:	AVANTI POOLS INC 8138 ORION AVE VAN NUYS, CA 91406		
Owner:	ANIL K AND HANUMAN 303 MERIDIAN AVE SOUTH PASADENA , CA 910300000		
Scope of Work:	ADD 6X6 SPA TO (E) POOL / NEW POOL EQUIPMENT		

Fee Description	Fee Code	Invoice #	Fee Amount	Balance Due
Plan Check Fee	BLDG-101	3634	$360.67	$0.00
Each furnace/AC condenser/Heater/Boiler/Vented decorative appliance - 100,000 BTU-500,000 BTU	MEC103	3747	$73.55	$0.00
General Plan Fee	BLDG-112	3747	$63.65	$0.00
Low pressure gas piping system (5 outlets or less)	PLB109	3747	$22.97	$0.00
Permit Fee	BLDG-102	3747	$424.32	$0.00
Permit Issuance Fee	BLDG-104	3747	$38.83	$0.00
Power apparatus - Rating over 3 and not over 10 (HP,KW,KVA, or KVAR)	ELE209	3747	$28.04	$0.00
Receptacle, switch, lighting, or other outlets at which current is used	ELE203	3747	$9.06	$0.00
Total:			**$1,021.09**	**$0.00**

F

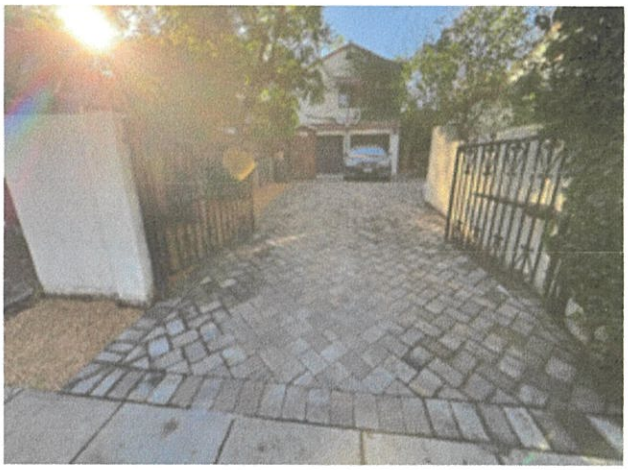
Before:



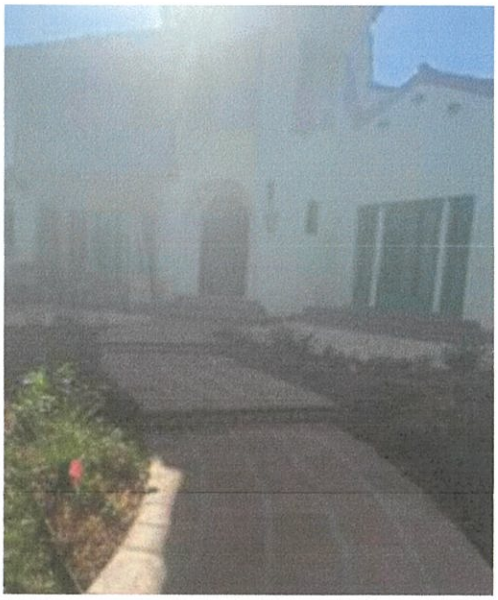
After:







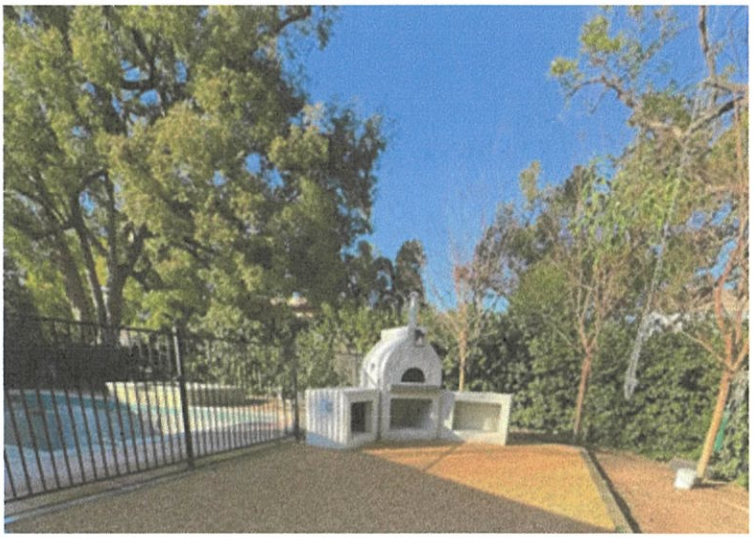












SUMMARY OF COMPLETED WORK

REHABILITATION PLAN

A. Remove Inappropriate Alterations of the Past

COMPLETE

1. Demo 1960s Family Room addition
2. Demo non-historic Bath and Kitchen remodels
3. Demo 1970 wall approx 3 ft inside north and east property line
4. Demo non-historic stairway to Bonus Room above Garage
5. Strip paint from exterior and interior doors, windows, baseboards and hardware

B. Upgrades for Health & Safety Codes

1. Electrical - Remove inoperable knob & tube wiring; add new panel and sub-panel and rewire entire house.
2. New Plumbing - new meter/main line; all copper plumbing.
3. Seismic Retrofit – house bolting
4. Install dual HVAC system
5. Pool fence

C. Repair Deteriorated Materials and Features

EXTERIOR

1. Repair tile roof with period appropriate cement between layers
2. Prep/paint- to harmonize with historic period
3. Repair front door
4. Replace wood windows, screens to match original
5. ~~Replace front-facing staircase to Bonus Room above Garage~~

COMPLETE

6. Repair plaster inside Garage & install insulation
7. ~~Install "head of Zeus" Fountain w/ original tile in east patio enclosure~~.

INTERIOR

COMPLETE

8. Repair and plaster deteriorating walls
9. Install period tile in bathrooms
10. Install period appropriate bathroom sinks, toilets and hardware.
11. Restore hardwood floors.
12. Restore light fixtures
13. Install Saltillo tile in Kitchen
14. Paint and/or wallpaper with period appropriate colors and patterns

D. Replace Missing Features

COMPLETE

1. Replace flip switches with period appropriate push button models
2. Replace missing hardware on doors and windows
3. Replace missing light fixtures with duplicates of originals

E. Alterations for Modern Use

1. ~~Replace Driveway~~
2. ~~Replace coping & tile around Swimming Pool~~

COMPLETE

3. Kitchen – Cabinetry to match Monterey furniture from 1920s,Viking dishwasher, garbage disposer, granite countertops, 1920s repro hardware, period light fixtures

COMPLETE

4. Install Bathroom fans
5. ~~Complete tile installation around Swimming Pool and Patio~~

F. Protect and Maintain Existing Historic Materials and Features

Ongoing

1. Roof and drainage maintenance (yearly inspection and repair as needed)
2. Window, door and wood maintenance and repair (as needed)
3. Inspect and refinish protective surfaces as needed (Paint contractors won't guarantee pint jobs for more than five years, usually much less)
4. Termite inspection and repair (at least every five years)
5. Mold inspection and abatement
6. Update/install automatic irrigation system to allow for proper maintenance
7. Install security system
8. ~~Landscape maintenance (bimonthly gardening service to maintain appearance)~~
9. Tree trimming (to protect house)
10. HVAC service
11. Plumbing service
12. Pest control

PROPERTY ADDRESS:

325 Monterey Road

2025 PROGRESS REPORT

Progress Report

April 15, 2025

Owner:

Manyu Gao

18921 Bentley Place

Rowland Heights, CA 91748

Project Location: 325 Monterey Road (APN: 5311-012-037)

Dear Community Development Department,

I purchased the house on October 24, 2024. After received the request on late March, 2025, I contacted the previous owner's son, Sergio Santino, who was also in charge of the project construction team in Rehabilitation and Maintenance Plan. He was not aware of the progress report and the rehabilitation plan from 2009 to 2012. He did the maintenance and repairs of the house, but there were no building permits, no records of before and after photos from 2009 to 2012. Therefore, I will provide the most recent look of the house to prepare the report. Photos of the previous documentations of the house come from the website of the house, but some of them have no clear date and I use them only for references.

Sincerely,

Manyu Gao



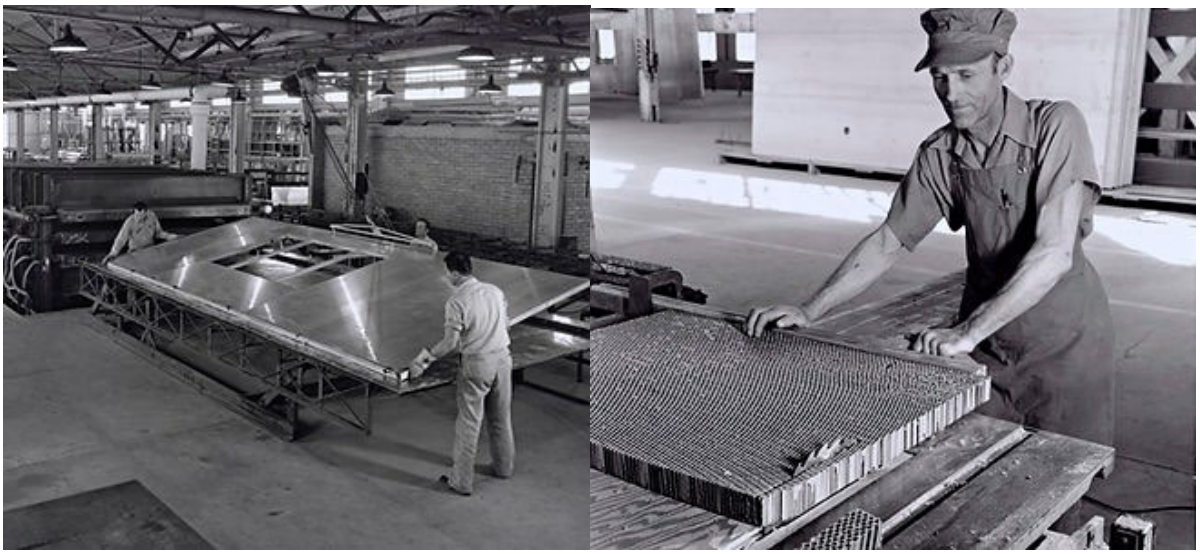
Photo courtesy of the J. Paul Getty Trust. Julius Shulman Photographer. c. J. Paul Getty Trust. Getty Research Institute, Los Angeles (2004.R.10).

Consolidated Vultee Prefabricated House. c.1947

The Mill Act Conttract was made and entered into this on December 17, 2014, by and between the City of South Pasadena, California, a municipal corporation, and the previous owner, Martha Santino. The Historic Property is identified as City Landmark No. 51.



Photos courtesy of the J. Paul Getty Trust. Julius Shulman Photographer. c. J. Paul Getty Trust. Getty Research Institute, Los Angeles (2004.R.10).



Photos courtesy of the J. Paul Getty Trust. Julius Shulman Photographer. c. J. Paul Getty Trust. Getty Research Institute, Los Angeles (2004.R.10).



Photos courtesy of the J. Paul Getty Trust. Julius Shulman Photographer. c. J. Paul Getty Trust. Getty Research Institute, Los Angeles (2004.R.10)

Building Exterior

Wall Panels, Metals, Paint and Doors Conditions 2009

1. Holes in metal from previous fixtures &fittings
2. Inappropriate, surface-mounted electrical conduit on all elevations
3. Cracked/chipped glass
4. Detached aluminum corner cover
5. Non-original hanger rod mounted above windows
6. Detached aluminum corner cover
7. Damage due to “volunteer” trees & shrubs that have grown too close to the building
8. Textured coating patches
9. Paint investigation: Multiple paint layers including a thick coat of white sanded paint finish with at least 4 layers of colored finishes underneath.
    - The original green was a lighter green tone (Benjamin Moore# 2145-20)
    - The original white is a slightly off-white tone (Benjamin Moore OC-131)
    - Window and door frames were painted a mid-tone grey blue (Benjamin Moore #HC-159)
    - Original photographs indicate exterior door were significantly darker than the grey blue and avocado green
    - Some areas that were historically painted green are white
10. Based on the evidence shown in historic photographs, all original glazed exterior doors have been removed and replaced with inappropriate hollow-core flush wood doors

Wall Panels, Metals, Paint and Doors Conditions 2025

1. All exterior paint finishes on the aluminum wall have been carefully removed
2. Following paint removal, the exposed aluminum panels have been inspected
3. Holes on the exposed aluminum surfaces have been patched and fixed
4. Cracked/chipped glass have been replaced
5. Detached aluminum corner cover has been realigned
6. Explored wirings, conduits, hangar rod and other inappropriate fixtures have been removed
7. Trees & shrubs that have grown too close to the building have been removed
8. The look of the exterior wall is showing the airplane aluminum looking

Rehabilitation have not been done:

1. After removal the existing paint, the wall surface have not been painted to the historic photographs using colors that match the historic finishes; window frames have been painted a mid-tone grey and doors have been painted a light blue
2. The exterior door from the east entrance have been replaced with a glazed door; the door from the south entrance is still a wood door.



Photos courtesy of the Fleet House website, north elevation, Discovery, Restoration and Landmarked 2009-2015.



Photos courtesy of the new owner, south elevation, April 2025.



Photos courtesy of the new owner, east elevation, April 2025.



Photos courtesy of the new owner, north elevation, April 2025.



Photos courtesy of the new owner, west elevation, April 2025.



Photos courtesy of the new owner, south west corner, April 2025.



Photos courtesy of the new owner, south east corner, April 2025.



Photos courtesy of the new owner, north east corner, April 2025.



Photos courtesy of the new owner, north west corner, April 2025.



Photos courtesy of the new owner, south elevation living room windows and entrance door, April 2025.



Photos courtesy of the new owner, east elevation dining room windows and entrance door, April 2025.

Roof Condition 2009

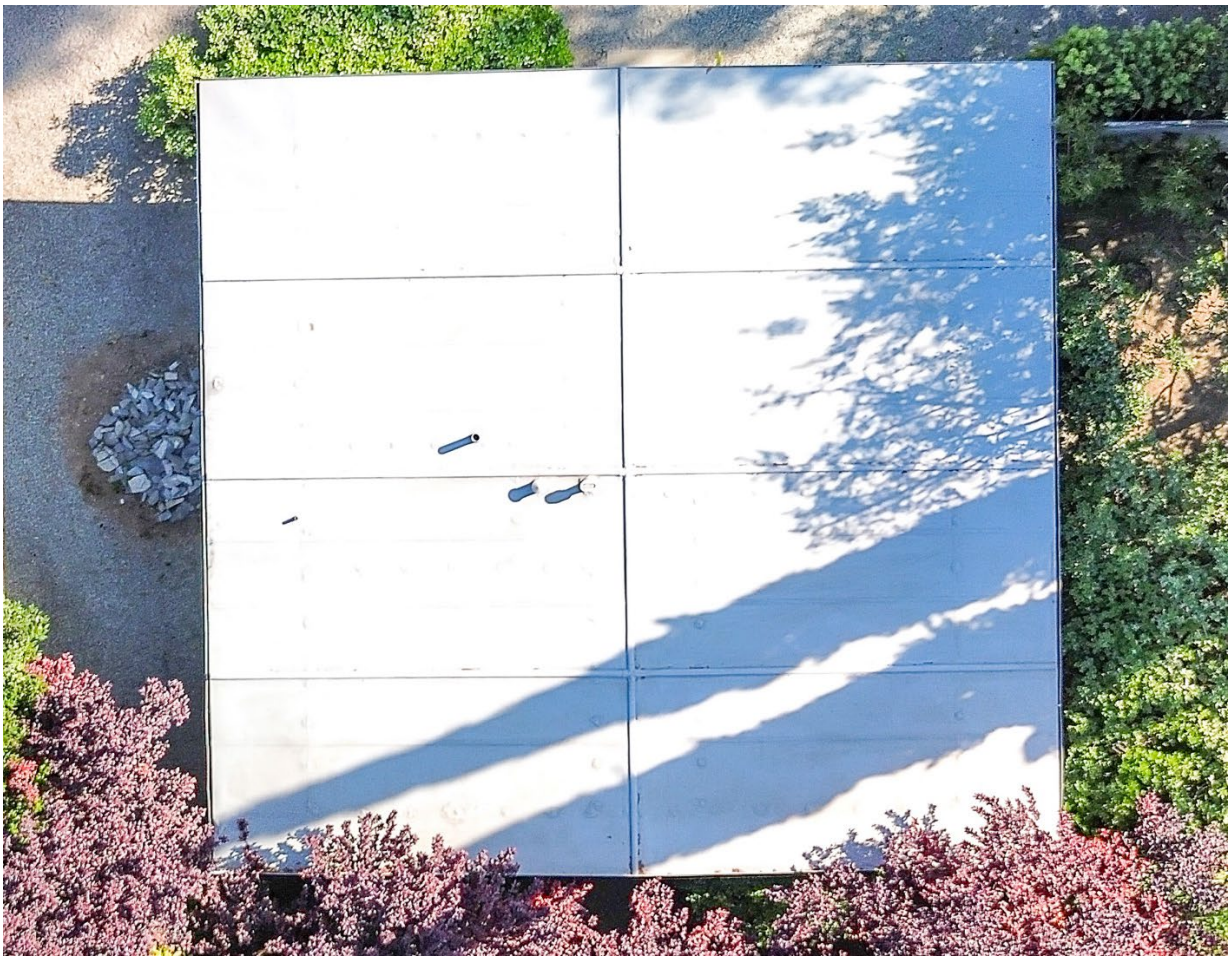
1. The roof is similar to its walls, employing aluminum-cardboard composite panels, and a coated, single-ply roof membrane is present above the panels
2. The roof has a shallow pitch with gutters located at the east and west ends
3. The roof is not insulated
4. Supplemental posts have been added to support the eaves at the eastern corners
5. Branches from “volunteer” tree have led to a damaged and displaced eave at the northeast corner of the building
6. Sagging soffit at the south east corner. The sagging appears to be a delamination of the aluminum sheet from the cardboard core as opposed to the whole panel sagging
7. Gutters clogged with leaves and other debris
8. Water staining is present at the ceilings within the building and leakage has been reported

Roof Condition 2025

1. Damaged panels have been repaired
2. Existing gutters have been cleaned and repaired
3. Branches that damage the roof have been removed
4. Water staining and leakage problem have been solved
5. A layer of Gaco silicone monolithic membrane applied over the aluminum panels



Photos courtesy of the Fleet House website, roof panels, Discovery, Restoration and Landmarked 2009-2015.



Photos courtesy of the new owner, roof panels, April 2025.

Building Interior

Kitchen Condition 2009

1. Inappropriate modern plumbing fixture
2. Wear on the sink and countertop surfaces
3. Changes to original finishes including paint scheme and flooring

Kitchen Condition 2025

1. Retained all existing historic features including cabinets, cabinet handles and cupboards
2. Reglazed sink, replaced faucet with period appropriate
3. Repaired countertop, refinished aluminum edge
4. Strip painted from the original hardware and re-installed
5. Old floor was removed and installed appropriate flooring based on documented evidence
6. Replaced old appliances with new gas appliance of the stove
7. Replaced old refrigerator with new one



Photos courtesy of the new owner, kitchen interior, April 2025.



Photos courtesy of the new owner, kitchen interior, April 2025.

Bathroom Condition 2009

1. water damage to wall panels above the bathtub
2. corrosion of steel window
3. deteriorated tub finish, sealant and shower door
4. inappropriate modern plumbing fixtures
5. deteriorated floor and wall finishes
6. inefficient water heater

Bathroom Condition 2025

1. Repaired water damaged wall
2. Corrosion of steel window has been fixed, plumbing fixtures and shower door have replaced
3. Repainted all the walls, ceiling and floor
4. Curtain rods have been removed
5. Holes on the wall panel have been repaired
6. Replaced water heater



Photos courtesy of the new owner, bathroom interior, April 2025.

Living Room Condition 2009

1. Minor staining of the ceiling
2. Deteriorated carpet
3. Inappropriate blinds
4. Non-functioning air conditioning and heat
5. Existing electrical outlets & covers needed to replace
6. Replace built-in stereo system speaker in living room

Living Room Condition 2009

1. Removed old carpet
2. Repainted all the walls, ceiling and floor
3. Removed curtain rods and repaired holes in the wall panels.
4. Central air-conditioning with cooling and heating function has been installed
5. Replaced outlets & covers
6. Added smoke detectors

Rehabilitation have not been done:

1. Built-in stereo system speaker hasn't been replaced



Photos courtesy of the new owner, living room interior, April 2025.



Photos courtesy of the new owner, living room interior, April 2025.



Photos courtesy of the new owner, bedroom 1 interior, April 2025.



Photos courtesy of the new owner, bedroom 2 interior, April 2025.

Site Condition 2009

1. Overgrown trees and brushes located close to house
2. Displaced and broken concrete pavers
3. Non-original features such as brick planter box and gravel drive
4. Moveable aluminum enclosure is over 50% deteriorated
5. Remove damaged aluminum panel “garden wall”, salvage garden storage locker
6. Remove gravel to south of house
7. Remove and salvage precast concrete pavers
8. Remove deteriorate concrete driveway
9. Remove painter box
10. Remove landscape steps to west of house
11. Clear unwanted planting and weeds

Site Condition 2025

1. Removed and trimmed overgrown trees and brushes damaging the house
2. Broken concrete pavers have been replaced
3. Brick planter box and gravel drive have not been removed
4. Half of the aluminum panel “garden wall” has been removed, the rest and the storage locker are still exist
5. The painter box has been removed
6. Landscape steps to the west of house has been removed
7. New mailbox as signage
8. Concrete wall facing the street painted with smooth stucco
9. Unwanted planting and weeds have been cleared
10. Installed new xeriscape garden and plantings
11. Installed new bamboo wall fencing to the west of house, new tree wall fencing to the south of the house

Rehabilitation have not been done:

1. Install new aluminum panel “garden wall” in modified location. Reinstall salvaged garden storage locker, provide new wood deck
2. Gravel to the south of house have not been removed
3. Install grass and concrete hardscape to the east of house
4. Re-install salvaged precast concrete pavers in gravel as pathway to west and north of house
5. Install new driveway
6. Install new lawn
7. Install new landscape steps at new location to west of house
8. Install new concrete block wall.
9. New wood benches and wood deck



Photos courtesy of the new owner, site and existing landscape, April 2025.



Photos courtesy of the new owner, south elevation, patio space and landscaping, April 2025.



Photos courtesy of the new owner, south elevation, patio space and landscaping, April 2025.

SUMMARY OF COMPLETED WORK

THE FLEET HOME
325 Monterey Road, South Pasadena
Mills Act Capitalized Cost Estimate, Revised 11/13/2014

ITEM	DESCRIPTION	UNIT COST	UNITS		ESTIMATED REPAIR COST	COMPLETE BY	NOTES	
BUILDING EXTERIOR								
WALL PANELS								
Repair holes	Fill holes with resin-based filler	$100.00	20	ea.	$2,000.00	Year 1		COMPLETE
Consolidate panels	Drill & inject adhesive, apply new metal where needed		1	ls.	$6,750.00	Year 1	Most extreme at base of laundry. Includes repair of hole previously cut in panel for AC unit	
Remove conduit	Remove exterior surface mounted conduit. Repair holes in panels		1	ls.	$3,200.00			
Corner cover	Repair or replace detached corner cover		1	ls.	$675.00			
					$12,625.00		*Subtotal Wall Panels*	
PAINT								
Prepare panel surface	Prepare aluminum surface for paint coatings.	$1.25	1000	sf	$1,250.00	Year 3		INCOMPLETE
Paint panel surface	Prime and paint per original colors	$4.75	1000	sf	$4,750.00	Year 3	Use high performance coatings.	INCOMPLETE
Prepare windows	Sand & strip to sound surface	$200.00	10	ea.	$2,000.00	Year 1		COMPLETE
Paint windows	Paint window frame	$200.00	10	ea.	$2,000.00	Year 1		COMPLETE
					$10,000.00		*Subtotal Paint*	
DOORS								
Replace doors	Replace existing south and east elevation doors and screen doors	$1,500.00	2	ea.	$3,000.00	Year 6	New doors to match historic photographs	One door has not been replaced
					$3,000.00		*Subtotal Doors*	
ROOF								
Repair damaged eve	Repair or replace damaged northeast eve in-kind with new aluminum sheet metal		1	ls.	$6,750.00	Year 3	Test panel removal and reattachment methods	COMPLETE
Replace roofing	Remove existing membrane roof. Prepare surface. Install new roofing	$8.00	1200	sf.	$9,600.00	Year 1	Use siliconized roof coating system	
Clean and repair existing gutters	Remove, strip paint, replace damaged, and re-install gutters	$1,250.00	2	ea.	$2,500.00	Year 3		
					$18,850.00		*Subtotal Roof*	
WINDOWS								
Replace glass	Replace chipped and cracked glass panes with new.	$500.00	7	ea.	$3,500.00	Year 1		
					$3,500.00		*Subtotal Windows*	
					$47,975.00		*TOTAL EXTERIOR*	

11/14/2014

THE FLEET HOME
325 Monterey Road, South Pasadena
Mills Act Capitalized Cost Estimate, Revised 11/13/2014

ITEM	DESCRIPTION	UNIT COST	UNITS		ESTIMATED REPAIR COST	COMPLETE BY	NOTES
BUILDING INTERIOR							
KITCHEN							
Repair original sink	Reglaze sink, replace faucet with period appropriate.		1	ls.	$950.00	Year 1	
					$950.00		*Subtotal Kitchen*
BATHROOM							
Repair wall panels	Repair or replace in kind water damaged wall panels		1	ls	$900.00	Year 1	
Shower liner	Install shower liner to blend with panels. Install new period appropriate fittings.		1	ls	$1,200.00	Year 1	Protects aluminum panels.
Repair original tub	Reglaze and reseal seal tub and shower. Install new period appropriate fittings		1	ls	$1,000.00	Year 1	Minimizes impact to panels
Repair original sink	Reglaze sink, replace faucet with period appropriate.		1	ls.	$500.00	Year 1	
					$3,600.00		*Subtotal Bathroom*
LIVING ROOM							
Ceiling	Repair ceiling/roof panels	$25.00	80	sf	$2,000.00	Year 1	Water damaged from roof leaks.
					$2,000.00		*Subtotal Living Room*
					$6,550.00		*TOTAL INTERIOR*
MEP							
Replace HVAC	Remove existing and provide new furnace. Add AC condenser and coil.		1	ls.	$8,575.00	Year 1	New to fit in existing mechanical closet. Rout coolant line through plumbing wall
Remove conduit	Remove surface-mounted conduit and re-rout new wiring through original pathways built into aluminum panels.			ls.	$5,000.00	Year 1	
					$13,575.00		*Subtotal MEP*

COMPLETE



THE FLEET HOME
325 Monterey Road, South Pasadena
Mills Act Capitalized Cost Estimate, Revised 11/13/2014

ITEM	DESCRIPTION	UNIT COST	UNITS		ESTIMATED REPAIR COST	COMPLETE BY	NOTES
SITE							
Stabilize original garden wall	At remaining aluminum panel "garden wall," consolidate panels and patch holes.	$25.00	60	sf	$1,500.00	Year 3	Half of wall has been removed.
Paint original garden wall	Strip existing textured coating. Prepare and paint aluminum surfaces.	$18.00	60	sf	$1,080.00	Year 3	INCOMPLETE
Repair original garden storage locker	Remove, salvage, and reset original garden storage locker on new foundation.		1	ls.	$1,475.00	Year 6	INCOMPLETE
Paint original garden storage locker	Strip existing textured coating. Prepare and paint aluminum surfaces.		1	ls.	$500.00	Year 6	INCOMPLETE
Landscape	Remove trees and stumps damaging house and garden wall.		1	ls.	$6,500.00	Year 1	COMPLETE
Landscape	Re-grade around site to promote water drainage away from building.			ls.	$4,775.00	Year 3	INCOMPLETE
General	Streetscape improvements. Repair concrete retaining wall and clean-up parkway.			ls.	$5,000.00	Year 10	Added per CHC request
					$20,830.00		*TOTAL SITE*

THE FLEET HOME

325 Monterey Road, South Pasadena

Mills Act Capitalized Cost Estimate, Revised 11/13/2014

ITEM	DESCRIPTION	UNIT COST	CYLCLE	ESTIMATED MAINTENANCE COST	NOTES
MAINTENANCE					
Wall Panels	Annual inspectin and patching of wall panels	$100.00	Yearly	$1,420.00	5-percent annual increase over 10 years
Roof & Gutters	Annual inspection and patching of roofing and gutters	$100.00	Yearly	$1,420.00	5-percent annual increase over 10 years
Landscape	Prune vegetation away from aluminum panel stuctures. Maintain grades to drain away from house	$50.00	Bi-monthly	$4,260.00	5-percent annual increase over 10 years
				$7,100.00	*TOTAL MAINTENANCE*

PROPERTY ADDRESS:

1414 Fair Oaks Avenue

2025 PROGRESS REPORT

Mills Act Progress Report (2025)
1414 Fair Oaks Ave
Smith Williams Building

Work Item No.	Scope of Work	Schedule	Status	Cost	Images (Before and After)	Building Permit
1	Restore Building C windows and trims and glass with in-kind per detail from original design	2014	Complete	$25,908.6 (Refer to Attachment Work No 1 -3)	Refer to Attachment Work No 1 -3	33586
2	Restore Wood feature: Trellis on the south side of building C	2014	Complete	$12,601 (Refer to Attachement Work No 1 -3)	Refer to Attachment Work No 1 -3	33843
3	Repair and Restore Wooden Staircase, part of wood feature mainteance	2014	Complete	Refer to Attachment Work No 1 -3	Refer to Attachment Work No 1 -3	
4	Replace some of the concrete slabs through out as part of landscape restoration	2014	Complete	part of landscape restoration	Refer to Attachment Work No 4 - 6	
5	Restore the brick paving in the courtyard on the south side of building C	2016	Complete	part of landscape restoration	Refer to Attachment Work No 4 - 6	
6	Complete Phase 2,3,4 of the 2006 approved landscape plan	2016	Complete	$61,386.81 (Refer to Attachment Work No 4-6)	Refer to Attachment Work No 4 - 6	
7	Restore Building A windows and trims and glass with in-kind per details from original design.	2019	complete	$9857.87, Refer to Attachment Work No 7	Refer to Attachment Work No 7	
8	Roof: New Roof for Building F (unit 3)	2017	Complete	$18,500	Refer to Attachment Work No 8	
9	Replace damaged glass panels and wood trims with in-kind per details from original design for Bldg B.	2023	Complete	$26,222.35	Refer to Attachment Work No 9	
10	Exterior cement plaster clading. Repair and Paint as needed. Paint and clean exterior wall around Bldg B and Bldg C. Repair damage exterior plywood in interior courtyard in Bldg B. Part of Maintenance	2023	Complete	Part of Work No 9	Refer to Attachment Work No 9	
11	Roof: New roofs for building B, C, D&E	2024	Complete	$36,050.00		RRF 24-0200, RRF24-0202, RRF24-0203
12	Metal Canopy; Remove, sandblast, galvanize or coat original expanded metal panels and reinstall.		Incomplete			
13	Central Trellis, reconstruct missing canopy using documentary photos		Incomplete			
14	North Side brick wall, repair damaged retaining wall at sidewalk. Replace custom integrally colored red blocks in-kind.	when artisan is found to reproduce the bricks	Incomplete			
15	Building C, repair and replace windows & mullions	2026 or 2027	Incomplete			
16	Light Fixtures, replace hanging globe fixtures throughout property	Have not found the in-kind replacements.	Incomplete			

Attachment

Work No 1 - 3

CITY OF SOUTH PASADENA

1414 Mission Street
South Pasadena, CA 91030
Phone Number: (626) 403-7220
Inspection Request: (626) 403-7226

Office Hours: 7:30 am to 5:00 pm M-Th
7:30 am to 4:00 pm F

INSPECTION RECORD

Address: 1414 Fair Oaks Ave
Permit No: 335860 Date: 8/5/14
Description: Replace existing windows with same material.

NO.	INSPECTION	DATE	INSPECTOR
	REQUIRED BUILDING INSPECTIONS AND APPROVALS		
B1	Soils Engineer's Approval		
B2	Location and Setbacks		
B3	Foundation/Trench Forms		
B4	Structural Concrete Slab On Grade		
B5	Raised Floor Framing		
B6	Underfloor Insulation		
B7	First Level Floor Diaphragm		
B8	Second Level Floor Diaphragm		
B9	Third Level Floor Diaphragm		
B10	Roof Diaphragm		
B11	Concrete Deck		
B12	Steel Framing		
[illegible]	Fire Dept. Frame Inspection		
[illegible]	Building Dept. Frame Inspection	9/25/14	
B15	Fire Sprinkler Hangers		
B16	Insulation/Weather Stripping		
B17	Interior Lath and/or Drywall		
B18	Exterior Lath		
B19	Rated Floor/Ceiling Assemblies		
B20	Rated Wall Assemblies		
B21	Rated Opening Protection		
B22	Rated Shaft Construction		
B23	T-Bar Ceilings		
B24	Lot Drainage		
B25	Planning Department Approval	9/25/14	
B26	Fire Department Approval		
B27	Public Works Dept. Approval		
B28	Final Building Inspection	9/25/14	
	REQUIRED MECHANICAL INSPECTIONS AND APPROVALS		
M1	FAU/Wall Furnace		
M2	Combustion Air Openings		
M3	Duct Work		
M4	A/C Compressor		
[illegible]	Thermostat		
	Fire Dampers		
M7	Smoke Detection Devices		
M8	Manufactured Fireplace		
M9	Commercial Hood		
M10	Final Mechanical Inspection		

NO.	INSPECTION	DATE	INSPECTOR
	REQUIRED ELECTRICAL INSPECTIONS AND APPROVALS		
E1	Temporary Power Pole		
E2	System Ground ☐Ground Rod ☐UFER ☐Water Pipe ☐_____		
E3	Underground Electrical		
E4	Rough Wiring		
E5	Rough Conduit		
E6	Bonding Water and Gas		
E7	Service		
E8	Final Electrical Inspection		
	REQUIRED PLUMBING INSPECTIONS AND APPROVALS		
P1	Underground Floor Plumbing		
P2	Water Service ☐Plastic ☐Metal		
P3	Rough Plumbing/Topout		
P4	Rough Gas System		
P5	Sewer		
P6	Private Sewage Disposal System		
P7	Water Heater		
P8	Lawn Sprinklers		
P9	Gas Test		
P10	Gas Final		
P11	Final Plumbing Inspection		

1) IT SHALL BE THE DUTY OF THE PERMIT APPLICANT TO CAUSE THE WORK TO REMAIN ACCESSIBLE AND EXPOSED FOR INSPECTION PURPOSES. NEITHER THE BUILDING OFFICIAL NOR THE JURISDICTION SHALL BE LIABLE FOR EXPENSE ENTAILED IN THE REMOVAL OR REPLACEMENT OF ANY MATERIAL REQUIRED TO ALLOW INSPECTION.

2) PLANS APPROVED BY THE CITY OF SOUTH PASADENA BUILDING DIVISION MUST BE AVAILABLE AT THE TIME INSPECTION IS MADE.

3) A SEPARATE PERMIT IS REQUIRED FOR ALL WORK IN THE PUBLIC RIGHT-OF-WAY.

4) SPECIAL INSPECTORS MUST BE APPROVED BY THE CITY OF SOUTH PASADENA BUILDING DIVISION PRIOR TO DOING ANY INSPECTION WORK.

5) REVISED PLANS AND/OR DETAILS MUST BE PROVIDED FOR ALL WORK NOT DONE IN ACCORDANCE WITH THE APPROVED PLANS. ALL REVISIONS MUST BE STAMPED APPROVED PRIOR INSPECTION.

CITY OF SOUTH PASADENA

1414 Mission Street
South Pasadena, CA 91030
Phone Number: (626) 403-7220
Inspection Request: (626) 403-7226

Office Hours: 7:30 am to 5:00 pm M-Th
7:30 am to 4:00 pm F

INSPECTION RECORD

Address: 1414 Fair Oaks Ave
Permit No.: 33843 Date: 9/23/14
Description: Replace Wood Trellis

NO.	INSPECTION	DATE	INSPECTOR
	REQUIRED BUILDING INSPECTIONS AND APPROVALS		
B1	Soils Engineer's Approval		
B2	Location and Setbacks		
B3	Foundation/Trench Forms		
B4	Structural Concrete Slab On Grade		
B5	Raised Floor Framing		
B6	Underfloor Insulation		
B7	First Level Floor Diaphragm		
B8	Second Level Floor Diaphragm		
B9	Third Level Floor Diaphragm		
B10	Roof Diaphragm		
B11	Concrete Deck		
B12	Steel Framing		
[illegible]	Fire Dept. Frame Inspection		
[illegible]	Building Dept. Frame Inspection	9/25/14	[illegible]
B15	Fire Sprinkler Hangers		
B16	Insulation/Weather Stripping		
B17	Interior Lath and/or Drywall		
B18	Exterior Lath		
B19	Rated Floor/Ceiling Assemblies		
B20	Rated Wall Assemblies		
B21	Rated Opening Protection		
B22	Rated Shaft Construction		
B23	T-Bar Ceilings		
B24	Lot Drainage		
B25	Planning Department Approval	9/25/14	[signature]
B26	Fire Department Approval		
B27	Public Works Dept. Approval		
B28	Final Building Inspection	9/25/14	[illegible]
	REQUIRED MECHANICAL INSPECTIONS AND APPROVALS		
M1	FAU/Wall Furnace		
M2	Combustion Air Openings		
M3	Duct Work		
M4	A/C Compressor		
M5	Thermostat		
[illegible]	Fire Dampers		
M7	Smoke Detection Devices		
M8	Manufactured Fireplace		
M9	Commercial Hood		
M10	Final Mechanical Inspection		

NO.	INSPECTION	DATE	INSPECTOR
	REQUIRED ELECTRICAL INSPECTIONS AND APPROVALS		
E1	Temporary Power Pole		
E2	System Ground ☐Ground Rod ☐UFER ☐Water Pipe ☐_____		
E3	Underground Electrical		
E4	Rough Wiring		
E5	Rough Conduit		
E6	Bonding Water and Gas		
E7	Service		
E8	Final Electrical Inspection		
	REQUIRED PLUMBING INSPECTIONS AND APPROVALS		
P1	Underground Floor Plumbing		
P2	Water Service ☐Plastic ☐Metal		
P3	Rough Plumbing/Topout		
P4	Rough Gas System		
P5	Sewer		
P6	Private Sewage Disposal System		
P7	Water Heater		
P8	Lawn Sprinklers		
P9	Gas Test		
P10	Gas Final		
P11	Final Plumbing Inspection		

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City of South Pasadena

1414 Mission Street
South Pasadena, CA 91030
Office Hrs: 7:30 am to 5:00 pm, M-Th
7:30 am to 4:00 Friday
Phone Number (626) 403-7220
Insp. Request (626) 403-7226

BUILDING PERMIT APPLICATION

Ck. #1630

DESCRIPTION OF WORK: Replace tub surround

OCCUPANCY GROUP	TYPE OF CONSTRUCTION	AREA
OCCUPANCY GROUP	TYPE OF CONSTRUCTION	AREA
NUMBER OF STORIES	FIRE SPRINKLERS ☐ YES ☐ NO	CODE IN EFFECT

STATISTICAL CLASSIFICATION NO.: UNITS:

PLANNING FILE NO.

$2500 INITIAL VALUATION $ REVISED VALUATION

PLAN CHECK FEE $86.02

ADDITONAL PLAN CHECK FEE $

FIRE DEPT. PLAN CHECK FEE $

#373112

PLAN CHECK NUMBER	INITIALS	DATE
033766	JG	9/10/14

ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE

☐ SCHOOL FEES PAID ☐ SCAQMD
☐ SANITATION DIST. PAID ☐ INDUSTRIAL WASTE APPROVAL
☐ HEALTH DEPT. APPROVAL ☐ OSHA PERMIT OBTAINED
☐ FIRE DEPT. APPROVAL ☐ PUBLIC WORKS FEES PAID

BUILDING PERMIT FEE $112.20
ISSUANCE FEE $28.30
SMIP FEE $.50
GENERAL PLAN FEE $11.22
PIF (PARK IMPACT FEE) $
GROWTH FEE $

#373413 TOTAL $140.50

PERMIT NUMBER	INITIALS	DATE
033843	JG	9/13/14

DATE OF FINAL	FINAL BY

SITE ADDRESS: 1414 Fair Oaks

ASSESSOR PARCEL NUMBER

BOOK PAGE PARCEL

ADDITIONAL INFORMATION / LEGAL DESCRIPTION

OWNER'S NAME: Fair Oaks Professional Bldg

STREET ADDRESS: 1000 Fremont

CITY	STATE	ZIP CODE
South Pasadena	CA	91030

PHONE NUMBER: (626) 799-2516

PRINCIPAL DESIGNER'S NAME / LICENSE NO.

STREET ADDRESS

CITY	STATE	ZIP CODE

PHONE NUMBER

CONTACT PERSON: Colin Gordon

PHONE NUMBER: (626) 796-7007

CONTRACTOR'S NAME: Gordon Construction

STREET ADDRESS: 500 Georgia Ave

CITY	STATE	ZIP CODE
Glendale	CA	91775

LICENSE CLASS	LICENSE NUMBER	EXPIRATION DATE
B	782911	7/15

PHONE NUMBER: (626) 796-7007

WORKER'S COMPENSATION INSURANCE COMPANY NAME: State Fund

WORKER'S COMP. INSURANCE POLICY NUMBER	EXPIRATION DATE

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

☐ I am exempt under Section _____, Business and Professions Code for the following reason: _____.

Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: _____ Date: 9/10/14

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☒ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: _____ Date: 9/10/14

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: Colin Gordon

Signature: _____ Date: 9/10/14

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

05/2014 2:00 PM
Receipt No. 0372350

1014400	
Business Licenses	60.00
2205412	
Business Improvement Tax	22.50
10151501	
Business License App.	25.00
1014405	
Bus. License SB1186 Fee	1.00
10152004	
Permit 33586	174.90
10152003	
Plan Check Fees 33585	115.26
10129301	
Deposits Payable - SM	0.50
10129801	
General Plan Fees - Trust	14.66

Total $413.82

Check $413.82
Ck#: 1600
Cash $0.00
Other $0.00
Change $0.00

Customer: FAIR OAKS PROF. GROUP INC GORDON CONSTRUCTION
Cashier: cfinbminami
Station: CFINBMINAMI

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

0 3/2014 3:11 PM
Receipt No. 0373413

10152004	
Permit 33843	140.50
10129301	
Deposits Payable - SM	0.50
10129801	
General Plan Fees - Trust	11.22
Total	$152.22

Check	$152.22
Ck#:	8431
Cash	$0.00
Other	$0.00
Change	$0.00

Customer: Gordon Construction
Cashier: adematteis
Station: FININTERN

BreakThru Glass
3731 Park Place
Montrose, CA 91020
(818)542-6689 (818)542-6658Fax

Invoice

Date	Invoice #
9/4/2014	5900

Bill To
Vincent Tsoi 1414 S.Fair Oaks Avenue South Pasadena, CA 91030

P.O. No.	Terms	Project

Quantity	Description
	Supply and Install Twenty-one (21) lites of 1/4" bronze tempered glass set with the proper window caulking (latex)compatible with wood per proposal dated August 28, 2014 Address: 1414 S.Fair Oaks Avenue South Pasadena, CA 91030 PAID CK.# 1621.

It's been a pleasure working with you!	**Total**	$4,310.00

GORDON CONSTRUCTION

508 Gerona Ave.
San Gabriel, California 91775

October 6, 2014

Mr. Vincent Tsoi
Ms. Anita To
Mr. Michael Ni

PAID
Ck. # 1635

Reference: 1414 Fair Oaks: **INVOICE # 3**

Dear Vincent and Anita,

Listed below is my invoice for furnishing and installing the plywood shear walls as specified by Michael Ni. This work was completed in one day on Wednesday, September 30, 2014.

Total of Hours 8 hours @ $35.) = $ 280.

Materials Purchased at Home Depot = $242.08

Grand Total = $ 522.08

Sincerely:

Gordon Construction

Cell (310)990-9449 Fax (626) 703-4526

GORDON CONSTRUCTION

508 Gerona Ave.
San Gabriel, California 91775

August 25, 2014

PAID CK # 1609.

Mr. Vincent Tsoi
Ms. Anita To

Reference: 1414 Fair Oaks

Dear Vincent and Anita,

Listed below are the hours and expenses incurred to date at your project.

Monday July 21: Remove aluminum covers over window and sills= **5 hrs.**
(Paid check # 2430 for $175. (5 x $35))

Monday July 28: Scribed in new beam support lumber on side of split interior roof joist and thru bolted. Applied first coat of Bondo to smooth out the seams, sprayed bleach and brushed mold stains on the ceiling material = **8 hrs.**

Tuesday July 29: Sanded and applied 2nd. coat of Bondo to wood joists, sanded and scarped the rear exposed beam and applied Bondo to those areas. Surveyed rooted out plywood over rear window with Michael and decided to replace plywood. **8 hrs.**

Wednesday July 30th: Sanded primed interior beam, sanded and applied more Bondo to the rear exposed beam, removed and replaced damaged plywood over rear window with new, primed and bondo'd on the edges for extra protection. **8 hrs.**
(Paid check # 388 for $ 840.(24 x $35.))

Thursday Aug.14th: Pull glass stops for glass removal then demolished existing wood sill and window mullions. **8 hrs.**

Friday Aug. 15th thu Monday Aug. 18th: Fit and installed new window sills, vertical mullions, and glass stops at all window locations around building. Stained all sides and edges of all new sills and frames. **32 hrs.**
Paid check # 2444 for $ 1,400. (40 x $35.))

Tuesday Aug 19th thru Wed. Aug. 20th: Cut, stained, and installed or tacked all window stops. Installed new door jambs and re-hung existing door at South patio. Installed new window sill and mullion adjacent to installed door. **16 hrs.**

Friday Aug. 22 thru Sunday Aug. 24th: Removed Anita's stair treads and replaced with new lumber and hardware. Stained all sides of new treads. **24 hrs**
Paid check # 2447 for $ 1,400. (40x$35.))

Total of Hours Paid To Date (109 hours) = $ 3,815.

Materials Purchased at Home Depot = $ 781.90

Grand Total To Date: $ 4,596.90

Sincerely:

Gordon Construction

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SLSP

Page 1

THE HOME DEPOT
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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00002 60703 07/27/14 11:55 AM
CASHIER ASHLEY - ARH2493

073291324124 2X4-12 GDF <A>
2X4-12FT STD/BTR PREMIUM DOUG FIR
3@5.10 15.30
0000-999-735 CA LBR FEE <A,U>
CA LUMBER FEE
3@0.05 0.15
073291330125 2X10-12 GDF <A>
2X10-12FT #2/BTR PREMIUM DOUG FIR
3@15.53 46.59
0000-999-735 CA LBR FEE <A,U>
CA LUMBER FEE
3@0.15 0.45
021200000034 HH SPONGE <A> 2.88
SCOTCH-BRITE HOUSEHOLD SCRUB SPONGE
071798911144 TILE BRUSH <A> 1.97
HDX TILE & GROUT BRUSH
021709009545 MILDEW REMVR <A> 2.47
ZEP MILDEW STAIN REMOVER 32OZ
CEE 1/2X7 HB EA <A>
HEX BOLT 1/2 X 7
25@1.70 42.50
887480023343 COMBO PACK <A> 4.50
1/2" CUT WASHER (25) PACK BAG
-655-465 1/2HEXNUTUSS <A>
HEX NUTS-USS 1/2
25@0.20 5.00

SUBTOTAL 121.81
SALES TAX 10.91
TOTAL $132.72
CHECK 132.72

XXXX0032
AUTH CODE 008847 TA

<U> - NON-DISCOUNTABLE ITEM

6610 02 60703 07/27/2014 8316

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00056 18384 07/28/14 09:32 AM
CASHIER SELF CHECK OUT - SCOT56

077089101249 WVN&FRM <A> 4.97
BEST 4 X 3/8 IN NAP WOV ROLL W FRAME
076308200527 AP PUTTY KNF <A> 11.97
BONDO ALL PURPOSE PUTTY QUART
051652200027 KILZ2PRMRQT <A> 7.64
KILZ 2 PRIMER 20902 QT
0000-999-831 QT RECYC$ <A,U> 0.35
PAINTCARE FEE
727193800759 MINIROLTRY <A> 1.79
6 IN PLASTIC MINI ROLLER TRAY - BEIG
051141349695 PRO GRADE <A> 3.97
3M PRO GRADE SANDPAPER 80 3PK
051141363424 PRO 12PK <A> 9.97
3M PRO GRADE 9X11 SANDPAPER 100 12PK

SUBTOTAL 40.66
SALES TAX 3.66
TOTAL $44.32
XXXXXXXXXXXX8879 VISA 44.32
AUTH CODE 035352/0563939 TA

<U> - NON-DISCOUNTABLE ITEM

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00056 21826 07/29/14 06:28 AM
CASHIER SELF CHECK OUT - SCOT56

076308200527 AP PUTTY KNF <A> 11.97
BONDO ALL PURPOSE PUTTY QUART

SUBTOTAL 11.97
SALES TAX 1.08
TOTAL $13.05
XXXXXXXXXXXX2372 VISA 13.05
AUTH CODE 025949/9564252 TA

6610 56 21826 07/29/2014 9990

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 10/27/2014
THE HOME DEPOT RESERVES THE RIGHT TO LIMIT / DENY RETURNS. PLEASE SEE THE RETURN POLICY SIGN IN STORES FOR DETAILS.

SLSN

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00001 60432 07/30/14 06:14 AM
CASHIER RUTH - RPC1459

053608562715 BC FIR PLY <A> 36.98
0.703 IN 23/32 CAT FIR SANDED CERT
0000-999-735 CA LBR FEE <A,U> 0.36
CA LUMBER FEE
076308200541 ALL PURPOSE <A> 24.97
BONDO ALL PURPOSE PUTTY GALLON
RSN: 5 NEW AMT 11.97 MKDN -13.00
MAX REFUND VALUE $11.97

SUBTOTAL 49.31
SALES TAX 4.41
TOTAL $53.72
XXXXXXXXXXXX8879 VISA 53.72
AUTH CODE 015567/8010237 TA

<U> - NON-DISCOUNTABLE ITEM

6610 01 60432 07/30/2014 5016

SLSN

Page 2

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00059 [illegible] 08/14/14 07:38 AM
CASHIER SELF CHECK OUT - SCOT59

0000-165-739 TAPCON 1/4 <A> 23.61
TAPCON 1/4 X 2-3/4 HEX HEAD, 75 PK
079340686687 PL PREMIUM [illegible] <A> 7.34
PL PREMIUM ADHESIVE 28 OZ
693037299216? CAULK GUN <A> 9.47
SMOOTH ROD CAULK GUN 290Z
082474022429 EXT SATIN <A> 36.98
BEHR PREM SOLID STN DEEP 5013 1160Z
0000-999-832 [illegible] <A,U> 0.75
PAINTCARE FEE
628611197287 TRIM SCREWS <A> 6.72
GRK TRIM SCN #8X2", 100 SCREWS

[illegible] 84.87
SALES TAX 7.64
TOTAL $92.51
XXXXX[illegible]8879 VISA 92.51
AUTH CODE 045077/[illegible] TA

<U> - NON-DISCOUNTABLE ITEM

SLSD

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00012 13487 08/18/14 08:52 AM
CASHIER JOSE - JJR840

764666143449 4D NAIL <A> 3.47
4D 1-1/2" BRIGHT FINISH 1 LB
099443002665 SOLID STOP <A>
GENPRP 1-1/4 RE STOP PINE P433
3@0.97 2.91
099443002634 SOLID STOP <A>
GENPRP 3/4 RE STOP PINE P431
3@0.58 1.74
NLP Savings $0.27

SUBTOTAL 8.12
SALES TAX 0.73
TOTAL $8.85
CASH 10.00
CHANGE DUE 1.15

NEW LOWER PRICE (NLP)SAVINGS $0.27

6610 12 13487 08/18/2014 911[illegible]

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00005 46697 08/18/14 12:50 PM
CASHIER BILLY - BXC6433

073291330002 4X4-8 GDF <A>
4X4-8FT #2/BTR PREMIUM DOUG FIR
4@8.78 35.12
0000-999-735 CA LBR FEE <A,U>
CA LUMBER FEE
4@0.08 0.32

SUBTOTAL 35.44
SALES TAX 3.16
TOTAL $38.60
XXXXXXXXXXXX2372 VISA 38.60
AUTH CODE 055074/9054095 TA

<U> - NON-DISCOUNTABLE ITEM

6610 05 46697 08/18/2014 9754

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00001 00321 08/18/14 11:48 AM
CASHIER CYNTHIA - BXC245

099443168965 SOLID BASE <A>
FLOOR 3/4 BASE SHOE PINE P440
64@0.59 37.76
099443002665 SOLID STOP <A>
117@0.97 113.49
099443002689 FJ STOP <A>
50@0.82 41.00

SUBTOTAL 192.25
SALES TAX 17.30
TOTAL $209.55
XXXXXXXXXXXX2372 VISA 209.55
AUTH CODE 055188/9012739 TA

6610 01 00321 08/18/2014 9251

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00022 92712 08/21/14 03:14 PM
CASHIER DRAYON - DLB2427

082474022429 EXT STAIN <A> 36.98
BEHR PREM SOLID STN DEEP 5013 1160Z
0000-999-832 GL Recyc$ <A,U> 0.75
PAINTCARE FEE

SUBTOTAL 37.73
SALES TAX 3.40
TOTAL $41.13
XXXXXXXXXXXX2372 VISA 41.13
AUTH CODE 015577/6224705 TA

<U> - NON-DISCOUNTABLE ITEM

6610 22 92712 08/21/2014 8692

page 4

THE HOME DEPOT More saving. More doing.

500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00057 59360 08/22/14 09:12 AM
CASHIER SELF CHECK OUT - SCOT57

008925084563 7 1/4 24T BL <A> 14.97
DIABLO 7-1/4" 24T CARBIDE DEMO BLADE
008925094371 4.5" MTL CUT <A>
AVANTI PRO 4-1/2"X1/16"X7/8" MTL CUT
4@1.89 7.56
887480040401 1/4HXNUTG100 <A> 10.67
HEX NUTS GALV 1/4 100 PCS
887480041408 LOCKWASHER <A> 13.77
1/4" LOCK WASHER HDG
887480033700 CARR BOLT <A>
1/4-20"X2-1/2" CARRIAGE BOLT HDG
2@18.67 37.34

SUBTOTAL 84.31
SALES TAX 7.59
TOTAL $91.90
91.90
XXXXXXXXXXXX2372 VISA TA
AUTH CODE 015434/5571327

6610 57 59360 08/22/2014 2405

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00012 63839 08/25/14 12:12 PM
CASHIER AMELIA - AJA2190

887480033601 CARR BOLT <A> 14.87
1/4-20" X 2" CARRIAGE BOLT HDG
887480040401 1/4HXNUTG100 <A> 10.67
HEX NUTS GALV 1/4 100 PCS
028877524962 1/4" BIT <A> 4.97
DEWALT 1/4" PILOT POINT DRILL BIT
038902035592 RED 1# SCREW <A> 9.37
DECKMATE SCREW, RED, 2-1/2IN, 1LB
019800085216 WINDEX 32 OZ <A> 3.58
WINDEX GLASS CLEANER 32OZ
0000-590-796 LOCKWASHER <A>
LOCKWASHER MED SPLIT 1/4 ZINC
50@0.15 7.50

SUBTOTAL 50.96
SALES TAX 4.59
TOTAL $55.55
55.55
XXXXXXXXXXXX2372 VISA TA
AUTH CODE 015371/2120279

6610 12 63839 08/25/2014 1281

PAID ck # 1629

GORDON CONSTRUCTION

508 Gerona Ave.
San Gabriel, California 91775

September 17, 2014

Mr. Vincent Tsoi
Ms. Anita To
Mr. Michael Ni

Reference: 1414 Fair Oaks: **INVOICE #2**

Dear Vincent and Anita,

Listed below are the hours and expenses incurred from Monday Aug. 25th thru Tuesday, September 16th.

Monday Aug. 25: Completed bolting down Anita's stair treads and applied 2nd. coat of stain. Started demo of Michael's stairs. **8 hrs.**

Tuesday Aug. 26: Finished demo and started to cut & fit Michael's new stair treads. = **8 hrs.**

Wednesday Aug. 27: Completed installation of Michael's stair treads and applied first coat of stain.= **8 hrs.**

Thursday Aug.28: Sanded, patched, and started applying stain to small trellis before Michael stopped Kevin and decided to replace the old lumber. Applied 2nd. coat of stain to Anita's stair treads. Cleaned up the trash behind building.= **8 hrs.**

Friday Aug.29: Patch header/beam over windows on North side of building and apply first coat of stain. Apply second coat of stain to Michael's stair treads.= **8 hrs.**

Cell (310)990-9449 Fax (626) 703-4526

Wednesday Sept.3: Clean up on site and throw debris in dumpster. Set glass stops behind the glass subcontractor and start final coat of interior stain on windows.= **8 hrs.**

Thursday Sept.4: Apply final coast of stain to the exterior of the new windows, demo small trellis, and unload and stack the delivered trellis lumber in Vincent's office. **8 hrs.**

Friday Sept.5: Complete small trellis demo and apply first coat of stain to newly delivered small trellis lumber. Install posts and cross beams for small trellis.= **8 hrs.**

Saturday Sept.6: Built small trellis over entry and applied second coast of stain. **8 hrs.**

Monday Sept.8: Sorted thru new lumber and pulled out twisted 2 x3's. Stain the remaining 2 x 3's. = **8 hrs.**

Tuesday Sept.9: Unloaded replacement lumber and stained new lumber. Started installing posts for large trellis.= **8 hrs.**

Wednesday Sept.10: Set 2 x 12 joist beams and blocking. Start 2 x 3 layout= **8 hrs.**

Thursday Sept.11: Set 2x3 trellis lumber and block.= **8 hrs.**

Friday Sept. 12: Finish installation, blocked out the ends of trellis per Michael's direction and cleaned up the jobsite/work area.= **8 hrs.**

Monday Sept. 15: Install finish stain on all trellis members and complete jobsite cleanup. Started layout for Anita's bench = **8 hrs.**

Tuesday Sept. 16: Built Anita's bench and installed. Cut back rotted posts & beams and stained materials twice.= **8 hrs.**

Total of Hours Paid To Date (128 hours @ $35.) = $ 4,480.

Materials Purchased at Home Depot = $256.99

Grand Total To Date: $ 4,736.99

Sincerely:

Gordon Construction

Cell (310)990-9449 Fax (626) 703-4526

SLSP 5

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500 S. MARENGO AVE,ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00059 [illegible] 03/27/14 10:[illegible]0 AM
CASHIER SELF CHECK OUT - SCOT59

082474022429 EXT STAIN <A> 36.98
BEHR PREM SOLID STN DEEP 5013 1160Z
0000-999-832 GL Recyc$ <A,U> 0.75
PAINTCARE FEE

[illegible]UBTOTAL 37.73
[illegible]LES TAX 3.40
[illegible]TAL $41.13
XXXXX[illegible]2372 V[illegible]SA 41.13
AUTH CODE 015[illegible] TA

$40.13

<U> - NON-DISCOUNTABLE ITEM

6610 59 [illegible] 03/27/2014 4026

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00011 63278 09/09/14 12:02 PM
CASHIER RUTH - RPC1459

764666123656 6D HOT GALV <A> 15.93
6D 2" HOT GALV BOX 5 LB
082474022429 EXT STAIN <A> 36.98
BEHR PREM SOLID STN DEEP 5013 1160Z
0000-999-832 GL Recyc$ <A,U> 0.75
PAINTCARE FEE
CFF HEX BOLT <A>
5/8-11"X6" HEX BOLT ZP(CFF)
2@1.96 3.92
ACB CUTWSHR5/8" <A>
CUT WASHERS 5/8 IN
4@0.33 1.32
0000-655-473 USS HX NUT <A>
HEX NUTS-USS 5/8
2@0.35 0.70
BZA CARR BOLT <A>
3/8-16"X10" CARRIAGE BOLT ZP (BZA)
12@1.65 19.80
ACB CUTWSHR3/8" <A>
CUT WASHERS 3/8 IN
24@0.14 3.36
0000-655-449 3/8HEXNUTUSS <A>
HEX NUTS-USS 3/8
12@0.12 1.44

SUBTOTAL 84.20
SALES TAX 7.58
TOTAL $91.78
XXXXXXXXXXXX2372 VISA 91.78
AUTH CODE 005593/7115177 TA

<U> - NON-DISCOUNTABLE ITEM

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9700 LOWER AZUSA ROAD, EL MONTE,CA 91731
STORE MGR CHRIS MARSH (626)443-2100

6673 00059 85473 09/04/14 09:44 AM
CASHIER SELF CHECK OUT - SCOT59

082474022429 EXT STAIN <A> 36.98
BEHR PREM SOLID STN DEEP 5013 1160Z
0000-999-832 GL Recyc$ <A,U> 0.75
PAINTCARE FEE
038902035103 STAR BIT-2PK <A> 1.98
T25 STAR DRIVE DECKMATE BITS-2PK
039800108067 AAA 8-RACK <A> 6.98
ENERGIZER MAX AAA 8-PACK
038902033371 RED 5# SCREW <A> 29.98
DECKMATE SCREW, RED, 3-1/2IN, 5LB

SUBTOTAL 76.67
SALES TAX 7.28
TOTAL $83.95
XXXXXXXXXXXX2372 VISA 83.95
AUTH CODE 045638/2597349 TA

<U> - NON-DISCOUNTABLE ITEM

6673 59 85473 09/04/2014 0801

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500 S. MARENGO AVE.ALHAMBRA,CA. 91803
(626)458-9800 STORE MGR: SAL PRIETO

6610 00056 88759 09/15/14 10:02 AM
CASHIER SELF CHECK OUT - SCOT56

082474022429 EXT STAIN <A> 36.98
BEHR PREM SOLID STN DEEP 5013 1160Z
0000-999-832 GL Recyc$ <A,U> 0.75
PAINTCARE FEE

SUBTOTAL 37.73
SALES TAX 3.40
TOTAL $41.13
XXXXXXXXXXXX2372 VISA 41.13
AUTH CODE 005324/1562906 TA

<U> - NON-DISCOUNTABLE ITEM

6610 56 88759 09/15/2014 7998

ORDER DATE	Wed 08/20/14	CUSTOMER NUMBER	40

CUSTOMER NAME GORDEN CONSTRUCTION

COD

PAID

ORDERED BY: JOHN GORDEN
PHONE#: (310) 990-94

ACCT MGR: 40 CONTRACTOR
SALESPERSON: 1405 FREDDIE MUN ANA
714-239-2920 scA57

ANAHEIM
GANAHL LUMBER CO.
ESTABLISHED IN 1884

1220 East Ball Road, Anaheim, CA 92805-5921
Phone# (714) 772-5444 Fax# (714) 772-0639

A699813

We appreciate your business!!
Visit our website:
WWW.GANAHLLUMBER.COM

08/20-10:20:05

JOB NAME:
DELIVER TO:

C.O.D.

INSTRUCTIONS:
XX WILL CALL WHEN: Thu 08/21 6:00A

PO#:
UNLOAD INFO:
RAIN INFO:

COPY

	LN#	QTY SHIP	QTY ORD	SIZE	LENGTH	DESCRIPTION	USAGE	FOOTAGE	UNIT PRICE	UM	AMOUNT	
	1)	✓	31	2 X 12	8	C & BTR DF S4S FG KD		496	3635.00	M	1,802.96	lpa
	2)					PLEASE PULL CLEAN MATERIAL						
						(FOR TRELLIS)						

GANAHL LUMBER
SINCE 1884

1220 E. Ball Road
Anaheim, CA 92805
(714) 772-5444

www.GanahlLumber.com

Store 1 WS 103 Opr WILLCALL
8/21/2014 12:18:18 PM #13

1,965.23 N

TICKET
a699813

Sub Total	$1,965.23
Non-tax	0.00
Total	$1,965.23

Personal Check
Check #8384 1,965.23

Thank you for shopping with us today

Please retain this receipt for returns or exchanges

00000001000001032014082100000013

* * * * Customer Copy * * * *

ORDER MAN	LOAD CHKD BY
DRIVER	
DEL. TIME	DEL. DATE

A699813#20140820

THIS DOCUMENT IS A BINDING CONTRACT BETWEEN BUYER AND SELLER. SEE REVERSE SIDE FOR TERMS AND CONDITIONS OF SALE. THIS SALES SLIP MUST ACCOMPANY ALL RETURNS.

RECEIVED BY:

X

PRINT LAST NAME SIGNATURE

TOTAL FOOTAGE: 496

DEPOSIT INFORMATION

SUBTOTAL	1,802.96
CARTAGE	
CA LUMBER TAX	18.03
SALES TAX	144.24
TOTAL	1,965.23

1250 COD

SAROYAN
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Saroyan Lumber Company, Inc.
MAIN CORPORATE OFFICE
6230 SOUTH ALAMEDA STREET
HUNTINGTON PARK, CALIFORNIA 90255
(323) 589-5704 • FAX (323) 277-7249
FRESNO (559) 549-6702 • LIVERMORE (925) 960-1970
SAN MARCOS (760) 736-9337
www.SaroyanLumber.com

INVOICE / DELIVERY ORDER

DEL CPY — INVOICE NO.
08/13/2014 — PRINT DATE
886889 — OUR WORK ORDER NO.
07/28/2014 — ORDER DATE
KWM — SALES PERSON

SOLD TO

Gordon Construction-LA
217 S Barrington Ave.
Apt 301
Los Angeles CA 90049 3331

SHIP TO

SAME

PURCHASING AGENT	CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS	MAP PG.
John Gordon	Verbal	Your Truck	Will Call	Due on Delivery	735-G4

QUANTITY	DESCRIPTION	S.L. STOCK NO.	✓	TAG NO.	✓	SQ. FT. PCS	EXTENSION	PRICE	AMOUNT
128 LF	1-3/4 x 3-1/2 C & Btr VGDF T-Mould Detail			65278			128 LF	8.4500 LF	1,081.60
448 LF	5/16 x 1-1/2 C & Btr VGDF Stop Detail			65277			448 LF	2.0500 LF	918.40
16 LF	1-3/4 x 3-1/2 C & Btr VGDF Detail			65279			16 LF	8.4500 LF	135.20
1 EA	Milling Fee						1 EA	100.000 EA	100.00
72 LF	1-3/4 x 5-1/2 Sapele Mixed Sill Detail			65280			72 LF	19.3000 LF	1,389.60

51.03 Less Deposit of $1500.00 - $2451.03 Balance Due

PLEASE SIGN AND DATE
SIGNATURE ACKNOWLEDGES TERMS AND CONDITIONS ON REVERSE SIDE

RECEIVED BY X _____ DATE X _____
I ACKNOWLEDGE RECEIPT OF THE ABOVE DESCRIBED MATERIAL IN SATISFACTORY CONDITION.

Subtotal	3,624.80
Milling	0.00
Sales Tax	326.23
Cartage	0.00
INVOICE TOTAL	3,951.03

"WARN Dri sawing, milling, and sanding wood products produces wood dust, a an known by the State of California to cause cancer."

CUSTOMERS COPY

1251

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.

FAIR OAKS PROFESSIONAL GROUP INC
1414 S. FAIR OAKS AVE
STE 12
SOUTH PASADENA, CA 91030

EASTWEST BANK
MONTEREY PARK, CA 91754
16-7038/3220

1603

DATE 8/12/2014

$ 2,451.03

PAY TO THE ORDER OF Saroyan Lumber Company, Inc.

Two Thousand Four Hundred Fifty One & 03/100 DOLLARS

Saroyan Lumber Company, Inc.
6230 South Alameda Street
Huntington Park, Ca. 90255

MEMO

⑈001603⑈ ⑆322070381⑆ 828002699⑈

SAROYAN LUMBER CO., INC.
6230 S. ALAMEDA STREET
HUNTINGTON PARK,CA 90255

08/13/2014 10:38:35
Merchant ID: 08035289
Terminal ID: 001

As an authorized representative of the corporation, you authorize us when you provide a corporate check as payment to use information from the check to process a one-time Electronic Funds Transfer (EFT) or draft drawn from the corporate account, or process the payment as a check transaction. You also authorize us to process credit adjustments, if applicable. If the payment is returned unpaid, you authorize us to collect the payment and the Return Fee amount below by EFT(s) or draft(s) from the corporate account. The corporation agrees to be bound by the NACHA rules.

ELECTRONIC CHECK

** Powered By TeleCheck **
** A First Data Company **

Transaction #:	001
Batch #:	319
Approval Code:	3796
Entry Method:	Swiped
Mode:	Online
Trace Number:	140031000023831263176
Check Number:	001603

SALE AMOUNT $2451.03

RETURN FEE AMOUNT $25.00

ELECTRONICALLY DEPOSITED
ITS SAFE. ITS SECURE
ITS FROM TELECHECK
QUESTIONS? CALL 1-800-697-9263

CUSTOMER COPY

SLSD **Space Light Structure Design**

ARCHITECTURE
PLANNING
INTERIORS

Invoice

Bill To:
Fair Oaks Professional Group
Anita To
1414 Fair Oaks Ave., Ste 12
South Pasadena, CA 91030

PAID CK# 1636.

Invoice #: 2014-25-01
Invoice Date: 10/7/2014
Due Date: 10/7/2014
Project:

Description	Hours/Qty	Rate	Amount
Project:1414 Fair Oaks Unit#7 and Trellis Design			
unit 7 plan review	0.25	120.00	30.00
unit 7 plan review	0.25	120.00	30.00
Unit downstairs.	0.5	120.00	60.00
unit 7 storefront remodel	1	120.00	120.00
Unit Downstairs.	0.1	120.00	12.00
unit 7 window	0.5	120.00	60.00
Insurance Certificate wording.	0.2	120.00	24.00
Construction Document	3.5	120.00	420.00
Construction Document	0.25	120.00	30.00
Construction Document	0.25	120.00	30.00
Construction Document	0.5	120.00	60.00
unit 7 permit	0.5	120.00	60.00
rellis Design and A1 Sheet	2	100.00	200.00
Construction Document	1	120.00	120.00
Construction Document	0.25	120.00	30.00
Predesign Services and Construction Document	1.35	160.00	216.00
Davis Blueprint Co., Inc. (Inv#93963)		31.80	31.80
Davis Blueprint Co., Inc. (Inv#94766)		31.80	31.80
Total Reimbursable Expenses			63.60
Markup		15.00%	9.54
Total Reimbursable Expenses			73.14

Total	$1,575.14
Payments/Credits	$0.00
Balance Due	$1,575.14

DAVIS BLUE PRINT COMPANY INC.

3205 N. Main Street
Los Angeles CA 90031

Original Invoice

Date:	Invoice #:
7/31/2014	93963

Bill To:	Ship To:
SLS DESIGN 1414 S. FAIR OAKS AVE. UNIT 2 SOUTH PASADENA, CA 91030	FAIR OAKS - UNIT #7

Job Name	P.O. No.	Terms	Due Date	Rep	Ship Date	Ship Via	W.O. Number	Ordered By
201425		Seven Days	8/7/2014	RCS	7/31/2014	DBP	246789	STEPHEN

Item	Description	Orig. / Files	Sets / Copies	S.F. / EA.	Rate	Amount
700-Minimu...	MINIMUM INVOICE				20.00	20.00T
301	Company Truck - Delivery and/or Pick- Up				10.00	10.00

Subtotal	$30.00
Sales Tax (9.0%)	$1.80
Total	$31.80
Payments/Credits	$0.00
Balance Due	$31.80

>List invoice number on your check when making a payment, in order to credit your account properly

>A finance charge of 1.5% per month will be charged to all past due invoices

Phone #	Fax:	E-Mail	Web Site
(323)225-4703	(323)446-8428	accounting@davisblueprint.com	www.davisblueprint.com

DAVIS BLUE PRINT COMPANY INC.

3205 N. Main Street
Los Angeles CA 90031

Original Invoice

Date:	Invoice #:
9/5/2014	94766

Bill To:
SLS DESIGN 1414 S. FAIR OAKS AVE. UNIT 2 SOUTH PASADENA, CA 91030

Ship To:
TRELLIS 1414 FAIR OAKS

Job Name	P.O. No.	Terms	Due Date	Rep	Ship Date	Ship Via	W.O. Number	Ordered By
201425		Seven Days	9/12/2014	RCS	9/5/2014	DBP	247118	T.LIN

Item	Description	Orig. / Files	Sets / Copies	S.F. / EA.	Rate	Amount
700-Minimu...	MINIMUM INVOICE				20.00	20.00T
301	Company Truck - Delivery and/or Pick- Up				10.00	10.00

Subtotal	$30.00
Sales Tax (9.0%)	$1.80
Total	$31.80
Payments/Credits	$0.00
Balance Due	$31.80

>List invoice number on your check when making a payment, in order to credit your account properly

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Phone #	Fax:	E-Mail	Web Site
(323)225-4703	(323)446-8428	accounting@davisblueprint.com	www.davisblueprint.com

Saroyan Lumber Company, Inc.

6230 So. Alameda St Huntington Park CA 90255
Yard (323) 589-5704 x162 Yard Fax (323) 277-7249
Kevin W. McCabe: KWM@SaroyanLumber.com

QUOTATION

NO. 3127

Date: 07/25/14

Rep: Kevin McCabe

SOLD TO:
Gordon Construction - LA
217 S Barrington Ave.
Apt 301
Los Angeles, CA 90049

SHIP TO:
Will Call

Job Name:

Cust Rep:

SPECIAL INSTRUCTIONS:
All lengths nominal, detail per drawings.
Lead time 7-10 working days.

LN	QTY	UM	DESCRIPTION	UNIT PRICE	UM	EXTENSION
1	128	LF	1-3/4 x 3-1/2 C & BTR VG DF T-Mould Detail 16/8'	$8.450	LF	$1,081.60
2	416	LF	5/16 x 1-1/2 C & BTR VG DF Stop Detail 52/8'	$2.050	LF	$852.80
3	16	LF	1-3/4 x 3-1/2 C & BTR VG DF Detail 2/8'	$8.450	LF	$135.20
4	1	EA	Milling Fee	$100.000	EA	$100.00
5	72	LF	1-3/4 x 5-1/2 Sapele Mixed Sill Detail 4/8', 4/10'	$19.300	LF	$1,389.60
6						
7						
			Note: Total does not include shipping and tax if applicable	**TOTAL**		**$3,559.20**

PLEASE REVIEW THIS QUOTATION FOR ACCURACY. Saroyan Lumber to furnish only grades and quantities listed herein. This estimate covers items on this quotation only. Quotations are made for immediate acceptance unless otherwise specified. Any additional purchases will be at rate in effect at that time. All quotations subject to stock on hand at the time of placement of order. Prices subject to change on material not delivered within 45 days of receipt of purchase order. Saroyan Lumber Company is not liable for delays due to circumstances beyond their control.

PLEASE SIGN AND DATE

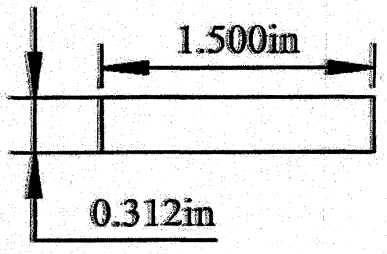
APPROVED BY: _____ DATE: 7-25-14

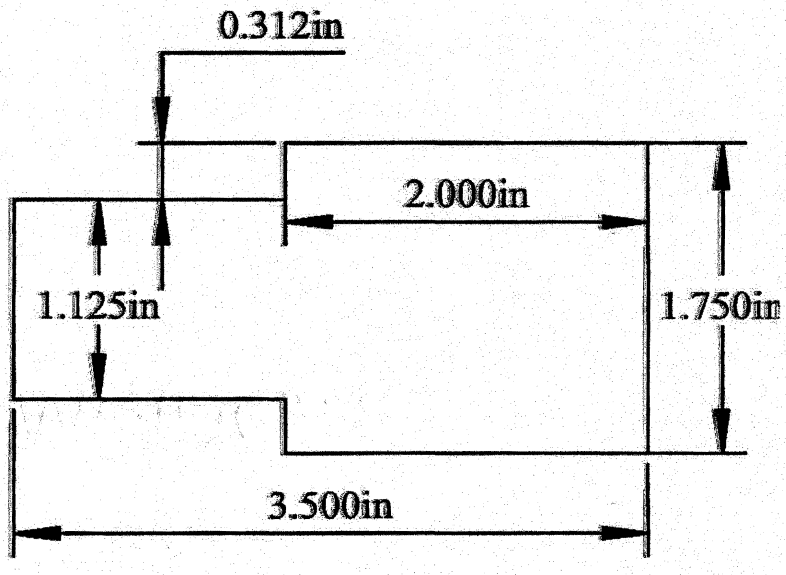
PURCHASE ORDER NO.: _____ REQUESTED DELIVERY DATE: _____

XX Rev 1.3.4.xls

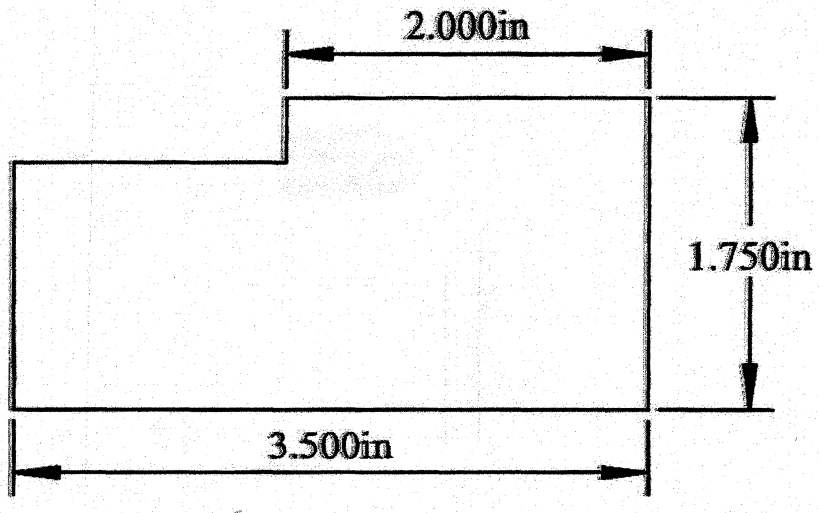
WINDOW JAMB
1 3/4 X 3 1/2

S4S
5/16 X 1 1/2



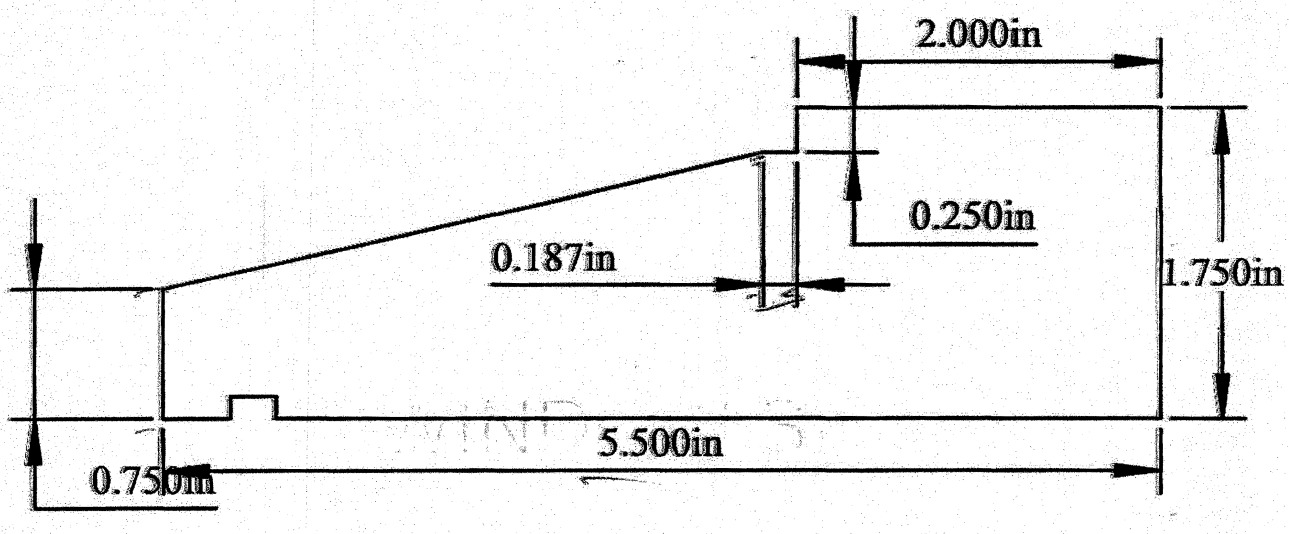


1 3/4 X 3 1/2



WINDOW SILL

1 3/4 X 5 1/2

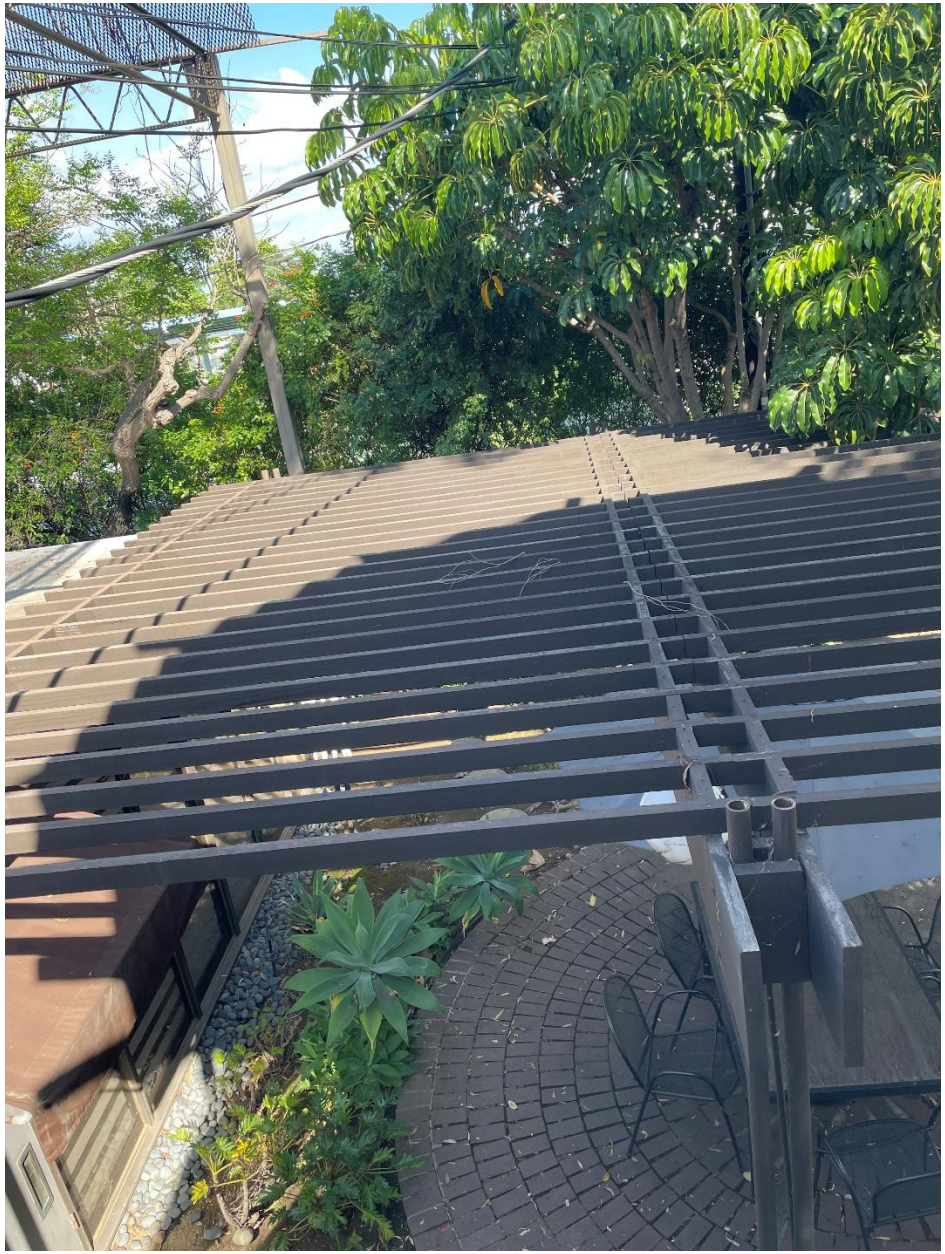




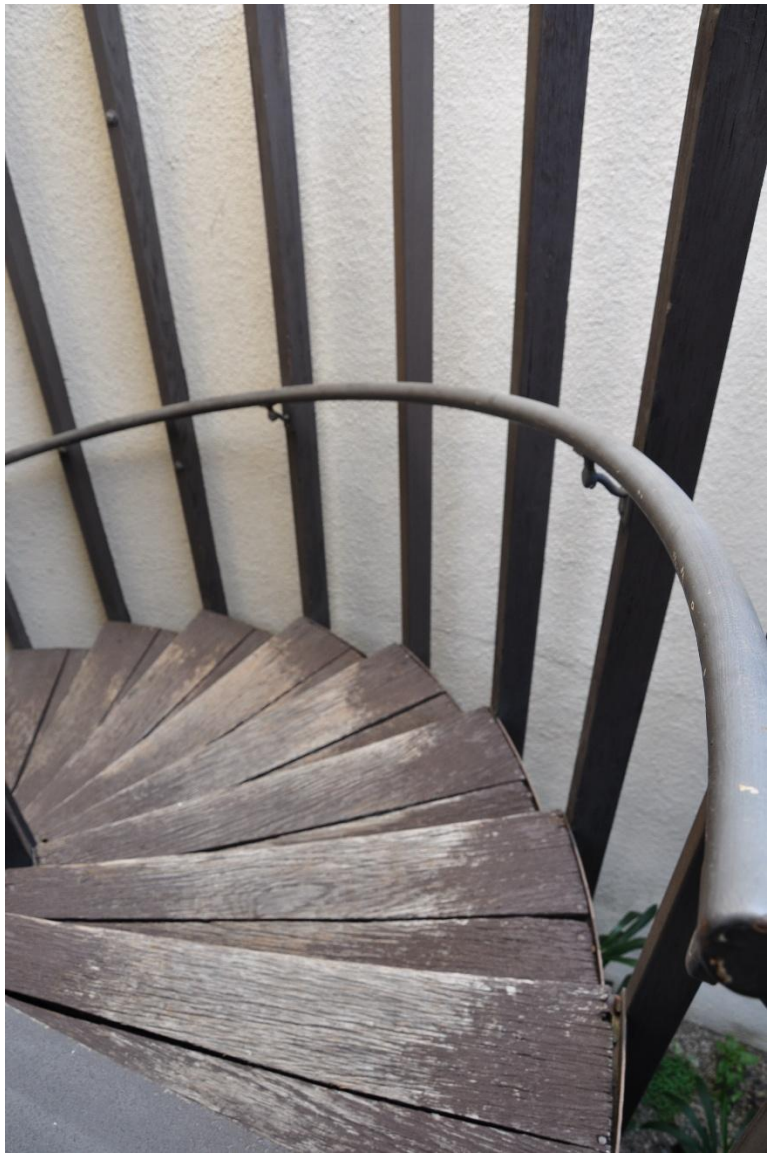
Circa 2014



Yr 2025



Yr 2025







Circa 2013



2025

Attachment

Work No 4 - 6

Merchant: Bamboo Pipeline

321 N Aviador St# 201
Camarillo, CA 93010
US

8057642600

Order Information

Description:	Orange Street Studio		
Order Number:		P.O. Number:	
Customer ID:	10138	Invoice Number:	10138 317504

Billing Information

anita to
Orange Street Studio
90012

Shipping Information

anita to
Orange Street Studio
90012

Shipping:	0.00
Tax:	0.00
Total:	**USD 13,375.82**

Payment Information

Date/Time:	27-Apr-2016 15:06:35 PDT
Transaction ID:	8355648828
Entry Method:	Keyed
Transaction Type:	Authorization Only
Transaction Status:	Settled Successfully
Authorization Code:	09078C
Payment Method:	Visa XXXX2881

BAMBOO PIPELINE

Corporate Headquarters
321 N. Aviador Street, Suite 201
Camarillo, CA 93010

ⓣ 805.764.2600 • ⓕ 805.764.2626
ⓦ www.bamboopipeline.com

INVOICE # 50008825
INVOICE DATE 05/03/16
PAGE 1

INVOICE

SOLD TO: 10188
Orange Street Studio
4949 Hollywood Boulevard, Suite 220

Los Angeles, CA 90027

ORD BY:
Michael Schneider

SHIP TO: **GEO:** 4B
Orange Street Studio
1414 Fair Oak Avenue
South Pasadena, CA

SPECIAL INSTRUCTIONS:
Call Michael on cell with ETA. Call contractor Rose Terrones with ETA 626-926-7397. End user CC -2881/TO.
ccpa 2881 5/2

ORDER DATE: 05/02/16
DUE DATE: 05/03/16

PROJECT NAME	CUSTOMER PO / JOB #	REF ORDER #	SLSP	BY	WH	TERMS	SHIP VIA	DEL DATE
Smith & Williams		317620	CLC	SLN	01	Credit Card	Bamboo Truck	05/03/16

LN	ITEM #	ITEM DESCRIPTION	SIZE	WH	QTY	UM	PRICE	TOTAL
1	TRA-JAS-01000	Trachelospermum jasminoides (Rhynchospermum) Star Jasmine Must be nice & green	1 Gallon	01	150	EA	3.470	520.50
2	CAR-TUM-01000	Carex tumulicola (C. divulsa) Berkeley Sedge	1 Gallon	01	25	EA	4.960	124.00
3	SED-CON-FL000	Sedum confusum Mexican Sedum	Flat	01	15	EA	13.740	206.10
4	CYP-ALT-05000	Cyperus alternifolius Umbrella Plant	5 Gallon	01	3	EA	16.800	50.40

$75 delivery fee for shipments less than $750

MERCHANDISE	DISCOUNT	FREIGHT	SALES TAX	TOTAL
$ 901.00	$ 0.00	$ 0.00	$ 81.10	$ 982.10

PXK

Merchant: Bamboo Pipeline

321 N Aviador St# 201
Camarillo, CA 93010
US

8057642600

Order Information

Description: Orange Street Studio
Order Number:
P.O. Number:
Customer ID: 10188
Invoice Number: 10188 317620

Billing Information

anita to
Orange Street Studio
257 s spring st
los angeles, ca 90012

Shipping Information

anita to
Orange Street Studio
257 s spring st
los angeles, ca 90012

Shipping:	0.00
Tax:	0.00
Total:	**USD 982.10**

Payment Information

Date/Time:	02-May-2016 08:57:22 PDT
Transaction ID:	8369767446
Entry Method:	Keyed
Transaction Type:	Authorization Only
Transaction Status:	Settled Successfully
Authorization Code:	01683C
Payment Method:	Visa XXXX2881

Terrones Construction & Landscaping
1407 S. Second Ave
Arcadia, CA 91006
License # 725473
Phone (626) 254-0200 Fax (626) 254-0201

Prime Construction Contract

This agreement is between (Contractor):

Terrones Construction & Landscaping
1407 S. Second Ave
Arcadia, CA 91006
P (626) 254-0200 F (626) 254-0201
LIC.#725473

Date: 11-6-13
Project name: SMITH AND WILLIAMS BUILDING
Address: 1414 FAIR OAKS AVE.
City, State, ZIP: PASADENA, CA. 91101
Telephone #: ANITA - 323 382-3988

And (Owner):

Name: ANITA TO - yuentungto@gmail.com
Address: 540 SOUTH LAKE AVE,
City, State, ZIP: PASADENA, CA. 91101

Contractor will furnish all labor and materials to construct and complete the project described above in a good workmanlike manner:
PHASE ONE

In accordance with following contract documents:

PART 1. HARDSCAPE

1. REMOVE AND INSTALL 240 SF. COLORED CONCRETE	@ $1,920.00	$1,920.00
2. REMOVE-INSTALL 1560 SF. EXPOSED PEBBLES CONCRETE	@ $12,480.00	$12,480.00
3. REMOVE-INSTALL 450' - 2" X 4" REDWOOD	@ $200.00	$200.00
4. REMOVE 24 SF. BRICK	@ $150.00	$150.00
5. REMOVE-INSTALL 96 SF. CONCRETE UNDER TRELLIS	@ $1,200.00	$1,200.00
6. FORM-GRADE-INSTALL 24 SF. MISSING CONCRETE	@ $400.00	$400.00
7. REMOVE-INSTALL 400 SF. COLORED CONCRETE	@ $4.000.00	$4,000.00
8. INSTALL 60' PERIMETER EDGING CIRCULAR PAVERS	@ $200.00	$200.00
9. REMOVE 375 SF. ASPHALT - INSTALL 375 SF. CONCRETE	@ $1,800.00	$1,800.00
10. REMOVE-REPLACE 30 SF. LIFTED CONCRETE	@ $400.00	$400.00
11. REMOVE-REPLACE 255 SF. CIRCULAR BRICK AS NEEDED	@ $2,400.00	.00
12. REMOVE-INSTALL CEMENT SLABS - REMOVE ROOTS	@ $250.00	$250.00

13. REMOVE-INSTALL DAMAGED BLOCKS	@ $800.00	$800.00
	TOTAL LABOR	$26,200.00
1. MATERIAL - 14 YDS. CONCRETE	@ $150.00	$2,100.00
2. MATERIAL - CONCRETE PUMPER	@ $450.00	$450.00
3. MATERIAL - 30 BAGS PEBBLES	@ $17.44	$523.20
4. USE EXISTING BLOCK - 1 BAG SPEC MIX	@ $7.63	$7.63
	TOTAL MATERIAL	$3,080.83
	GRAND TOTAL	$29,280.83

Owner agrees to pay Contractor the total sum of- TWENTY NINE THOUSAND TWO HUNDRED EIGHTY AND EIGHTY THREE HUNDRED

Installments to be made as follows:

MATERIAL MONEY AT START OF JOB - PROGRESS PAYMENTS

Funds are to be disbursed by: ANITA TO

Work shall commence: WEDNESDAY - 11-13-13

and shall be complete within the following number of working days: 14 TO 21

Owner _____ Contractor: _____

1270

Date signed: _____ Date signed: _____

Orange Street Studio, Inc

4949 Hollywood Blvd., Ste. 220
Los Angeles, Ca. 90027

Invoice

DATE	INVOICE #
5/31/2016	11729

BILL TO
Smith & Williams Attn: Anita To 1414 Fair Oaks Avenue Unit 12 Pasadena, CA 91030

TERMS	DUE DATE
Due on receipt	5/31/2016

ITEM	PROFESSIONAL SERVICES PROVIDED BY OSS	QTY	RATE	AMOUNT
Installation	SMITH & WILLIAMS INSTALLATION			
Site meeting	3/28 Site visit : Scope of installation mtg w/ Rose & Anita. RMS x 1.5h @ $175.		262.50	262.50
Site meeting	4/18 Site mtg: Anita & Rose RMS x 1.5h		262.50	262.50
Coordination	4/19 Site mtg: Plant list review and selection RMS x 1h		175.00	175.00
Site work	4/29 Site mtg: Plant installation w/ Rose and Anita 9:30- 4:30 RMS x 7h		1,225.00	1,225.00
Coordination	5/2 Plant list extras RMS x 1h		175.00	175.00
Site work	5/4 site visit/ coordination w/ Rose plant layout RMS x 2h		350.00	350.00
		Total		$2,450.00

Phone #	Fax #	E-mail	Web Site
323-663-4949	323-663-1422	Christina@orangestreetstudio.com	Orangestreetstudio.com

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
4/1/2016	129

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101 ANITA TO SOUTH PASADENA, CA. 91101 USA

Project

Description	Qty	Rate	Total
PART 1. INITIAL CLEANING		0.00	0.00
1. LABOR - REMOVE 80' BAMBOO-INCLUDING ROOTS - HAND TRIM VARIEGATED PITTOSPORUM ENTRANCE	1	3,000.00	3,000.00
2. LABOR - REMOVE 75 PRIVET HEDGE			
3. LABOR - REMOVE EXISTING VINES AND IVY EAST SIDE - TRIM TREES FROM FENCE AREA	1	1,600.00	1,600.00
4. LABOR - REMOVE 12 TOBIRAS - GROUNDCOVER	1	400.00	400.00
5. LABOR CLEAN UP 31 NANDINAS - SPRAY FOR MOLD	1	450.00	450.00
6. LABOR - TRIM - REMOVE DEAD IVY BUILDINGS	1	1,000.00	1,000.00
7. LABOR - TRIM SHRUBS - TUPIDANTHUS- REMOVE EXISTING SHRUBS SOUTH SIDE - REMOVE DEAD TREE	1	1,200.00	1,200.00
8. LABOR - REMOVE - INSTALL 80' REDWOOD - REMOVE 2 AREAS BRICK	1	1,000.00	1,000.00
9. LABOR - REMOVE TRASH TO DUMP	1	850.00	850.00
1. MATERIAL - 30 DAYS GAS	30	30.00	900.00
2. MATERIAL - 80' - 2" X 4" REDWOOD	4	43.90	175.60
Total			$10,575.60

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
2/29/2016	117

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101 ANITA TO SOUTH PASADENA, CA. 91101 USA

Project

Description	Qty	Rate	Total
PHASE TWO - INITIAL CLEANING - BLOCK WALL - LIGHTING - IRRIGATION - LANDSCAPING - CONCRETE		0.00	0.00
PART 1. INITIAL CLEANING		0.00	0.00
1. LABOR - REMOVE 80' BAMBOO - INCLUDING ROOTS	1	2,500.00	2,500.00
2. LABOR - REMOVE 75 PRIVET HEDGE AND TURF	1	2,000.00	2,000.00
3. LABOR - REMOVE EXISTING VINES AND IVY - TRIM TREES FROM FENCE AREA	1	1,600.00	1,600.00
4. LABOR - REMOVE 12 TOBIRAS - GROUNDCOVER	1	400.00	400.00
5. LABOR - REMOVE NANDINA AROUND CURVED WALL	1	50.00	50.00
6. LABOR - CLEAN UP 31 NANDINAS	1	400.00	400.00
7. LABOR - TRIM VINE ON BUILDINGS	1	800.00	800.00
8. LABOR - TRIM SHRUBS - TUPIDANTHUS - REMOVE EXISTING SHRUBS SOUTH SIDE	1	1,200.00	1,200.00
9. LABOR - REMOVE - INSTALL 20' REDWOOD - REMOVE BRICK 4 AREAS	1	400.00	400.00
1. MATERIAL - 1 TRASH BIN	1	850.00	850.00
2. MATERIAL - 30 DAYS GAS	30	30.00	900.00
3. MOBILIZATION - 1 HR.	1	50.00	50.00
PART 2. HARDSCAPE		0.00	0.00
1. LABOR - REMOVE - REPLACE BROKEN BLOCKS FRONT RETAINING WALL	1	1,600.00	1,600.00
2. LABOR - INSTALL 12 STEPPING STONES	1	120.00	120.00
3. LABOR - DEMO - INSTALL CEMENT SLABS 2 - 21/2 X 41/2 - 1 - 21/2 X 71/2 - 3 - 21/2 X 31/2 - 2 - 21/2 X 6' - 1 - 3' X 12'	1	4,000.00	4,000.00
4. LABOR - CLEAN AND STAIN BENCHES	1	800.00	800.00
1. MATERIAL - 1.5 YARDS CEMENT - PUMPER	1	350.00	350.00
2. MATERIAL - 12 STEPPING STONES	12	10.98	131.76
3. MATERIAL - 108 PALLET HALF BLOCKS	108	4.00	432.00
4. MATERIAL - 1 PALLET ORCO - PALLET DELIVERY	1	93.40	93.40
5. MATERIAL - 1 MOLD CHARGE	1	600.00	600.00
6. MATERIAL - 3 BAGS SPEC MIX	3	6.59	19.77
7. MATERIAL - 100' ROOT BARRIER	1	1,600.00	1,600.00
8. MATERIAL - 1 QUART STAIN	1	22.88	22.88
9. MOBILIZATION - 2 HRS.	2	50.00	100.00
PART 3. LANDSCAPING		0.00	0.00
1. LABOR - PLANT 1 - 15 GAL. TREE	1	50.00	50.00
2. LABOR - PLANT 1 - 24" BOX TREE - 1 - 24"BOX PINUS HICHPUSIS	2	150.00	300.00

Total

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
2/29/2016	117

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101 ANITA TO SOUTH PASADENA, CA. 91101 USA

Project

Description	Qty	Rate	Total
3. LABOR - PLANT 7 - 5 GAL. SHRUBS	7	15.00	105.00
4. LABOR - PLANT 172 - 5 GAL. SHRUBS	172	15.00	2,580.00
5. LABOR - PLANT 134 - 1 GAL. SHRUBS	134	10.00	1,340.00
6. LABOR - PLANT 95 FLATS GROUNDCOVER	95	15.00	1,425.00
1. MATERIAL - 1 - 15 GAL. QUERCUS ILEX	1	54.88	54.88
2. MATERIAL - 1 - 24" BOX ACER PALMATUM	1	142.68	142.68
3. MATERIAL - 6 - 15 GAL. PINUS MUGO MUGO - NOT AVAILABLE			
4. MATERIAL - 6 - 5 GAL. CYCAS REVOLUTA	6	49.39	296.34
5. MATERIAL - 35 - 5 GAL. BAMBUSA MULTIIPLEX 'GOLDEN GODDESS'	35	49.39	1,728.65
6. MATERIAL - 3 - 15 GAL. TETRAPANAX PAPYFERUS - NOT AVAILABLE			
7. MATERIAL - 2 - 5 GAL. CYATHEA COOPERI 'AUSTRALIAN TREE FERN'	2	27.44	54.88
8. MATERIAL - 2 - 15 GAL. PHILODENDRON EVANSII - NOT AVAILABLE			
9. MATERIAL - 1 - 15 GAL. MONSTERA DELICIOSA 'SPLIT LEAF PHILODENDRON' - NOT AVAILABLE			
10. MATERIAL - 11 - 15 GAL. PHORMINUMTENAX 'DARK DELIGHT' - NOT AVAILABLE			
11. MATERIAL - 19 - 15 GAL. CHAMAEDOREA SELFRIZII - NOT AVAILABLE			
12. MATERIAL - 3 - 15 GAL. RHAPIS EXCELSA - NOT AVAILABLE			
13. MATERIAL - 7 - 5 GAL. PHILODENDRON	7	27.44	192.08
14. MATERIAL - 7 - 15 GAL. PHILODENDRON BIPINNATEFIDUM - NOT AVAILABLE			0.00
15. MATERIAL - 61 - 5 GAL. ABELIA GRANDIFLORA PROSTRATA			0.00
16. MATERIAL - 37 - 5 GAL. MYRSINE AFRICANA - 15 - 5 GAL. LOROPESALUM RAZ	52	10.98	570.96
17. MATERIAL - 3 - 5 GAL. ARALIA ELATA			0.00
18. MATERIAL - 14 - 5 GAL. NANDINA DOMESTICA	14	10.98	153.72
19. MATERIAL - 1 - 5 GAL. WISTERIA SINENSIS ONTRELLIS			0.00
20. MATERIAL - 6 - 5 GAL. JUNIIPER TAMARISCIFOLIA	6	10.98	65.88
21. MATERIAL - 16 - 1 GAL. OPHIOPOGON JAPONICUS	16	5.49	87.84
22. MATERIAL - 32 - 1 GAL. CAREX TESTACE			0.00
23. MATERIAL - 29 - 1 GAL. CARISSA GRANDIFLORA TUTTLE	29	10.98	318.42
24. MATERIAL - 3 - 1 GAL. DIETES IROIDES	3	10.98	32.94
25. MATERIAL - 113 - 1 GAL. LIRIOPE 'SILVER DRAGON'			0.00
26. MATERIAL - 43 - 1 GAL. LIRIOPE GIGANTEA	43	5.49	236.07
27. MATERIAL - 11 - 1 GAL. HELLEBORUS NIGER - NOT AVAILABLE			0.00
28. MATERIAL - 6 - 1 GAL. JUNCUS PATENS 'ELK BLUE' - NOT AVAILABLE - NOT AVAILABLE			0.00
29. MATERIAL - 4 - 1 GAL. CYMBIDIUM SP. ORCHID - NOT AVAILABLE			0.00
30. MATERIAL - 16 - 1 GAL. CLIVIA MINIAGA	16	6.59	105.44
31. MATERIAL - 4 - 1 GAL. EQUISETUM HYEMALE	4	5.49	21.96
		Total	

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
2/29/2016	117

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101 ANITA TO SOUTH PASADENA, CA. 91101 USA

Project

Description	Qty	Rate	Total
32. MATERIAL - 2 - 1 GAL. CYPERUS ALTEMIFOLIUS - NOT AVAILABLE			0.00
33. MATERIAL - 30 - 1 GAL. OPHIOPOGAN 'VARIEGATUS' - NOT AVAILABLE - 1 - 5 GAL. CYPRUS ALTERNIFOLIUS - NOT AVAILABLE			0.00
34. MATERIAL - 23 - 1 GAL. AGAPANTHUS AFRICANUS	23	5.49	126.27
35. MATERIAL - 28 - 1 GAL. SANSEVIERA TRIFASCIATA - NOT AVAILABLE - 1 - 5 GAL. MAHONIA BUCAI - NOT AVAILABLE			0.00
36. MATERIAL - 50 FLATS AJUGA REPTANS ATROPURPUREA	50	21.95	1,097.50
37. MATERIAL - 30 FLATS SEDUM CONFUSUM	30	21.95	658.50
38. MATERIAL - 50 FLATS HEDERA HAHNI	50	21.95	1,097.50
39. MATERIAL - 35 FLATS PERSICARIA CAPITATA 'POLYGONUM'	35	21.95	768.25
40. MATERIAL - 20 FLATS TRACHELOSPERMUM JASMINOIDES	20	21.95	439.00
41. MATERIAL - 1 POT ARCHITECTURAL POTTERY POT # BCP - 25	1	0.00	0.00
42. MATERIAL - 4 BOULDERS	4	200.00	800.00
43. MATERIAL - 21 DAYS GAS	21	30.00	630.00
44. MOBILIZATION - 8 HRS.	8	50.00	400.00
45. MATERIAL - 100' ROOT BARRIER	100	5.48	548.00
PART 4. LIGHTING		0.00	0.00
1. LABOR - INSTALL 7 UPLIGHTS - 9 SHRUB LIGHTING	16	50.00	800.00
2. LABOR - INSTALL 2 TRANSFORMERS - WIRES	2	1,500.00	3,000.00
1. MATERIAL - 2 - 1200 TRANSFORMERS	2	1,168.98	2,337.96
2. MATERIAL - 1 ROLL 500' #12 WIRE	1	545.00	545.00
3. MATERIAL - 4 DAYS GAS	3	30.00	90.00
4. MOBILIZATION - 2 HRS.	2	50.00	100.00
PART 5. IRRIGATION		0.00	0.00
1. LABOR - REPLACE 2 ANTISYPHON VALVE GASKETS	1	75.00	75.00
2. LABOR - REPLACE 60 HEADS - SWING JOINTS - WITH INSERTS	1	680.00	680.00
1. MATERIAL - 2 - 1" ANTISYPHON VALVE GASKETS	2	0.59	1.18
2. MATERIAL - 60 RAINBIRD INSERTS	60	0.68	40.80
3. MATERIAL - 2 BAGS SWING JOINTS	2	9.38	18.76
4. MATERIAL - 2 DAYS GAS	2	30.00	60.00
5. MOBILIZATION - 1 HR.	1	50.00	50.00
6. MATERIAL - 60 - 4" RAINBIRD P/U	60	4.39	263.40
Total			$45,509.67

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
~~2/29/2016~~	117

~~3/16~~
3/17/16

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101 ANITA TO SOUTH PASADENA, CA. 91101 USA

Project

Description	Qty	Rate	Total	
PHASE TWO - INITIAL CLEANING - BLOCK WALL - LIGHTING - IRRIGATION - LANDSCAPING - CONCRETE		0.00	0.00	
PART 1. INITIAL CLEANING		0.00	0.00	
1. LABOR - REMOVE 80' BAMBOO - INCLUDING ROOTS	1	2,500.00	2,500.00	-500
2. LABOR - REMOVE 75 PRIVET HEDGE AND TURF	1	2,000.00	2,000.00	
3. LABOR - REMOVE EXISTING VINES AND IVY - TRIM TREES FROM FENCE AREA	1	1,600.00	1,600.00	
4. LABOR - REMOVE 12 TOBIRAS - GROUNDCOVER	1	400.00	400.00	
5. LABOR - REMOVE NANDINA AROUND CURVED WALL	1	50.00	50.00	
6. LABOR - CLEAN UP 31 NANDINAS	1	400.00	400.00	
7. LABOR - TRIM VINE ON BUILDINGS	1	800.00	800.00	
8. LABOR - TRIM SHRUBS - TUPIDANTHUS - REMOVE EXISTING SHRUBS SOUTH SIDE	1	1,200.00	1,200.00	
9. LABOR - REMOVE - INSTALL 20' REDWOOD - REMOVE BRICK 4 AREAS – where?	1	400.00	400.00	
1. MATERIAL - 1 TRASH BIN	1	850.00	850.00	
2. MATERIAL - 30 DAYS GAS	30	30.00	900.00	
3. MOBILIZATION - 1 HR. GRADE SOIL AWAY FROM #6?	1	50.00	50.00	
PART 2. HARDSCAPE		0.00	0.00	
1. LABOR - REMOVE - REPLACE BROKEN BLOCKS FRONT RETAINING WALL	1	1,600.00	1,600.00 ✓	
2. LABOR - INSTALL 12 STEPPING STONES	1	120.00	120.00 ✓	
3. LABOR - DEMO - INSTALL CEMENT SLABS 2 - 21/2 X 41/2 - 1 - 21/2 X 71/2 - 3 - 21/2 X 31/2 - 2 - 21/2 X 6' - 1 - 3' X 12' Where	1	4,000.00	4,000.00	+800
4. LABOR - CLEAN AND STAIN BENCHES	1	800.00	800.00 ✓	
1. MATERIAL - 1.5 YARDS CEMENT - PUMPER ?	1	350.00	350.00 ✓	+450
2. MATERIAL - 12 STEPPING STONES	12	10.98	131.76 ✓	
3. MATERIAL - 108 PALLET HALF BLOCKS ?	108	4.00	432.00 ✓	
4. MATERIAL - 1 PALLET ORCO - PALLET DELIVERY	1	93.40	93.40 ✓	
5. MATERIAL - 1 MOLD CHARGE ?	1	600.00	600.00 ✓	
6. MATERIAL - 3 BAGS SPEC MIX	3	6.59	19.77 ✓	
7. MATERIAL - 100' ROOT BARRIER 200lb RIVER ROCK BOLDER	1	1,600.00	1,600.00	-100
8. MATERIAL - 1 QUART STAIN	1	22.88	22.88 ✓	~~7819.6~~
9. MOBILIZATION - 2 HRS. +50	2	50.00	100.00	7869.6
PART 3. LANDSCAPING		0.00	0.00	2809.8
1. LABOR - PLANT 1 - 15 GAL. TREE	1	50.00	50.00	
2. LABOR - PLANT 1 - 24" BOX TREE - 1 - 24"BOX PINUS HICHPUSIS	2	150.00	300.00	
		Total		

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
~~2/29/2016~~	117

3/17/16.

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101 ANITA TO SOUTH PASADENA, CA. 91101 USA

			Project
Description	Qty	Rate	Total
32. MATERIAL - 2 - 1 GAL. CYPERUS ALTEMIFOLIUS - NOT AVAILABLE			0.00
33. MATERIAL - 30 - 1 GAL. OPHIOPOGAN 'VARIEGATUS' - NOT AVAILABLE - 1 - 5 GAL. CYPRUS ALTERNIFOLIUS - NOT AVAILABLE			0.00
34. MATERIAL - 23 - 1 GAL. AGAPANTHUS AFRICANUS	23	5.49	126.27
35. MATERIAL - 28 - 1 GAL. SANSEVIERA TRIFASCIATA - NOT AVAILABLE - 1 - 5 GAL. MAHONIA BUCAI - NOT AVAILABLE			0.00
36. MATERIAL - 50 FLATS AJUGA REPTANS ATROPURPUREA	40? 50	21.95	1,097.50
37. MATERIAL - 30 FLATS SEDUM CONFUSUM	152 30	21.95	658.50
38. MATERIAL - 50 FLATS HEDERA HAHNI	50	21.95	1,097.50
39. MATERIAL - 35 FLATS PERSICARIA CAPITATA 'POLYGONUM'	35	21.95	768.25
40. MATERIAL - 20 FLATS TRACHELOSPERMUM JASMINOIDES	20	21.95	439.00
41. MATERIAL - 1 POT ARCHITECTURAL POTTERY POT # BCP - 25	1	0.00	0.00
42. MATERIAL - 4 BOULDERS	4	200.00	800.00
43. MATERIAL - 21 DAYS GAS	21	30.00	630.00
44. MOBILIZATION - 8 HRS.	8	50.00	400.00
45. MATERIAL - 100' ROOT BARRIER	100	5.48	548.00
PART 4. LIGHTING		0.00	0.00
1. LABOR - INSTALL 7 UPLIGHTS - 9 SHRUB LIGHTING	17 16	50.00	800.00 -50
2. LABOR - INSTALL 2 TRANSFORMERS - WIRES	2	1,500.00	3,000.00
1. MATERIAL - 2 - 1200 TRANSFORMERS	2	1,168.98	2,337.96
2. MATERIAL - 1 ROLL 500' #12 WIRE	1	545.00	545.00
3. MATERIAL - 4 DAYS GAS	3	30.00	90.00 +50
4. MOBILIZATION - 2 HRS.	2	50.00	100.00 ✓
PART 5. IRRIGATION		0.00	0.00 6872.9
1. LABOR - REPLACE 2 ANTISYPHON VALVE GASKETS	1	75.00	75.00
2. LABOR - REPLACE 60 HEADS - SWING JOINTS - WITH INSERTS	1	680.00	680.00
1. MATERIAL - 2 - 1" ANTISYPHON VALVE GASKETS	2	0.59	1.18
2. MATERIAL - 60 RAINBIRD INSERTS	60	0.68	40.80
3. MATERIAL - 2 BAGS SWING JOINTS	2	9.38	18.76
4. MATERIAL - 2 DAYS GAS	2	30.00	60.00
5. MOBILIZATION - 1 HR.	1	50.00	50.00
6. MATERIAL - 60 - 4" RAINBIRD P/U	60	4.39	263.40
MOBILIZATION. 4/10 PROPOSAL.	1	50	50. +50.
	Total		$45,509.67

PLANTING MATERIALS.
14356.01 ~~2/02~~.
MISSING PLANT ON BAMBOO PIPELINE LIST = 11,916.48.

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
4/1/2016	129

ACCEPTED.

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total	
PART 1. INITIAL CLEANING		0.00	0.00	4/9. PAID
1. LABOR - REMOVE 80' BAMBOO-INCLUDING ROOTS - HAND TRIM VARIEGATED PITTOSPORUM ENTRANCE	1	3,000.00	3,000.00	
2. LABOR - REMOVE 75 PRIVET HEDGE				
3. LABOR - REMOVE EXISTING VINES AND IVY EAST SIDE - TRIM TREES FROM FENCE AREA	1	1,600.00	1,600.00	4/13
4. LABOR - REMOVE 12 TOBIRAS - GROUNDCOVER N. BAMBOO AREA.	1	400.00	400.00	4/13
5. LABOR CLEAN UP 31 NANDINAS - SPRAY FOR MOLD	1	450.00	450.00	4/13
6. LABOR - TRIM - REMOVE DEAD IVY BUILDINGS	1	1,000.00	1,000.00	4/22
7. LABOR - TRIM SHRUBS - TUPIDANTHUS- REMOVE EXISTING SHRUBS SOUTH SIDE - REMOVE DEAD TREE	1	1,200.00	1,200.00	4/13
8. LABOR - REMOVE - INSTALL 80' REDWOOD - REMOVE 2 AREAS BRICK	1	1,000.00	1,000.00	4/13
9. LABOR - REMOVE TRASH TO DUMP	1	850.00	850.00	4/13
1. MATERIAL - 30 DAYS GAS	~~20~~ 30	30.00	600 ~~900.00~~	4/22
2. MATERIAL - 80' - 2" X 4" REDWOOD	4	43.90	175.60	4/13
		0.00	0.00	
CHANGE ORDER				
1. ADDITIONAL LABOR - REMOVE 2 PALM STUMPS	2	200.00	400.00	4/13
2. ADDITIONAL LABOR - REMOVE		0.00	0.00	

DATE PAID.	AMOUNT.	CK. #.
4/9.	$3000	
4/13.	$6075.6.	1866, 1867.
4/22		1869.

	Total	$10,975.60

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
4/1/2016	129

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101 ANITA TO SOUTH PASADENA, CA. 91101 USA

Project

Description	Qty	Rate	Total
PART 1. INITIAL CLEANING		0.00	0.00
1. LABOR - REMOVE 80' BAMBOO-INCLUDING ROOTS - HAND TRIM VARIEGATED PITTOSPORUM ENTRANCE	1	3,000.00	3,000.00
2. LABOR - REMOVE 75 PRIVET HEDGE			
3. LABOR - REMOVE EXISTING VINES AND IVY EAST SIDE - TRIM TREES FROM FENCE AREA	1	1,600.00	1,600.00
4. LABOR - REMOVE 12 TOBIRAS - GROUNDCOVER	1	400.00	400.00
5. LABOR CLEAN UP 31 NANDINAS - SPRAY FOR MOLD	1	450.00	450.00
6. LABOR - TRIM - REMOVE DEAD IVY BUILDINGS	1	1,000.00	1,000.00
7. LABOR - TRIM SHRUBS - TUPIDANTHUS- REMOVE EXISTING SHRUBS SOUTH SIDE - REMOVE DEAD TREE	1	1,200.00	1,200.00
8. LABOR - REMOVE - INSTALL 80' REDWOOD - REMOVE 2 AREAS BRICK	1	1,000.00	1,000.00
9. LABOR - REMOVE TRASH TO DUMP	1	850.00	850.00
1. MATERIAL - 30 DAYS GAS	30	30.00	900.00
2. MATERIAL - 80' - 2" X 4" REDWOOD	4	43.90	175.60
PALM STUMPS			600

	Total	$10,575.60

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
4/4/2016	130

ACCEPTED.

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total	
PART 2. HARDSCAPE		0.00	0.00	
1. LABOR - REMOVE-REPLACE BROKEN BLOCKS FRONT RETAINING WALL	1	1,600.00	1,600.00	5/15 ~~4/25~~
2. LABOR - INSTALL 12 STEPPING STONES	12	10.00	120.00	+800
3. LABOR - DEMO-INSTALL CEMENT SLABS 2 - 21/2' X 41/2' - 1 - 21/2' X 71/2' - 3 - 21/2' X 31/2' - 2 - 1/2' X 6' - 12" X 25' - 3' X 4'	4/22 1	4,800.00	4,800.00	
4. LABOR - CLEAN AND STAIN BENCHES - LINSEED OIL ?	2	400.00	800.00	4/22
1. LABOR - INSTALL 100' ROOT BARRIER	1	1,500.00	1,500.00	4/22
2. MATERIAL - 12 STEPPING STONES	12	10.98	131.76	
3. MATERIAL - 108 PALLET HALF BLOCKS (BANK STREET WALL).	108	4.00	432.00	4/13
4. MATERIAL - 1 PALLET ORCO - PALLET DELIVERY	1	93.40	93.40	4/13
5. MATERIAL - 1 MOLD CHARGE	1	600.00	600.00	4/13
6. MATERIAL - 3 BAGS SPEC MIX (MORTOR MIX).	3	6.59	19.77	4/13
7. MATERIAL - 100' ROOT BARRIER	1	111.95	111.95	4/13
8. MATERIAL - 1 QUART STAIN - LINSEEDOIL ?	1	22.88	22.88	4/13
9 MOBILIZATION - 2 HRS.	2	50.00	100.00	4/13
10. MATERIAL - 5 DAYS GAS	5	30.00	150.00	4/13
11. MATERIAL - 2 YARDS CEMENT - PUMPER	1 2	400.00	4/13 ~~800.00~~	~~400~~
12. MOBILIZATION - 3 HRS.	3	50.00	4/13 150.00	350
13. MATERIAL - 1" X 2" MEXICAN PEBBLES - 5 BAGS	5	17.56	4/13 87.80	N
14. MATERIAL - 3" X 4" MEXICAN PEBBLES - 45 BAGS (APPROX.) WILL REFUND.	45	17.56	4/13 790.20	N.

PAYMENT. DATE.	AMOUNT.	CK# 2958.
4/13.	$2958.00.	1865.
4/22		1869.
5/5		1878.

	Total	$11909.76. ~~$12,309.76~~

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
4/4/2016	131

ACCEPTED.

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total	
PART 4. LIGHTING		0.00	0.00	
1. LABOR - INSTALL 7 UPLIGHTS - 9 SHRUB LIGHTING	16	50.00	800.00	5/5.
2. LABOR - INSTALL 2 TRANSFORMERS - WIRES	2	1,500.00	3,000.00	4/22
1. MATERIAL - 2 - 1200 TRANSFORMERS	2	1,168.98	2,337.96	4/13
MATERIAL - 1 ROLL 500' #12 WIRE	1	545.00	545.00	4/13
3. MATERIAL - 4 DAYS GAS	4	30.00	4/13 ~~150.00~~ 120	
4. MOBILIZATION - 2 HRS.	2	50.00	100.00	4/13
5. MATERIAL - 100' 1" CONDUIT	10	3.62	36.20	4/13
6. MATERIAL - 4 COUPLINGS - 4 - 90% SWEEPS	4	1.38	5.52	4/13
7. MATERIAL - 7 UPLIGHTS halogen 20W. 98.78	7	98.78	5/5 0.00	691.4
8. MATERIAL - 9 SHRUB LIGHTS 94.39	9	94.39	5/5 0.00	849.5
		0.00	0.00	
CHANGE ORDER - TO REPLACE - REPAIR EXISTING LIGHTS		0.00	0.00	
1. CHANGE ORDER LABOR - TBD		0.00	0.00	
2. CHANGE ORDER MATERIAL - TBD		0.00	0.00	

FX, BRONZE { SHRUB : 50.61 / GROUND : 60.01 .

CHOICES FOR LIGHTING FIXTURES.

PAYMENT DATE	AMOUNT.	CK. #1.
4/13.	$3144.68	1866.
4/22		1869.
5/5		1878.

	Total	~~$6,974.68~~

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
4/4/2016	131

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total
PART 4. LIGHTING		0.00	0.00
1. LABOR - INSTALL 7 UPLIGHTS - 9 SHRUB LIGHTING	16	50.00	800.00
2. LABOR - INSTALL 2 TRANSFORMERS - WIRES	2	1,500.00	3,000.00
1. MATERIAL - 2 - 1200 TRANSFORMERS	2	1,168.98	2,337.96
MATERIAL - 1 ROLL 500' #12 WIRE	1	545.00	545.00
3. MATERIAL - 4 DAYS GAS	4	30.00	~~150.00~~ 120
4. MOBILIZATION - 2 HRS.	2	50.00	100.00
5. MATERIAL - 100' 1" CONDUIT	10	3.62	36.20
6. MATERIAL - 4 COUPLINGS - 4 - 90% SWEEPS	4	1.38	5.52
7. MATERIAL - 7 UPLIGHTS	7	~~98.78~~ 0.00	691.46 0.00
8. MATERIAL - 9 SHRUB LIGHTS	9	94.39 0.00	841.59 0.00
		0.00	0.00
CHANGE ORDER - TO REPLACE - REPAIR EXISTING LIGHTS		0.00	0.00
1. CHANGE ORDER LABOR - TBD		0.00	0.00
2. CHANGE ORDER MATERIAL - TBD		0.00	0.00
		MAT	

	Total	$6,974.68

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
4/10/2016	132

ACCEPTED.

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total	
PART 5. IRRIGATION		0.00	0.00	
1. LABOR - REPLACE 2 ANTISYPHON VALVE GASKETS	1	75.00	75.00	5/5
2. LABOR - REPLACE 60 HEADS - SWING JOINTS - INSERTS	1	680.00	680.00	5/5
1. MATERIAL - 2 - 1" ANTISYPHON VALVE GASKETS	2	0.59	1.18	4/1
2. MATERIAL - 60 RAINBIRD INSERTS	60	0.68 ~~0.068~~	40.8 ~~4.08~~	4/1
3. MATERIAL - 2 BAGS SWING JOINTS	2	9.38	18.76	4/1
4. MATERIAL - 2 DAYS GAS	2	30.00	60.00	4/1
5. MATERIAL - 60 - 4" RAINBIRD P/U	60	4.39	263.40	4/1
6. MOBILIZATION - 1 HR.	1	50.00	50.00	4/1
1. CHANGE ORDER ADDITIONAL LABOR - MATERIAL REPAIR-REPLACE-MOVE-DRIP AS NEEDED IRRIGATION THRU OUT LANDSCAPING - TBD		0.00	0.00	
		MAT	~~377.62~~ 434.14	

PAYMENT DATE.	AMOUNT	CK. #1
4/13.	$434.14.	
515		1878.

Total $1189.14

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
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Estimate

Date	Estimate #
4/10/2016	132

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total
G			
		Total	$1,152.42

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
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inv.

Estimate

Date	Estimate #
4/22/2016	138

ACCEPTED

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total
PART 1. INITIAL CLEANING		0.00	0.00
6. LABOR - TRIM-REMOVE DEAD IVY BUILDINGS	1	1,000.00	1,000.00
1. MATERIAL - 20 DAYS GAS	20	30.00	600.00
ART 2. HARDSCAPE		0.00	0.00
3. LABOR - DEMO-INSTALL CEMENT SLABS	1	4,800.00	4,800.00
4. LABOR - CLEAN AND STAIN BENCHES	2	400.00	800.00
5. LABOR - INSTALL 100' ROOT BARRIER	1	1,500.00	1,500.00
PART 3. LIGHTING		0.00	0.00
2. LABOR - INSTALL 2 TRANSFORMERS-WIRES	2	1,500.00	3,000.00
1. CHANGE ORDER - LABOR - REMOVE INSTALL 2 RAINBIRD IRRIGATION CONTROLLERS		1,600.00	1,600.00
1. MATERIAL - 1 - 10" X 10" JUNCTION BOX (24 STATIONS. EXISTING). REWIRE AND RELOCATE.	1	49.39	49.39

CK. #1869.
$13349.39.

	Total	$13,349.39

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
~~4/25/2016~~	140

5/5/2016.

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total
PART 3. LANDSCAPE LABOR - PLANTING LABOR - 582 - 1 GAL.	582	10.00	5,820.00
LABOR - PLANTING LABOR - 128 - 5 GAL.	128	15.00	1,920.00
LABOR - PLANTING LABOR - 51 - 15 GAL.	51	30.00	1,530.00
LABOR - PLANTING LABOR - 1 - 24" BOX	1	125.00	125.00
LABOR - PLANTING LABOR - 15 FLATS	15	15.00	225.00
LABOR - TRANSPLANTING 30 AGAPANTHUS-CLIVIAS (10)	40	10.00	400.00
PART 2. HARDSCAPE LABOR - INSTALL 24 STEPPING STONES	24	10.00	240.00 ✓
PART 4. LABOR - LIGHTING - INSTALL 7 UPLIGHTS - 9 SHRUB LIGHTING CK. LIGHT ON 5/9/16	16	50.00	800.00 ✓
MATERIAL - 7 UPLIGHTS	7	90.00	630.00 ✓
MATERIAL - 9 SHRUB LIGHTING	9	86.00	774.00 ✓
LABOR - INSTALL 120AMP SHRUB LIGHT-INSTALL 2 NEW GLOBES WITH ATTACHMENTS-REDO WIRING-PAINT POSTS	3	300.00	900.00 ✓
MATERIAL - 2 GLOBES WITH ATTACHMENTS	2	13.17	26.34 ✓
MATERIAL - 1 JUNCTION BOX	1	15.37	15.37 ✓
PART 5. IRRIGATION LABOR- REPLACE 2 ANTISYPHON VALVES GASKETS	1	75.00	75.00 ✓
LABOR - REPLACE 60 HEADS-SWING JOINTS-INSERTS	1	680.00	680.00 ✓
CHANGE ORDER - LABOR - P/U - INSTALL ROCK - VINCENT	1	100.00	100.00 ✓
MATERIAL - 10 BAGS MEXICAN ROCK- VINCENT 2X3 SIZE-	10	17.56	175.60 ✓
CHANGE ORDER - LABOR - CUT LINES TO FOUNTAIN-GRADE DIRT-ADD WEED BARRIER-INSTALL 45 BAGS MEXICAN ROCK (3X5 SIZE)	1	900.00	900.00 ✓
CHANGE ORDER - LABOR - TRIM ALL BAMBOO-WEED-VINCENT BUILDING	1	800.00	800.00 ✓
CHANGE ORDER -LABOR - GRADE-INSTALL WEED BARRIER-ADD ROCK UNIT #7	1	200.00	200.00 ✓
CHANGE ORDER - LABOR - GRADE-INSTALL WEED BARRIER-ADD ROCK BUILDING EAST CONTROLLERS UNIT 1B.	1	200.00	200.00 ✓
CHANGE ORDER - MATERIAL - 10 BAGS MEXICAN PEBBLES (UNIT 7 & UNIT 1B). 2X3 SIZE.	10	17.56	175.60 ✓
CK. # 1878.			
Total			$16,711.91

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
5/19/2016	160

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total
PART 1. LANDSCAPE MAINTENANCE 5-5-16 TO 5-28-16	4	400.00	1,600.00

ANITA - PLEASE WRITE CHECK TO:

ROSALIO TERRONES

CALL ME TO PICK UP ~~CHECK~~.

THANKS

PAID
CK. #
1893.

	Total	$1,600.00

Orange Street Studio, Inc

4949 Hollywood Blvd., Ste. 220
Los Angeles, Ca. 90027

Invoice

DATE	INVOICE #
5/31/2016	11729

BILL TO
Smith & Williams Attn: Anita To 1414 Fair Oaks Avenue Unit 12 Pasadena, CA 91030

TERMS	DUE DATE
Due on receipt	5/31/2016

ITEM	PROFESSIONAL SERVICES PROVIDED BY OSS	QTY	RATE	AMOUNT
Installation	SMITH & WILLIAMS INSTALLATION			
Site meeting	3/28 Site visit : Scope of installation mtg w/ Rose & Anita. RMS x 1.5h @ $175.		262.50	262.50
Site meeting	4/18 Site mtg: Anita & Rose RMS x 1.5h		262.50	262.50
Coordination	4/19 Site mtg: Plant list review and selection RMS x 1h		175.00	175.00
Site work	4/29 Site mtg: Plant installation w/ Rose and Anita 9:30- 4:30 RMS x 7h		1,225.00	1,225.00
Coordination	5/2 Plant list extras RMS x 1h		175.00	175.00
Site work	5/4 site visit/ coordination w/ Rose plant layout RMS x 2h		350.00	350.00

PAID
CK# 1895.

Total $2,450.00

Phone #	Fax #	E-mail	Web Site
323-663-4949	323-663-1422	Christina@orangestreetstudio.com	Orangestreetstudio.com

TERRONES CONSTRUCTION AND LANDSCAPING

727 W. San Bernardino Road
Covina, Ca. 91722

Invoice #
196
6/21/2016

Bill To
Fair Oaks Proffessional Group Inc. Smith and Willaims Bldg. 1414 S. Fair Oaks Ave. Ste. 12 S. Pasadena, Ca. 91030

Description	Amount
weekly landscape maintenance. (June)	1,600.00

PAID

Total	$1,600.00

Terrones Construction and Landscaping

727 W. San Bernardino Rd.
CA 91722

Estimate

Date	Estimate #
8/28/2016	176

Name / Address
SMITH AND WILLIAMS BUILDING 1414 FAIR OAKS AVE. SOUTH PASADENA, CA. 91101

Project

Description	Qty	Rate	Total
PART 1. REPAIR-REPLACE 2 BROKEN IRRIGATION LINES NORTH EAST PARKING LOT		0.00	0.00
1. SAW CUT-DEMO-CEMENT 3' X 8' WALKWAY	1	600.00	600.00
2. MOVE-REPLANT-AGAPANTHUS - CUT-THREAD - REPLACE 20' EACH 2 GALVANIZED IRRIGATION LINE WITH 3/4" PVC LINE	2	800.00	1,600.00
3. REDO-RAISE 2 ANTISYPHON VALVES 12" ABOVE HIGHEST HEAD WITH PVC	2	200.00	400.00
4. INSTALL 24 SQ. FT. TEXTURED CEMENT WALKWAYS	1	950.00	950.00
1. MATERIAL - 40' SCH. 40 PVC	2	8.60	17.20
2. MATERIAL - 8 ELBOWS-4 COUPLINGS-4 MALE ADAPTORS	1	17.56	17.56
3. MATERIAL - 2 ANTISYPHON VALVES	2	52.68	105.36
4. MATERIAL - 2 ACTUATORS	2	54.88	109.76
5. MATERIAL - 10 BAGS CEMENT	10	8.78	87.80

CALL ME

NOT A BILL.
PROPOSAL ONLY.

	Total	$3,887.68



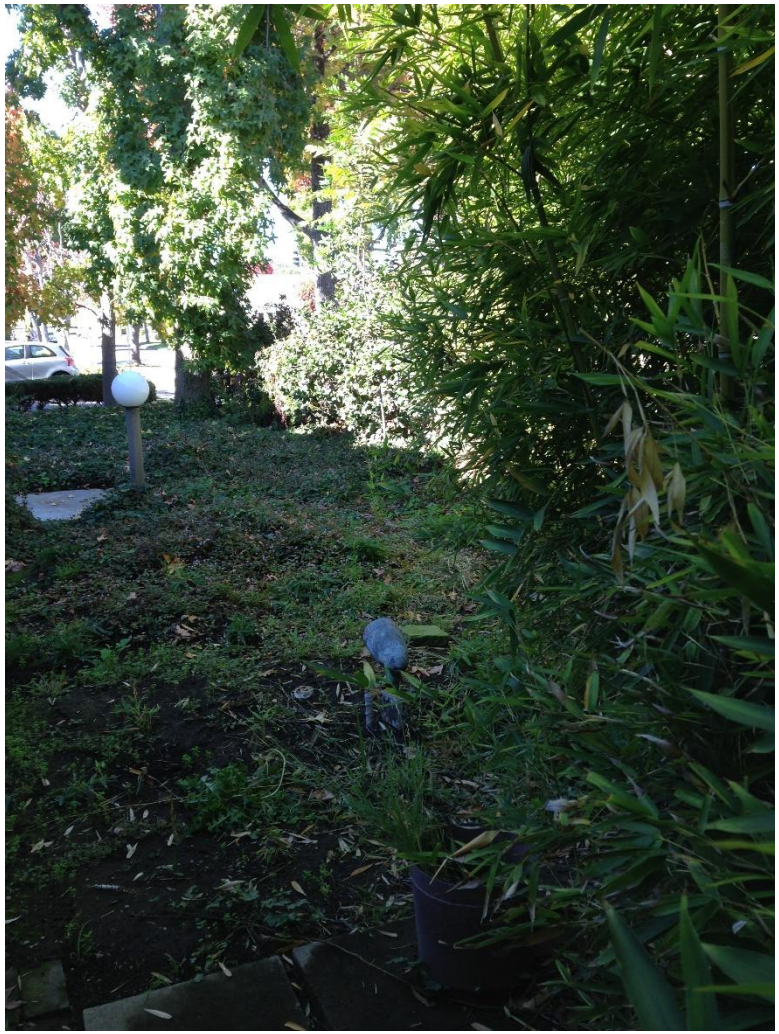




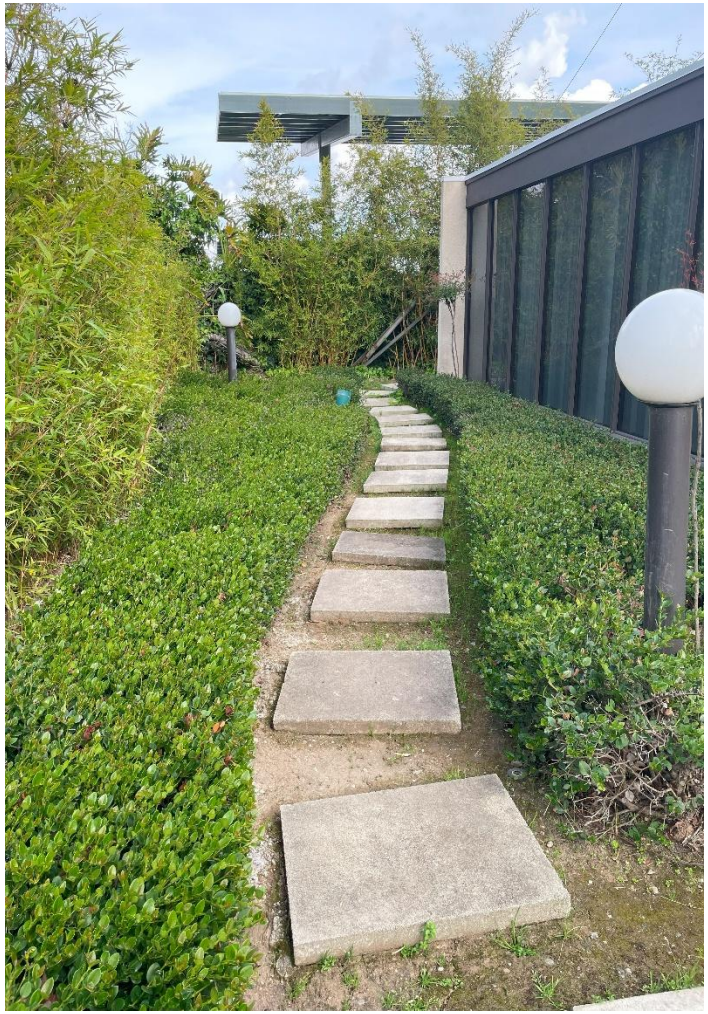
Circa 2013



2025



Circa 2013



2025

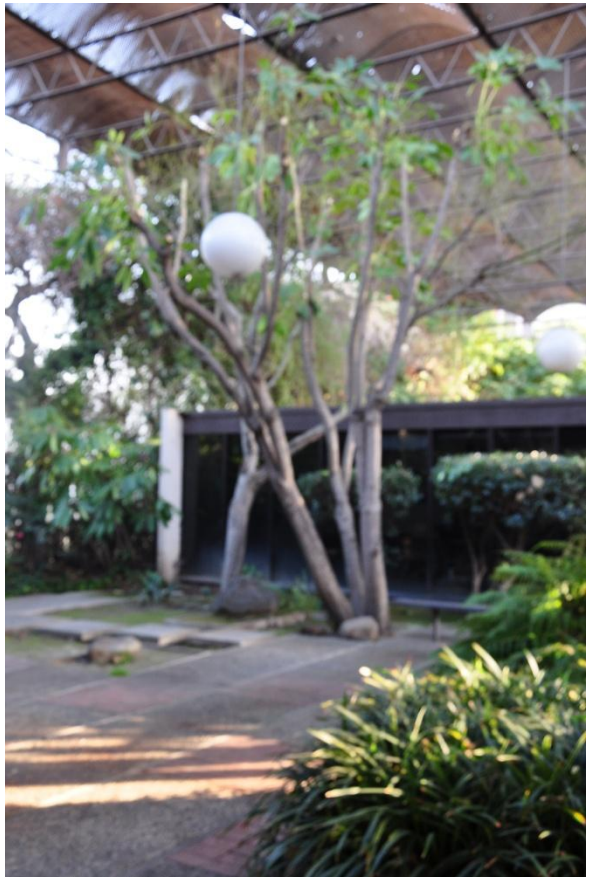


Circa 2013



2025







Circa 2013



2025



2025





2025

Attachment

Work No 7

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Anita To

PROJECT: 1414 Fair Oaks

APPLICATION #:1
PERIOD TO:4/30/19
PROJECT NOS:

Distribution to:
- [X] Owner
- [ ] Const. Mgr
- [ ] Architect
- [ ] Contractor
- [ ]

FROM CONTRACTOR: J Y Construction Inc
722 S Oxford Ave Apt 104
Los Angeles, CA 90005

VIA ARCHITECT:

CONTRACT DATE: 08/15/18

CONTRACT FOR: Exterior Windows Frame and Glass Change

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM----------	$	9,857.74
2. Net change by Change Orders----------$	$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	$	9,857.74
4. TOTAL COMPLETED & STORED TO DATE-$ (Column G on Continuation Sheet)		9,857.74
5. RETAINAGE:		
a. _____ of Completed Work (Columns D+E on Continuation Sheet)	$	
b. _____ of Stored Material (Column F on Continuation Sheet)	$	
Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet--------)	$	
6. TOTAL EARNED LESS RETAINAGE---------- (Line 4 less Line 5 Total)	$	9,857.74
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)----------	$	
8. CURRENT PAYMENT DUE----------	$	9,857.87
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:
By: Jinyoungkoh Date: 5/17/2019

State of: _____
County of: _____
Subscribed and sworn to before me this ____ day of _____

Notary Public: _____
My Commission expires:

CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ---------- $ _____
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:120 W Hellman

APPLICATION NUMBER: 1
APPLICATION DATE: 10-May-19
PERIOD TO: 30-Apr-19
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	% (G/C)	Balance To Finish (C - G)	Retainage
			From Previous Application (D + E)	This Period					
1	Windows Trim & Moulding	$ 4,470.77	$ -	$ 4,470.77		$ 4,470.77	100%	$ -	$ -
2	Extra Lumber Order	$ 484.22	$ -	$ 484.22		$ 484.22	100%	$ -	$ -
3	Bottom Seal Caulking	$ 152.75	$ -	$ 152.75		$ 152.75	100%	$ -	$ -
4	Glass Installation	$ 4,750.00	$ -	$ 4,750.00		$ 4,750.00	100%	$ -	$ -
		$ -	$ -	$ -		$ -		$ -	$ -
		$ -	$ -	$ -		$ -		$ -	$ -
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	SUBTOTALS PAGE 2	$ 9,857.74	$ -	$ 9,857.74	$ -	$ 9,857.74	100%	$ -	$ -

SAROYAN
Generations of Woodworking Expertise

Saroyan Lumber Company, Inc.

6230 So. Alameda St Huntington Park CA 90255
Yard (323) 589-5704 x162 Yard Fax (323) 277-7249
Kevin W. McCabe: KWM@SaroyanLumber.com

QUOTATION

NO. **3878**

Date: **03/06/19**

Rep: **Kevin McCabe**

SOLD TO:
Core Pacific Construction, Inc.
2234 Crenshaw Blvd.
Los Angeles, CA 90016

SHIP TO:
Will Call

Job Name:

Cust Rep: William Kim

SPECIAL INSTRUCTIONS:
Lead time 2 weeks.

LN	QTY	UM	DESCRIPTION	UNIT PRICE	UM	EXTENSION
1	496	LF	5/16 x 1-1/2 C & Btr VG DF S4S Stop Detail Detail A 62/8'	$1.790	LF	$887.84
2	144	LF	1-3/4 x 3-1/2 C & Btr VG DF T-Mould Detail Detail B 18/8'	$9.450	LF	$1,360.80
3	80	LF	1-3/4 x 3-1/2 C & Btr VG DF Detail Detail C 10/8'	$9.450	LF	$756.00
4	72	LF	1-3/4 x 5-1/2 Premium Mixed Sapele Sill Detail Detail D 4/15', 2/6'	$14.590	LF	$1,050.48
5	1	EA	Sales Tax	$415.650	EA	$415.65
6			Please note that footages may vary from what is ordered and you will be billed for all footage shipped. We will try to keep any overages to a minimum.			
7						
			Note: Total does not include shipping and tax if applicable	**TOTAL**		**$4,470.77**

PLEASE REVIEW THIS QUOTATION FOR ACCURACY. Saroyan Lumber to furnish only grades and quantities listed herein. This estimate covers items on this quotation only. Quotations are made for immediate acceptance unless otherwise specified. Any additional purchases will be at rate in effect at that time. All quotations subject to stock on hand at the time of placement of order. Prices subject to change on material not delivered within 45 days of receipt of purchase order. Saroyan Lumber Company is not liable for delays due to circumstances beyond their control.

Quote Form XX Rev 1.3.4.xl

PLEASE SIGN AND DATE

APPROVED BY:_____ DATE:_____

PURCHASE ORDER NO.:_____ REQUESTED DELIVERY DATE: _____

Print date: 03/29/2019
Print time: 2 :39
Print By: DB

DUPLICATE ORDER

OE200X

Order: 160417
03/27/2019

Saroyan Lumber Company
6230 South Alameda Street
Huntington Park
California 90255
(323) 589-5704 Fax (323) 589-2028

SOLD TO
Core Pacific Construction, Inc
2234 Crenshaw Blvd.
Los Angeles CA 90016

SHIP TO
SAME

Remarks :

Customer P.O	Ship VIA	FOB	Terms	SM
Verbal	Your Truck	Will Call	Due on Delivery	KWM

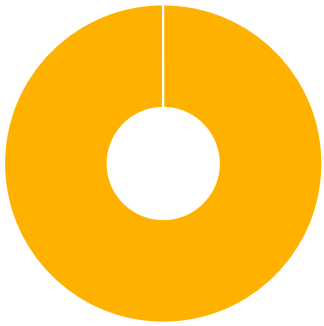
Quantity	Description	Extension	Price	Amount
80 LF	3/4 x 5-1/2 C/Btr VGDF S2S/SM RIP	80 LF	5.4900 LF	439.20

$484.22 Less Deposit of $242.11 = $242.11 Balance Due

Subtotal	439.20
Milling	0.00
Cartage	0.00
Sales Tax	45.02
TOTAL	484.22

Transaction Details Prepared for
Jin Younh Koh
Account Number
XXXX-XXXXXX-35009

Spend By: Category	Filtered By: All Categories



SHOWING YOUR CATEGORIES
Note: Data shown does not include Pending Charges or Payments.

Merchandise & …	$4,954.99
TOTAL:	$4,954.99

DATE	DESCRIPTION	CARD MEMBER	AMOUNT
MAR**14** 2019	**SAROYAN LUMBER COMPANY IN 00-080322919 - HUNTINGTON PK, CA**	WILLIAM KIM	$2,235.00
MAR**25** 2019	**SAROYAN LUMBER COMPANY IN 00-080322919 - HUNTINGTON PK, CA**	WILLIAM KIM	$2,235.77
MAR**27** 2019	**SAROYAN LUMBER COMPANY IN 00-080322919 - HUNTINGTON PK, CA**	WILLIAM KIM	$242.11
MAR**29** 2019	**SAROYAN LUMBER COMPANY IN 00-080322919 - HUNTINGTON PK, CA**	WILLIAM KIM	$242.11

1 - 4 of 4 Transactions

Payments	$0.00
Charges	$4,954.99
Credits	$0.00
Total	**$4,954.99**

Total of Charges and Credits, does not include Previous Balance or Payments

1303

William

INVOICE

FROM
C R LAURENCE COMPANY
2503 E VERNON AVENUE
LOS ANGELES,CA 90058-1826

SHIP TO
0100209877 **COD**
K & S DEVELOPMENT INC
2234 CRENSHAW BL XC
LOS ANGELES CA 90016

BILL TO
0100209877 **COD**
K & S DEVELOPMENT INC
2234 CRENSHAW BL XC
LOS ANGELES CA 90016

CRL US ALUMINUM

crlaurenc
Glazing, Architect
Construction, In
Automotive

INVOICE NUMBER	INVOIC
1623323	03-2

TO PLACE AN ORDER, OR FOR
TO OUR PRODUCTS AND SERVI

crlauren

CALL CRL TOLL FREE AT
(800) 421-6144

FOR ACCESS TO U.S. ALUMINU
CONTACT U.S. ALU

usalur

CALL U.S. ALUMINUM TOLL FREE AT
(800) 262-5151

(800) 421-6144
C. R. LAURENCE INC. #0
2503 E VERNON AVE
LOS ANGELES, CA 90058
03/28/2019 13:23:18
DEBIT CARD
DEBIT SALE

Card # XXXXXXXXXXXX6157
Network: VISA
Chip Card: US DEBIT
AID: A0000000980840
ATC: 01BF
TC: 66FF524DCEB17901
SEQ #: 9
Batch #: 1093
INVOICE 10
Approval Code: 072316
Entry Method: Chip Read
Mode: Issuer

SALE AMOUNT $152.75

THANK YOU FOR YOUR BUSINESS
FROM C. R. LAURENCE INC WILL CALL DEPT

CUSTOMER COPY

CUSTOMER P.O.	SALES ORDER #	DATED	CUSTOMER CONTACT	CUSTOMER PHON
1414 FAIROAKS	L52816	03-28-19	WILLIAM	323-528-131

SHIP VIA	FREIGHT TERMS	PAYMENT TERMS
WILL CALL	FREIGHT COLLECT	C. O. D.

QUANTITY ORDERED	▲ UM	QUANTITY SHIPPED	*	PRODUCT NUMBER	PRODUCT DESCRIPTION	F
30	EA	30		M64BL	M64 MODIFIED POLYURETHANE BLACK CARTRIDGE	
		30			SUBTOTAL	3 14
					CAL SALES TAX	
					LOCAL TAX	152 75

VISIT CRLAURENCE.COM TO SEE SALE PRICES AND NEW PRODUCTS IN OUR LATEST PRODUCT SHOWCASE

PAID
MAR 2 8 2019
VISA

COMMENTS

PKG	WEIGHT	SM	PHON	TKN	ENT	INV	B.O. ON	DATE	TAXABLE	NON-TAXABLE
1	1	H01	NO	N03	N03	N07			139.50	.00

▲ UNIT OF MEASURE ABBREVIATIONS

BG - BAG
BX - BOX
CS - CASE
CT - CARTON
DZ - DOZEN
EA - EACH
FT - FOOT
GL - GALLON
IN - INCH
LB - POUND
PK - PACKAGE
PR - PAIR
PT - PINT
QT - QUART
RL - ROLL
SL - STOCK LENGTH
ST - SET
YD - YARD

* SYMBOLS

AD - ADDED QUANTITY
BO - BACK ORDERED
CA - CANCELLED; REORDER
CC - CONSIDERED COMPLETE
DI - DISCONTINUED ITEM
EE - ENTRY ERROR
NS - NO STOCK; CANCELLED
PC - PRICE CHANGE
WC - CRL CANCELLED
XC - CUSTOMER CANCELLED

SHIPPING CLAIMS

Verify the Shipping Claim Policy Statement with Customer Service

REMIT PAYMENT TO:
C.R. LAURENCE CO., INC.
P.O.BOX 58923
LOS ANGELES, CA
90058-0923

OR PAY YOUR BILL ONLINE AT
crlaurence.com

FOR ACCOUNT INFORMATION, OR TO MAKE PAYMENTS, VISIT OUR WEB SITE AT crlaurence.com, OR CALL OUR TOLL FREE NUMBER AND ASK FOR EXT. 5276

AVTR019 PR22Jav Rev04/19

Hangil glass

17517 S Broaway Carson CA 90248 C- 17 948840
Tel: 424-329-3707 Fax:424-329-3717 cell:310-753-9103 www.hangilglass.com email: hangilglass@yahoo.com

ESTIMATES : Glass

PROPOSAL SUBMITTED TO	P.O#	Date
JY Contractor Inc	JY-1414-1	4-3-2019
JOB LOCATION : STREET	**CITY, STATE, AND ZIP CODE**	
1414 Fair Oaks Ave	South Pasadena CA 91030	

DESCRIPTION	*QUANTITY*	*UNIT PRICE*	*LINE TOTAL*
1/4" Grey Temper Glass			
32" X 89-1/4"	17	$230	$3,910
23" X 89-1/4"	4	$210	$840
Total			
Gland Total			$4,750

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR-COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:

Four Thousand, Seven Hundred Fifty **DOLLARS**

PAYMENT TO BE MADE AS FOLLOWS :

10 / 40 / 30 / 10 / 10

All material is guaranteed to be as specified. All work to be completed in a workmanlike according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN ____**30**_____ DAYS.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

Hangil glass

17517 S Broaway Carson CA 90248 C- 17 948840
Tel: 424-329-3707 Fax:424-329-3717 cell:310-753-9103 www.hangilglass.com email: hangilglass@yahoo.com

ESTIMATES : Glass

PROPOSAL SUBMITTED TO	P.O#	Date
JY Contractor Inc	JY-1414	3-8-2019
JOB LOCATION : STREET	**CITY, STATE, AND ZIP CODE**	
1414 Fair Oaks Ave	South Pasadena CA 91030	

DESCRIPTION	*QUANTITY*	*UNIT PRICE*	*LINE TOTAL*
1/4" Clear Temper Glass			
32" X 89-1/4"	17	$180	$3,060
23" X 89-1/4"	4	$150	$600
Grey			
Total			
Gland Total			$3,660

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR-COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:

Three Thousand, Six Hundred Sixty **DOLLARS**

$2,000 paid JY #2253

PAYMENT TO BE MADE AS FOLLOWS :

10 / 40 / 30 / 10 / 10

All material is guaranteed to be as specified. All work to be completed in a workmanlike according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN ____**30**_____ DAYS.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

Hangil Glass

INVOICE

c-17 948840
17517 S Broaway
Carson CA 90248
Phone:(424)329 3707 Fax:(424)329 3717 email address hangilglass@yahoo.com

DATE: 4/17/2019
Invoice#: 41719

Bill To:
JY Construction INC
1414 Fair Oaks Ave
South Pasadena CA 91030

Ship To:

DESCRIPTION	QUANTITY	UNIT PRICE	LINE TOTAL
1/4" Grey Temper Glass	21		4,750
Received			2,000
Request			2,750
Balance			0

Bank of America Online Banking

Business Advantage Chk - 8109: Account Activity Transaction Details

Check number: 00000002253

Post date: 04/09/2019

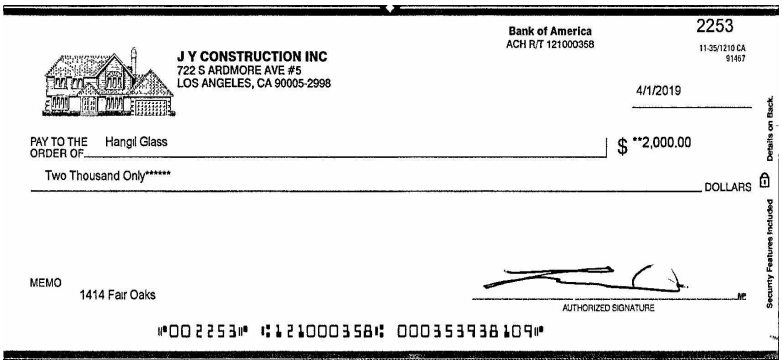
Amount: -2,000.00

Type: Check

Description: Check

Merchant name: Check

Transaction category: Uncategorized: Pending



Bank of America
ACH R/T 121000358

2253
11-35/1210 CA
91467

J Y CONSTRUCTION INC
722 S ARDMORE AVE #5
LOS ANGELES, CA 90005-2998

4/1/2019

PAY TO THE ORDER OF Hangil Glass $ **2,000.00

Two Thousand Only****** DOLLARS

Details on Back.

Security Features Included

MEMO 1414 Fair Oaks

AUTHORIZED SIGNATURE

⑈002253⑈ ⑆121000358⑆ 000353938109⑈



3416833 Mark Logan

Evolve Bank & Trust
For Deposit Only
4/8/2019

9969

Bank of America Online Banking

Business Advantage Chk - 8109: Account Activity Transaction Details

Check number: 00000002261

Post date: 05/15/2019

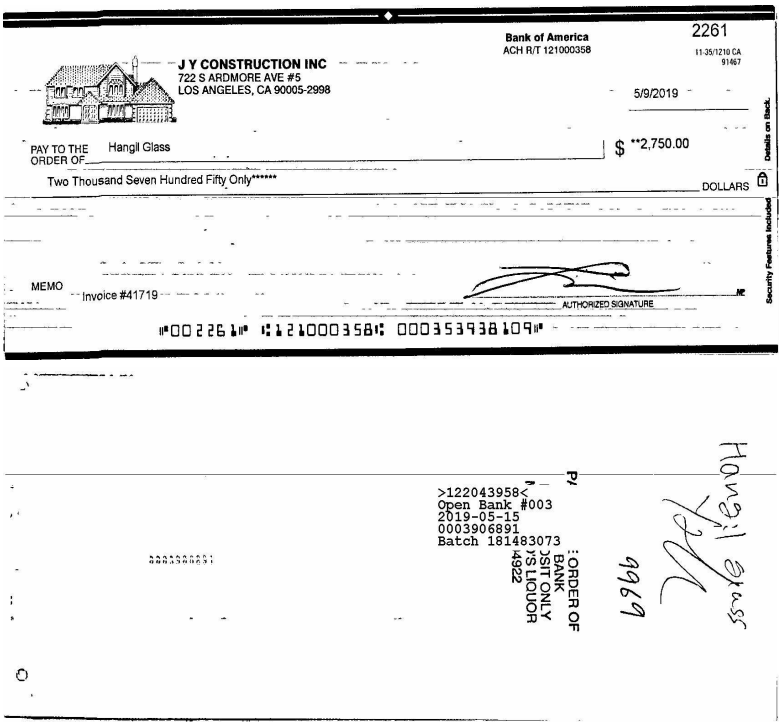
Amount: -2,750.00

Type: Check

Description: Check

Merchant name: Check

Transaction category: Cash, Checks & Misc: Checks







Attachment

Work No 9

Invoice

 # 2024-677-4

December 6, 2024

Amando's Roofing, Inc.
3148 Syracuse Avenue
Baldwin Park, CA 91706
License #936766
Phone # (714) 805-0414

Customer: **Fair Oaks Professional Group**
1414 Fair Oaks Avenue, #12
South Pasadena, CA 91030

BALANCE DUE

$14,093.25

Notes: Install Carlisle TPO Single Ply System over existing roofing

Job Address: 1414 Fair Oaks Ave., Unit #1A, 1B, 6, 7, 11 & 12, S. Pasadena, CA 91030

Item Description	Quantity	Price Per	Total
Signed Contract			$36,050.00
Permit Fees – City of South Pasadena			$1,248.25
Net Contract			$37,298.25
Payments Received			<$23,205.00>
Balance due and payable			$14,093.25
		TOTAL	$14,093.25

Make all checks payable to Amando's Roofing Inc.

Thank for your business!

Invoice

 # 2024-677-2

November 21, 2024

Amando's Roofing, Inc.
3148 Syracuse Avenue
Baldwin Park, CA 91706
License #936766
Phone # (714) 805-0414

Customer: **Fair Oaks Professional Group**
1414 Fair Oaks Avenue, #12
South Pasadena, CA 91030

BALANCE DUE

$9,800.00

Notes: Install Carlisle TPO Single Ply System over existing roofing

Job Address: 1414 Fair Oaks Ave., Unit #1A, 1B, 6, 7, 11 & 12, S. Pasadena, CA 91030

Item Description	Quantity	Price Per	Total
Signed Contract - $36,050.00			
Progress Payment			$9,800.00
TOTAL DUE AND PAYABLE			$9,800.00
		TOTAL	$9,800.00

Make all checks payable to Amando's Roofing Inc.

Thank for your business!

Invoice

 # 2024-677-3

December 2, 2024

Amando's Roofing, Inc.
3148 Syracuse Avenue
Baldwin Park, CA 91706
License #936766
Phone # (714) 805-0414

Customer: **Fair Oaks Professional Group**
1414 Fair Oaks Avenue, #12
South Pasadena, CA 91030

BALANCE DUE

$9,800.00

Notes: Install Carlisle TPO Single Ply System over existing roofing

Job Address: 1414 Fair Oaks Ave., Unit #1A, 1B, 6, 7, 11 & 12, S. Pasadena, CA 91030

Item Description	Quantity	Price Per	Total
Signed Contract - $36,050.00			
Progress Payment			$9,800.00
TOTAL DUE AND PAYABLE			$9,800.00
		TOTAL	$9,800.00

Make all checks payable to Amando's Roofing Inc.

Thank for your business!

BANK ACCOUNT East West Bank

ENDING BALANCE **160,424.36**

NO. 2687

DATE 10/29/2024

PAY TO THE ORDER OF Amando's Roofing, Inc

$ 3,605.00

Three thousand six hundred five and 00/100* DOLLARS

ADDRESS

Amando's Roofing, Inc
3148 Syracuse Avenue
Baldwin Park, Ca. 91706

MEMO Inv#2024-677-1

Expenses $3,605.00 | Items $0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE
Building Repairs & Maintenance:Ro...	3,605.00	Unit 1a&b, 6,7, 11,12		

Invoice

 # 2024-677-1

October 29, 2024

Amando's Roofing, Inc.
3148 Syracuse Avenue
Baldwin Park, CA 91706
License #936766
Phone # (714) 805-0414

Customer: **Fair Oaks Professional Group**
1414 Fair Oaks Avenue, #12
South Pasadena, CA 91030

BALANCE DUE

$3,605.00

Notes: Install Carlisle TPO Single Ply System over existing roofing

Job Address: 1414 Fair Oaks Ave., Unit #1A, 1B, 6, 7, 11 & 12, S. Pasadena, CA 91030

Item Description	Quantity	Price Per	Total
Signed Contract - $36,050.00			
Deposit 10%			$3,605.00
TOTAL DUE AND PAYABLE			$3,605.00
		TOTAL	$3,605.00

Make all checks payable to Amando's Roofing Inc.

Thank for your business!

CITY OF SOUTH PASADENA

1414 Mission Street
South Pasadena, CA 91030
Office Phone Number: (626) 403-7220
Inspection Request: inspectionrequest@southpasadenaca.gov

REROOF INSPECTION RECORD

Address: 1414 FAIR OAKS #1A #1B
Permit No.: RRF24-0200 Date: 11/6/2024

☐ Reroof Over Existing ☐ Tear-Off and Reroof
☐ New Plywood and Roof ☐ Metal Roof o/Existing
☐ Other _____

NO	INSPECTION	DATE	INSPECTOR
	REQUIRED REROOF INSPECTIONS AND APPROVALS		
R1	Preroof, Tear Off, or Sheathing	11/19/24	
R2	Final Inspection	12/9/24	

← **DO NOT COVER THE ROOF UNTIL THIS ROW IS SIGNED.**

Office Hours

7:30 am to 6:00 pm Monday through Thursday

Inspection Requirements

Inspection and approval shall be made by the City of South Pasadena Building Division ***before*** the new roof covering is applied.

It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the City of South Pasadena shall be liable for expenses entailed in the removal or replacement of any material required to allow inspection.

Dumpster Requirements

A separate permit is required to be obtained from the City of South Pasadena Public Works Department for dumpsters located in the public right-of-way.

Dumpsters can only be set from the company the City contracts with for refuse disposal. Contact the Public Works Department for additional information at (626) 403-7240 for additional information.

Roofing Requirements

Roofing materials and methods of application shall comply with the manufacturer's installation requirements and the following guidelines. The building official ***may*** allow existing roof coverings to remain when inspection by the City of South Pasadena Building Division ***prior to covering*** reveals the following:

a) There is only one existing roof covering on the structure. A maximum of two existing roof coverings ***may*** be permitted when the original roof covering(s) are any combination of wood or asphalt shingle, and the roof slopes at 4-and-12 or greater. **Only one roof covering is permitted on Unreinforced Masonry Buildings.**

b) The structural design is sufficient to sustain the weight of an additional roof.

c) The existing roof is securely attached to the deck.

d) The visible roof covering is still sound and/or the exposed roof deck is not rotted and is structurally sound.

e) Existing insulation located immediately below the roof covering is not water soaked.

Plywood Installation and Nailing Requirements

Where plywood is installed over existing spaced sheathing, plywood panel joints shall occur over a rafter. Nails shall be spaced 12" on center at each rafter.

Where panel edges that are parallel to the rafters do not occur over a rafter, nails shall be driven at 6 inches on center maximum spacing along each such edge and through the sheathing boards.

CITY OF SOUTH PASADENA

1414 Mission Street
South Pasadena, CA 91030
Office Phone Number: (626) 403-7230

Inspection Request: inspections@southpasadenaca.gov

REROOF INSPECTION RECORD

Address: 1414 FAIR OAKS #6

Permit No.: RRF24-0202 Date: 11/6/2024

☐ Reroof Over Existing ☐ Tear-Off and Reroof
☐ New Plywood and Roof ☐ Metal Roof o/Existing
☐ Other _____

NO	INSPECTION	DATE	INSPECTOR
	REQUIRED REROOF INSPECTIONS AND APPROVALS		
R1	Partial Tear Off or Sheathing	11/6	
R2	Final Inspection	12/4	

← **DO NOT COVER THE ROOF UNTIL THIS ROW IS SIGNED.**

Office Hours

7:30 am to 6:00 pm Monday through Thursday

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CITY OF SOUTH PASADENA

1414 Mission Street

South Pasadena, CA 91030

Office Phone Number: (626) 403-7220

Inspection Request: inspectionrequest@southpasadenaca.gov

REROOF INSPECTION RECORD

Address: 1414 FAIR OAKS #7

Permit No.: RRF24-0203 Date: 11/6/2024

☐ Reroof Over Existing ☐ Tear-Off and Reroof

☐ New Plywood and Roof ☐ Metal Roof o/Existing

☐ Other: _____

NO	INSPECTION	DATE	INSPECTOR
REQUIRED REROOF INSPECTIONS AND APPROVALS			
R1	Permit, Site O/E or Sheathing	11/19/24	
R2	Final Inspection	11/19/24	

← DO NOT COVER THE ROOF UNTIL THIS ROW IS SIGNED.

Office Hours

7:30 am to 4:00 pm Monday through Thursday

Inspection Requirements

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Roofing Requirements

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Invoice

 # 2024-677-4

December 6, 2024

Amando's Roofing, Inc.
3148 Syracuse Avenue
Baldwin Park, CA 91706
License #936766
Phone # (714) 805-0414

Customer: **Fair Oaks Professional Group**
1414 Fair Oaks Avenue, #12
South Pasadena, CA 91030

BALANCE DUE

$14,093.25

Notes: Install Carlisle TPO Single Ply System over existing roofing

Job Address: 1414 Fair Oaks Ave., Unit #1A, 1B, 6, 7, 11 & 12, S. Pasadena, CA 91030

Item Description	Quantity	Price Per	Total
Signed Contract			$36,050.00
Permit Fees – City of South Pasadena			$1,248.25
Net Contract			$37,298.25
Payments Received			<$23,205.00>
Balance due and payable			$14,093.25
		TOTAL	$14,093.25

Make all checks payable to Amando's Roofing Inc.

Thank for your business!

Invoice

 # 2024-677-2

November 21, 2024

Amando's Roofing, Inc.
3148 Syracuse Avenue
Baldwin Park, CA 91706
License #936766
Phone # (714) 805-0414

Customer: **Fair Oaks Professional Group**
1414 Fair Oaks Avenue, #12
South Pasadena, CA 91030

BALANCE DUE

$9,800.00

Notes: Install Carlisle TPO Single Ply System over existing roofing

Job Address: 1414 Fair Oaks Ave., Unit #1A, 1B, 6, 7, 11 & 12, S. Pasadena, CA 91030

Item Description	Quantity	Price Per	Total
Signed Contract - $36,050.00			
Progress Payment			$9,800.00
TOTAL DUE AND PAYABLE			$9,800.00
		TOTAL	$9,800.00

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Invoice

 # 2024-677-3

December 2, 2024

Amando's Roofing, Inc.
3148 Syracuse Avenue
Baldwin Park, CA 91706
License #936766
Phone # (714) 805-0414

Customer: **Fair Oaks Professional Group**
1414 Fair Oaks Avenue, #12
South Pasadena, CA 91030

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Thank for your business!

BANK ACCOUNT East West Bank

ENDING BALANCE **160,424.36**

NO. 2687

DATE 10/29/2024

PAY TO THE ORDER OF Amando's Roofing, Inc

$ 3,605.00

Three thousand six hundred five and 00/100* DOLLARS

ADDRESS

Amando's Roofing, Inc
3148 Syracuse Avenue
Baldwin Park, Ca. 91706

MEMO Inv#2024-677-1

Expenses $3,605.00 | Items $0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE
Building Repairs & Maintenance:Ro...	3,605.00	Unit 1a&b, 6,7, 11,12		

1323

Invoice

2024-677-1

October 29, 2024

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Thank for your business!

CITY OF SOUTH PASADENA

1414 Mission Street
South Pasadena, CA 91030
Office Phone Number: (626) 403-7220
Inspection Request: inspectionrequest@southpasadenaca.gov

REROOF INSPECTION RECORD

Address: 1414 FAIR OAKS #1A #1B
Permit No.: RRF24-0200 Date: 11/6/2024

☐ Reroof Over Existing ☐ Tear-Off and Reroof
☐ New Plywood and Roof ☐ Metal Roof o/Existing
☐ Other _____

NO	INSPECTION	DATE	INSPECTOR
	REQUIRED REROOF INSPECTIONS AND APPROVALS		
R1	Preroof, Tear Off, or Sheathing	11/19/24	
R2	Final Inspection	12/9/24	

← **DO NOT COVER THE ROOF UNTIL THIS ROW IS SIGNED.**

Office Hours

7:30 am to 6:00 pm Monday through Thursday

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CITY OF SOUTH PASADENA

1414 Mission Street
South Pasadena, CA 91030
Office Phone Number: (626) 403-7230

Inspection Request: inspections@southpasadenaca.gov

REROOF INSPECTION RECORD

Address: 1414 FAIR OAKS #6
Permit No.: RRF24-0202 Date: 11/6/2024
☐ Reroof Over Existing ☐ Tear-Off and Reroof
☐ New Plywood and Roof ☐ Metal Roof o/Existing
☐ Other

NO	INSPECTION	DATE	INSPECTOR
REQUIRED REROOF INSPECTIONS AND APPROVALS			
R1	Partial Tear Off, or Sheathing	11/6	
R2	Final Inspection	12/9	

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1414 Mission Street
South Pasadena, CA 91030
Office Phone Number: (626) 403-7220
Inspection Request: inspectionrequest@southpasadenaca.gov

REROOF INSPECTION RECORD

Address: 1414 FAIR OAKS #7
Permit No.: RRF24-0203 Date: 11/6/2024
☐ Reroof Over Existing ☐ Tear-Off and Reroof
☐ New Plywood and Roof ☐ Metal Roof o/Existing
☐ Other: _____

NO	INSPECTION	DATE	INSPECTOR
REQUIRED REROOF INSPECTIONS AND APPROVALS			
R1	Permit, Site O/E or Sheathing	11/19/24	
R2	Final Inspection	12/9/24	

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PROPERTY ADDRESS:

919 Columbia Street

Shirin Karimi and Michael Webb
919 Columbia St
South Pasadena, CA 91030
2/24/2026

City of South Pasadena Planning Dept
Re: Mills Act Rehabilitation Plan – 919 Columbia
1414 Mission St.
South Pasadena CA, 91030

Attn: Planning Department/Michael Donovan

Dear City of South Pasadena Planning Dept:

This letter is in response to the letter received regarding Rehabilitation Plan for our home at 919 Columbia Street in South Pasadena. Please see list of items noted in the plan letter needing attention with date of completion.

Please know that we've made significant investments, improvements, and have completed many items related to the rehabilitation of our home since we started living here in 2015. Upon moving in we had to make several fundamental improvements to the property to make it first and foremost safe and livable for our family, as well as a functional property.

Phase I:

Exterior

1. Roof – complete. The roof was replaced/rehabilitated with appropriate to code roofing material – date 4/11/2025
2. Shingle work – complete. We will resend photos.
3. Prep/paint – September 2028. This will be a priority issue in the plan.
    a. As part of paint, we will repair and replace several architectural elements that were likely removed in the 1920s
        i. Fabricate and replace missing arches beneath the front eaves (arches exist along the sides of the house for easy replication)
        ii. This maybe Phase II work, but it is appropriate to do while painting prep is carried out
    b. Repair or replace lattice work in the gables
    c. Repair or replace wood trim prior to painting

Interior

1. Repair/replace all deteriorating walls – complete. No interior walls need repair or replacement.
2. Paint and/or wallpaper with period appropriate colors and patterns. Most of the interior has been painted in period colors now. We will resend photos.

Phase II:

1. Gables – recreate/rebuild two rooftop gables to match original. May of 2033 – this will take significant planning, engineering, and work. We will need to source the appropriate builder for this job. We will need to assess full cost of this project.
2. Miscellaneous maintenance and repair – on-going. There are several items that need to be addressed: pitched roof molding repair (prep for paint), front porch brick fascia repair, front porch trim repair, attic window re-glazing, etc. Significant recent wet and windy seasons have posed some maintenance challenges. To be completed by May 2028.

Please note that work is on-going as we take a measured approach to rehabilitating the property.

Sincerely,

Shirin Karimi and Michael Webb

C – 323.540.0233 / mikecfwebb@gmail.com
C – 323.839-1034 / shirinkarimi@sbcglobal.net

PROPERTY ADDRESS:

325 Monterey Road

325 Monterey Rd. South Pasadena, CA
Rehabilitation Work Plan

Owners:
Stephanie Kwong | 646.831.1336 | kwong.ste@gmail.com
Sam Sleeper | 303.882.6427 | samsleeper@gmail.com

Community Development Team,

We purchased the home in July of 2025, and as updated in the work plan status document, intend to complete most of the remaining items in 2026.

Before and after photos included as available, please note before photos were sourced from prior reports, prior owners as available, however we were not familiar with the project and therefore don't have complete information on the state of each item prior to work completed 2014 - 2025.

Please let us know if any additional information is needed, we look forward to working together to continue restoring this historic property.

Thanks!
Stephanie and Sam

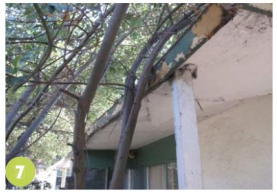
Work Item No.	Scope of Work	Original Completion Date	Status	Expected Completion	Cost (based on initial estimate)	Comments	Images	Building Permit
1	Building Exterior | Wall Panels | Repair Holes | Fill holes with resin-based filler	2014	Complete	-	$2,000	-	Refer to Attachments (A1)	N/A
2	Building Exterior | Wall Panels | Consolidate Panels | Drill & Inject adhesive, apply new metal where needed	2014	Complete	-	$6,750	-	Refer to Attachments (A1)	N/A
3	Building Exterior | Wall Panels | Remove Conduit | Remove exterior surface mounted conduit; Repair holes in panels	2014	Complete	-	$3,200	-	Refer to Attachments (A1)	N/A
4	Building Exterior | Wall Panels | Corner Cover | Repair or replace detached corner cover	2016	Complete	-	$675	-	Refer to Attachments (A1)	N/A
5	Building Exterior | Paint | Prepare Panel Surface | Prepare aluminum surface for paint coatings	2016	Incomplete	Q3 2026	$1,250	Currently working through bids, anticipate working with city for permitting in Q2 2026 and complete by end of Q3 2026	-	N/A
6	Building Exterior | Paint | Paint Panel Surface | Prime and paint per original colors	2014	Incomplete	Q3 2026	$4,750	#5 & #6 will be completed together	-	N/A
7	Building Exterior | Paint | Prepare Windows | Sand & Strip to sound surface	2014	Complete	-	$2,000	-	Refer to Attachments (A2)	N/A
8	Building Exterior | Paint | Paint Windows | Paint Window Frame	2019	Complete	-	$2,000	-	Refer to Attachments (A2)	N/A
9	Building Exterior | Doors | Replace Doors | Replace existing south and east elevation doors and screen doors	2016	Incomplete	Q3 2026	$3,000	East facing door complete by prior owners, working on South facing door replacement and screen door installation	-	N/A
10	Building Exterior | Roof | Repair damaged eve | Repair or replace damaged northeast eve in-kind with new aluminum sheet metal	2014	Complete	-	$6,750	-	Refer to Attachments (A3)	N/A
11	Building Exterior | Roof | Replace roofing | Remove existing membrane roof. Prepare surface. Install new roofing.	2016	Complete	-	$9,600	-	Refer to Attachments (A3)	N/A
12	Building Exterior | Roof | Clean and repair existing gutters | Remove, strip paint, replace damaged, and reinstall gutters	2014	Complete	-	$2,500	-	Refer to Attachments (A3)	N/A
13	Building Exterior | Windows | Replace glass | Replace chipped and cracked glass panels with new	2014	Complete	-	$3,500	Cannot find photos of original cracked glass - all windows are in good condition with no cracks or chips	-	N/A
14	Building Interior | Kitchen | Repair original Sink | Reglaze sink, replace faucet with period appropriate	2014	Complete	-	$950	-	Refer to Attachments (A4)	N/A

Work Item No.	Scope of Work	Original Completion Date	Status	Expected Completion	Cost (based on initial estimate)	Comments	Images	Building Permit
15	Building Interior | Bathroom | Repair Wall Panels | Repair or replace in kind water damaged wall panels	2014	Complete	-	$900	-	Refer to Attachments (A5)	N/A
16	Building Interior | Bathroom | Shower Liner | Install shower liner to blend with panels. Install new peiod appropriate fittings.	2014	Complete	-	$1,200	-	Refer to Attachments (A5)	N/A
17	Building Interior | Bathroom | Repair original tub | Reglaze and reseal seal tub and shower. Install new period appropriate fittings.	2014	Complete	-	$1,000	-	Refer to Attachments (A5)	N/A
18	Building Interior | Bathroom | Repair original sink | Reglaze sink, replace faucet with period appropriate	2014	Complete	-	$500	-	Refer to Attachments (A5)	N/A
19	Building Interior | Ceiling | Ceiling | Repair ceiling / roof panels	2014	Complete	-	$2,000	-	Refer to Attachments (A6)	N/A
20	MEP | Replace HVAC | Replace HVAC | Remove existing and provide new furnace. Add AC condenser and coil.	2014	Complete	-	$8,575	-	Refer to Attachments (A7)	N/A
21	MEP | Remove Conduit | Remove Conduit | Remove surface-mounted conduit and re-rout new wiring through original pathways built into aluminum panels	2016	Complete	-	$5,000	-	Refer to Attachments (A8)	N/A
22	Site | Site | Stabilize original garden wall | At remaining alumnium p[anel "garden wall", consolidate panels and patch holes.	2016	Incomplete	Q4 2026	$1,500	Half of wall was removed - remaining half to be restored	-	N/A
23	Site | Site | Paint original garden wall | Strip existing textured coating. Prepare and paint aluminum surfaces.	2019	Incomplete	Q4 2026	$1,080	Restore or replace garden wall	-	N/A
24	Site | Site | Repair original garden storage locker | Remove, salvage, and reset original garden storage locker on new foundation.	2019	Incomplete	Q4 2026	$1,475	Garden Storage locker to be moved and restored	-	N/A
25	Site | Site | Paint original Garden Storage Locker | Strip existing textured coating. Prepare and paint aluminum surfaces.	2014	Incomplete	Q4 2026	$500	#24 & #25 will be completed as 1 project	-	N/A
26	Site | Site | Landscape | Remove trees and stumps damaging house and garden wall.	2016	Complete	-	$6,500	-	Refer to Attachments (A9)	N/A
27	Site | Site | Landscape | Re-grade around site to promote water drainage away from building.	2023	Incomplete	Q4 2026	$4,775	No water issues have been noted - will work with appropriate contractors to explore	-	N/A
28	Site | Site | General | Streetscape improvements. Repair concrete retaining wall and clean-up parkway.	2023	Complete	-	$5,000	-	Refer to Attachments (A10)	N/A

Work Item No.	Scope of Work	Original Completion Date	Status	Expected Completion	Cost (based on initial estimate)	Comments	Images	Building Permit
29	Maintenance | Annual | Wall Panels | Annual Inspection and patching of wall panels	2023	Ongoing	Annual	$1,420	Ongoing - maintenance	-	N/A
30	Maintenance | Annual | Roof & Gutters | Annual inspection and patching of roofing and gutters	2023	Ongoing	Annual	$1,420	Ongoing - maintenance	-	N/A
31	Maintenance | Bi-monthly | Landscape | Prune Vegetation away from aluminum panel structures. Maintain grades to drain away from house	2014	Ongoing	Bi-Monthly	$4,260	Ongoing - spent $3k in last year on landscaping, primarily pruning vegetation / trees away from foundation and roof. $160 per month currently on maintenance of landscaping.	-	N/A

A1: Building Exterior

Before















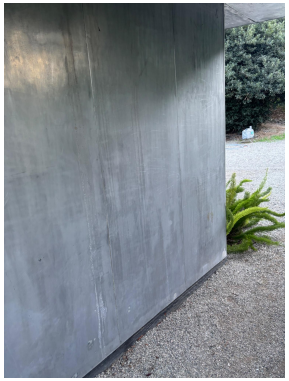
After









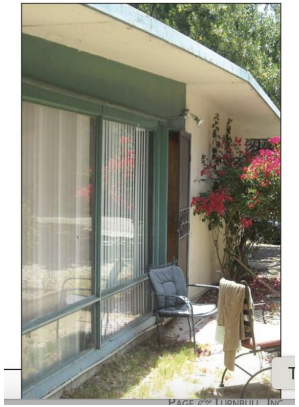




A2 - Building Exterior Window Frames

Before





After







1337

A3 - Building Exterior Roof

Before








After





A4 - Building Interior | Kitchen

Before





After



A5 - Building Interior | Bathroom

Before



After



(2) No visible signs of deficiencies were observed at the bathroom walls and bathtub.



5.4 Item 3(Picture)



5.4 Item 4(Picture)



5.4 Item 5(Picture)



5.4 Item 6(Picture)

A6 - Building Interior | Ceiling

Before

After









A6 - MEP | HVAC

Before

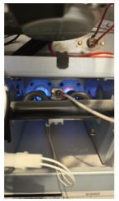
EXISTING CONDITIONS

- Non-functioning air conditioning and heat.

After



(3) Burners appear to be in good condition.



10.0 Item 3(Picture)

(4) No visible signs of leaks at the evaporator.



10.0 Item 4(Picture)



10.0 Item 5(Picture)

A8 - MEP | Electrical Conduit Removal

Before

BUILDING ELECTRICAL/LIGHTING

EXISTING CONDITIONS

- Inappropriate wiring and conduit on exterior of building.
- Outdated wiring, outlets and inappropriate lighting

PROPOSED TREATMENTS

The following treatments are proposed:

- Remove surface-mounted conduit and re-rout new wiring through original pathways built into aluminum panels.
- Replace bathroom light fixture
- Replace existing electrical outlets & covers
- Replace built-in stereo system speakers in living room
- Replace under cabinet lighting in kitchen
- Add smoke detectors

APPLICABLE STANDARDS

The *Secretary of the Interior's Gudielines for Rehabilitation* recommend the following treatments of historic electrical systems:

- Identifying, retaining, and preserving visible features of early mechanical systems that are important in defining the overall historic character of the building such as radiators, vents, grilles, plumbing fixtures, switch plates, and lights

After







A9 - Site | Tree / Stump Removal

Before



After



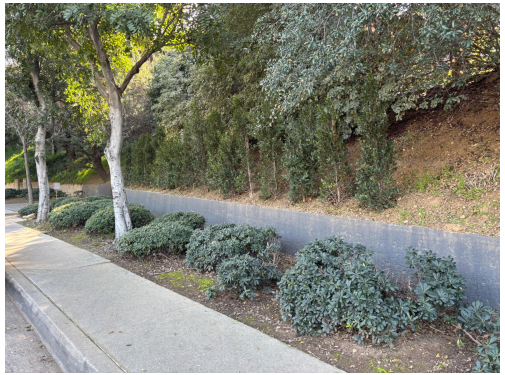
A9 - Site | Streetscape

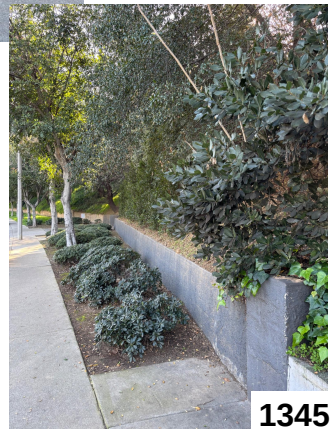
Before



After







PROPERTY ADDRESS:

1414 Fair Oaks Avenue

Feature	Location	Scope of Work	Schedule
Metal Canopy	Above structure Building A, C, and D	Alternatives, to be explored through further testing, for consideration in order of preference: 1. Remove, sandblast, galvanize or coat original expanded metal panels, and reinstall	Due to financial constraint and tenants' schedule, we have no schedule for this item.
Wood Canopy (central)	Wood Canopy over central walkway	Reconstruct missing canopy using documentary photo	Due to financial constraint and tenants' schedule, we have no schedule for this item.
Wood window frames and mullions	Building D	Remove sheet metal covering and repair or replace wood frames, sash and mullions in kind.	2026 or 2027
Hardscape	Concrete block retaining wall at north edge or property	Repair damaged concrete block retaining wall at sidewalk. Replace custom integrally colored red blocks in kind	Have not found artisan who can reproduce the blocks yet. Will continue the search and repair when blocks can be reproduced.
Wood Feature	Window frames; Lintels and sills; stairs; wood benches	Annual inspection to mitigate deterioration from weathering, dry rot and termite damage. Repair and paint as needed. Treatment to include: use wood filler to repair damage, sand and paint. Will follow original details to replicate materials and construction method.	Inspect periodically. Replace as needed. Building A and C were done in 2014 & 2019.
Light fixtures	Hanging globe fixtures throughout the property	Repair or replace broken fixtures in kind as needed.	Have not found the like kind yet. Replace as needed.
Exterior cement plaster cladding	All buildings	Repair and paint as needed.	Inspect periodically, repair as needed.

		Treatment to include Remove bio growth or plant overgrowth, patch plaster if necessary	
roof	All building	Repair as needed . Original scuppers should be preserve. Treatment to include: Remove leaves and debris annually. Clean gutters and drains annually	Inspect annually, repair as needed. Building B roof was replaced in 2017. Building A, C and D were replaced in 2024
Hardscape	Exposed aggregate poured in place concrete pavers, concrete slab and brick pavers throughout the property.	Replace concrete pavers or replace in kind as needed. Replace wood spacers as needed.	This was done in 2014 and 2016. This is part of an ongoing maintenance plan. We replace and repair as needed.
Landscape	Throughout the property	Following maintenance recommendation in landscape plan.	Major rehabilitation with permit were done in 2016. This is part of an ongoing maintenance plan.
Irrigation	Throughout the property	Monitor water spray from irrigation system to prevent bio growth on cement plaster cladding.	Provide proper drainage to prevent water eroding foundation walls. Hydrojet is scheduled every year.

PROPERTY ADDRESS:

851 Lyndon Street

2025 PROGRESS REPORT

Mr. & Mrs. Peter A. Knight

851 Lyndon Street
South Pasadena, CA 91030
(310) 738-5278
peteraknight@me.com
samanthaknightjewelry@gmail.com

Michael Donovan and Dean Flores
City of South Pasadena
Planning & Building Department
1414 Mission Street
South Pasadena, CA 91030

July 7, 2025

Dear Mr. Donovan and Mr. Flores:

Accompanying this letter are all the requested materials for the Mills Act progress update for our home, 851 Lyndon Street, the Wynyate Estate.

Debi Howell-Ardila assisted us in the preparation of these materials. (As you know, in 2009/2010, Debi prepared our original Mills Act application and rehabilitation plans.)

The Mills Act program has been a great help to us. We've completed everything in our work plan except for one project (due to the need to divert those resources elsewhere, in fire/life safety upgrades for the property; when a fire broke out on our property, we learned the hard way that it could not be accessed by emergency vehicles).

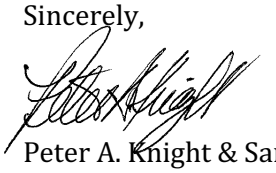
Our completed, capitalized projects have included:

1. Structural upgrades and seismic retrofitting and repairs
2. Repairs to the roof, which was leaking extensively, and re-sheathing in code-compliance cedar shingles
3. Repairs and repainting of deteriorated wood features and sheathing on the exterior
4. Repairs and stabilization of river stone walkway and stairs

We realize that maintaining and preserving a historic property is challenging, but it is a challenge we have embraced, as we hope is evident from this report.

Thank you in advance for your consideration.

Sincerely,



Peter A. Knight & Samantha Knight





Mills Act Progress Report

Wynyate Estate

851 Lyndon Street, South Pasadena

Prepared for:
City of South Pasadena
Department of Planning and Building
South Pasadena, CA 91030

Prepared by:
Debi Howell-Ardila, MHP
Peter and Samantha Knight
851 Lyndon Street
South Pasadena, CA 91030

July 2025

Mills Act Progress Report, Wynyate Estate
851 Lyndon Street, South Pasadena

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2 Mills Act Workplan Progress (Table 1) 4

Appendices

A: Available Receipts, Invoices, and Estimates

A.1: Photographic Overview of Available Before and After Conditions

A.2: Building Permits

B: Los Angeles County Mills Act Records of Assessed Value

C: Original Mills Act Application, 2010

D: Mills Act Progress Update, 851 Lyndon Street, 7 January 2015, Peter and Samantha Knight

E: Original Landmark Designation, 1972

Project Objective, Mills Act Contract, 851 Lyndon Street

This document responds to the City of South Pasadena (City) requests for a Mills Act Progress Report for 851 Lyndon Street in South Pasadena (Assessor's Parcel Number 5317-006-001).

In accordance with the City's request, this Mills Act Progress Report includes the following:

1. An itemized list of Mills Act Work Items completed to date, with current work plan status
    a. This information is provided in **Table 1**; all work items have been completed (and several areas of the house have required second and third rounds of rehabilitation, repairs, and repainting) except for Work Item #6 ("Reconstruct west-elevation chimney")

2. Receipts documenting the financial investment in the property
    a. **Available receipts are provided in Appendix A**.
        i. The property owners have made a due-diligence effort to locate and account for each receipt.
    b. Overall, the investment made in the property under the Mills Act Work Plan exceeds the amount originally forecast for the Mills Act, though Work Item #6 was not completed due to other costly, high-priority repairs.

3. Photo documentation of the completed work; both "before" and "after" conditions
    a. Available before and after photos are provided in Appendix A.1.
4. Copies of any building permits issued in conjunction with the work
    a. Available permits are provided in Appendix A.2.
5. Records showing the current assessed value of the property from the Los Angeles County Tax Assessor's office

In addition, this progress report presents background and context on the historic landmark, known as the Wynyate Estate, the original Mills Act contract, and the property owners' status report to the City in 2015.

Property Overview

Constructed in 1887, 851 Lyndon Street, known as the Wynyate Estate, was designed by architect W.R. Norton for Donald Graham, South Pasadena's first mayor, and his wife Margaret Collier Graham, a well-known literary figure. Wynyate was among South Pasadena's earliest properties listed on the National Register of Historic Places and is City of South Pasadena Landmark No. 6. The property is a highly intact, rare example of a late 19th-century Victorian-style residence in South Pasadena. The property occupies a hillside parcel overlooking South Pasadena and includes a guest house, garage, tennis court, pool, and front and backyard.



The local landmark designation, prepared in 1972, follows this memo as Appendix E.

Mills Act Background and Work Plan

In 2009, when property owners Peter and Samantha Knight purchased 851 Lyndon Street as the primary residence for their family, the property had suffered from years of deferred maintenance. The complex, high-pitched roof leaked in multiple locations, and previous repairs had not addressed underlying issues. The use of composition shingles had also diminished the integrity of one of the property's signature characteristics, of the prominent, high-pitched, wood-shake roof. With the help of the Mills Act, the Knights were able to use a fire-resistant Cedar-shake shingle for the roof, to restore the appearance while offering a higher level of fire retardance.

Deferred maintenance had also led to the advanced deterioration of wood shingles, framing, and sheathing throughout the exterior, due to exposure and termite damage over time. The property had also never been structurally retrofitted; its footings were not pinned to the foundation, creating a hazard in the event of an earthquake. Other issues included failing concrete stairs and river-rock retaining walls, site drainage issues, inoperable wood-sash windows, cracking interior plaster, due to site settling issues, and mature trees that created safety issues due to lack of maintenance.



Following the repairs to wood sheathing and features, the Knights repainted in a period-appropriate color palette. Since this time, the Knights have re-painted the property two additional times.

The Knights initially applied for a Mills Act Historic Property Contract in 2009. At the time, with the City's Cultural Heritage Ordinance out of date, the City Council deferred a vote on the application and asked the Cultural Heritage Commission to refine and strengthen its Mills Act program.

In 2017, following years of community outreach and consultation with the City Council and City planners, the Cultural Heritage Commission provided the updated Cultural Heritage Ordinance to the City Council for review and adoption. In terms of the Mills Act, the ordinance included expanded requirements for applicants; one of the most salient was the requirement for overall financial parity between the projected investment in the historic property and the estimated tax savings over the 10-year contract period.



In an acknowledgment of the exceptional investment required to maintain historic properties, the Mills Act in South Pasadena allows compliant contracts to run in perpetuity, a policy that is standard practice for cities with enacted Mills Act programs and for Certified Local Governments in California.

As of 2009, however, before the new ordinance was adopted, 851 Lyndon Street still needed a significant investment to stop the deterioration of its character-defining features and to ensure its structural stability. With this in mind, the Knights reapplied for the Mills Act in 2010, with an ambitious plan for the rehabilitation, preservation, and maintenance of this important landmark in South Pasadena.

In the adopted Mills Act contract, the projected investment in Wynyate exceeded the estimated tax savings by a significant amount. The contract included six capitalized projects: (1) structural upgrades/retrofitting, (2) re-roofing and structural repairs to roof system, (3) exterior wood siding repairs, (4) re-painting exterior, (5) repairs/stabilization of historic concrete stairs, and (6) reconstruction of west-elevation chimney). Among these, only the final project was not completed, due to other high-priority needs. In addition, following a fire on the property (during which emergency vehicles were unable to access the site, due to the narrow and sharply curved driveway), the Knights invested in widening the driveway and reconsidered adding an operable chimney to the property, in light of the present-day fire hazards.



The Knight's Mills Act workplan also included 11 noncapitalized projects, all of which have been completed. In addition, the property has needed other emergency and time-sensitive upgrades over time. These include the fire-life safety upgrades referenced above (widening the driveway to accommodate emergency vehicles) and installing an independent sewer line. These projects are described in Table 1.

With the help of the Mills Act, the extraordinary investment made by the Knights in South Pasadena Landmark #6, the Wynyate Estate, will help ensure that this nearly 140-year-old Victorian treasure continues to survive and thrive in South Pasadena for generations to come.

Mills Act Workplan Progress

In accordance with the City's request, Table 1 provides an overview of (1) each Mills Act Work Plan Item; (2) the associated scope of work; (3) original schedule; (4) current status (as of 6/2025); and (5) estimated cost. Available receipts, before and after images, and building permits follow this memo as Appendices A, A.1, and A.2.

All associated Work Item numbers are noted in photo captions for ease of review.

Table 1. Progress Update, Mills Act Workplan, 851 Lyndon Street, South Pasadena

Work Item #	Mills Act Work Plan, Scope of Work	Original Schedule	Current Status (as of 6/2025)	Cost	Images	Building Permits
1.	Main House, structural upgrades and retrofitting The property was not secured to its foundations and footings; structural upgrades involved retrofitting piers, footings, and posts in basement	2010	**Complete**	Work Items #1, #2, and #3 cost $253,563 (see Appendix A for available receipt)	See Appendix A.1 for available before and after images	See Appendix A.2 for available building permits
2.	Main House, dry rot and termite mitigation	2010	**Complete**	Work Items #1, #2, and #3 cost $253,563 (see Appendix A for available receipt)	See Appendix A.1 for available before and after images	See Appendix A.2 for available building permits
3.	Main House, roofing system Structural repairs and roof system overhaul. This included (1) the removal of multiple layers of composition shingles, which had accumulated over many decades; (2) structural repairs to damaged roof rafters and wood; and (3) re-sheathing in a code-compliant, historically compatible wood-shake shingles	2010	**Complete**	Work Items #1, #2, and #3 cost $253,563 (see Appendix A for available receipt)	See Appendix A.1 for available before and after images	See Appendix A.2 for available building permits
4.	Main House, Repairing/repainting exterior	2010	**Complete**	Originally estimated at $34,500	See Appendix A.1 for available before and after images	See Appendix A.2 for available building permits

Work Item #	Mills Act Work Plan, Scope of Work	Original Schedule	Current Status (as of 6/2025)	Cost	Images	Building Permits
5.	Stabilize and repair historic concrete stairs and stream-rock border This feature was included in the original National Register of Historic Places nomination for Wynyate as historically significant. However, erosion of the soil surrounding the stairs had contributed to the separation of the low-stone wall from the concrete stairs and to the cracking and failure of the historic concrete.	2014	**Complete (in 2013)**	Originally estimated at $36,580	See Appendix A.1 for available before and after images	See Appendix A.2 for available building permits
6.	Reconstruct west-elevation chimney This partial-length chimney on the west elevation (not visible from public right-of-way) would be reconstructed from documentary evidence and brought back to its original appearance	2019	Postponed due to other high priority projects	Originally estimated at $40,750	N/A	N/A
7.	Maintenance: Maintenance: Dry rot & termite mitigation	Annual	On schedule, ongoing	N/A	N/A	N/A
8.	Maintenance: Roof inspections and repairs as needed	Triannual inspection	On schedule, ongoing	N/A	N/A	N/A
9.	Maintenance: Paint inspection and repairs as needed	Triannual inspection	On schedule, ongoing	$15,500 (partial total; available payment records in Appendix A)	N/A	N/A

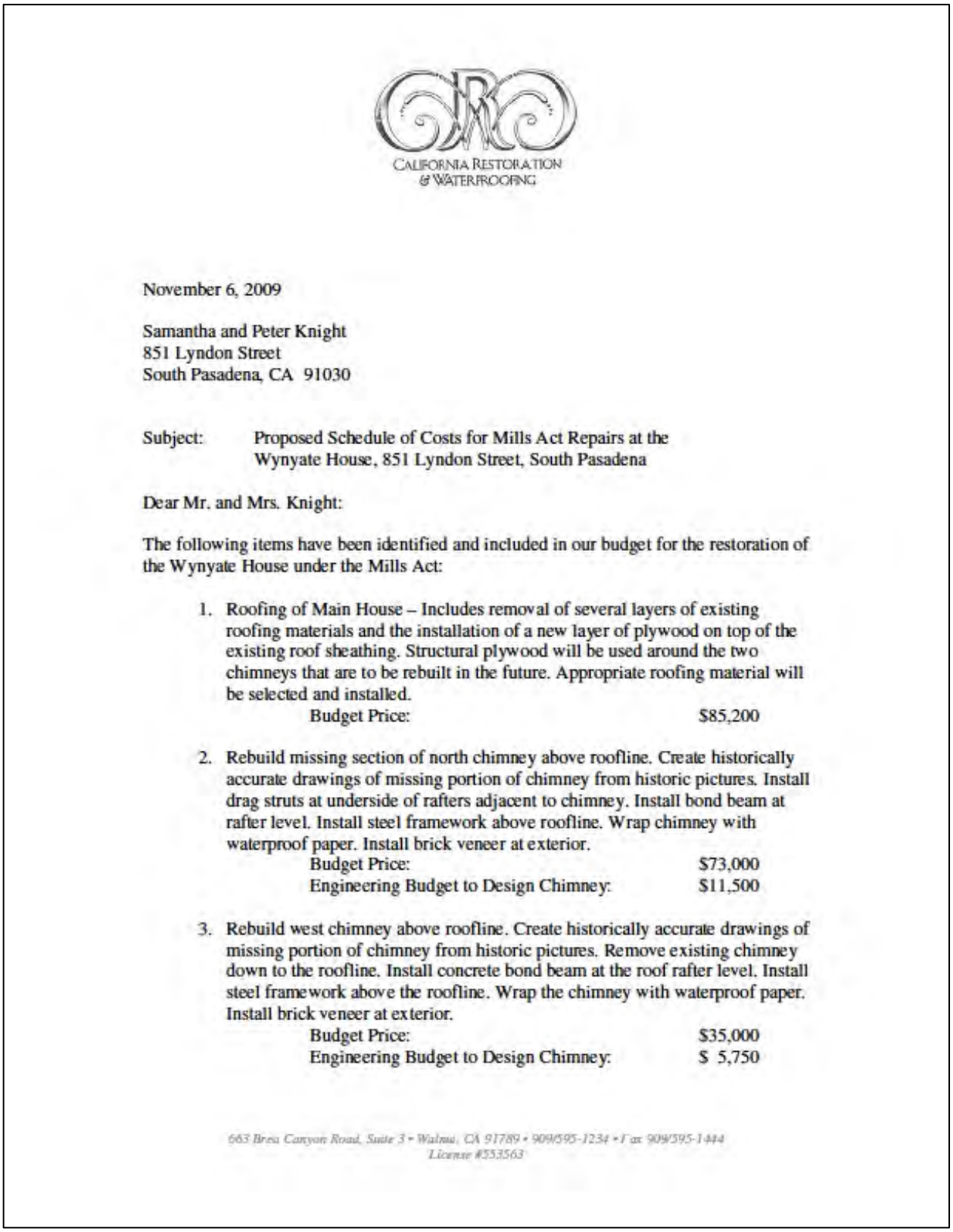
Work Item #	Mills Act Work Plan, Scope of Work	Original Schedule	Current Status (as of 6/2025)	Cost	Images	Building Permits
10.	Non-Capitalized Expenses, Original Mills Act: Emergency mitigation of drainage, reconstruction of retaining wall steps at guest house	2009	**Complete**	Originally estimated at $28,765		
11.	Non-Capitalized Expenses, Original Mills Act: Repairs to north porch roof, main house	2010	**Complete**	Originally estimated at $9,105		
12.	Non-Capitalized Expenses, Original Mills Act: Newell post repairs, entry, main house	2010	**Complete**	Originally estimated at $1,167		
13.	Non-Capitalized Expenses, Original Mills Act: Exterior siding, wooden backing repairs	2010	**Complete**	Originally estimated at $1,072		
14.	Non-Capitalized Expenses, Original Mills Act: Exterior brick veneer repairs, main house	2010	**Complete**	Originally estimated at $1,186		
15.	Non-Capitalized Expenses, Original Mills Act: Landscape/hardscape maintenance including but not limited to the following: • Removal of dead tree • Removal and replacement of two diseased Oak trees	2010	**Complete**	$297,853 (partial total; available payment records in Appendix A)	N/A	N/A

Work Item #	Mills Act Work Plan, Scope of Work	Original Schedule	Current Status (as of 6/2025)	Cost	Images	Building Permits
16.	Non-Capitalized Expenses, Original Mills Act: Repairs to Guest House roof	2011	**Complete**	Originally estimated at $12,190		
17.	Non-Capitalized Expenses, Original Mills Act: Repairs and re-roofing garage	2011	**Complete**	Originally estimated at $9,625		
18.	Non-Capitalized Expenses, Original Mills Act: Foundation upgrade, Guest House	2010	**Complete**	Originally estimated at $7,800		
19.	Non-Capitalized Expenses, Original Mills Act: Repainting Guest House	2014	**Complete**	Originally estimated at $2,485		
20.	Non-Capitalized Expenses, Original Mills Act: Repainting Garage	2014	**Complete**	Originally estimated at $1,800		
21.	Other Non-Capitalized Expenses: • Installation of independent sewer line • Widening driveway turn to facilitate access to the site by firetrucks and emergency. Recently, when a fire broke out on the property grounds, South Pasadena Fire Department emergency vehicles could not access the site due to the narrow, sharp driveway curve.	N/A	**Complete**	$46,819 (partial total; available payment records in Appendix A)		

Appendix A

Available Receipts for Mills Act Workplan Items

Figure 1. Original Estimate and Schedule, Work Items #1, 2, and 3 (California Restoration and Waterproofing, David Charlebois), page 1 of 3



CALIFORNIA RESTORATION
& WATERPROOFING

November 6, 2009

Samantha and Peter Knight
851 Lyndon Street
South Pasadena, CA 91030

Subject: Proposed Schedule of Costs for Mills Act Repairs at the Wynyate House, 851 Lyndon Street, South Pasadena

Dear Mr. and Mrs. Knight:

The following items have been identified and included in our budget for the restoration of the Wynyate House under the Mills Act:

1. Roofing of Main House – Includes removal of several layers of existing roofing materials and the installation of a new layer of plywood on top of the existing roof sheathing. Structural plywood will be used around the two chimneys that are to be rebuilt in the future. Appropriate roofing material will be selected and installed.
   Budget Price: $85,200

2. Rebuild missing section of north chimney above roofline. Create historically accurate drawings of missing portion of chimney from historic pictures. Install drag struts at underside of rafters adjacent to chimney. Install bond beam at rafter level. Install steel framework above roofline. Wrap chimney with waterproof paper. Install brick veneer at exterior.
   Budget Price: $73,000
   Engineering Budget to Design Chimney: $11,500

3. Rebuild west chimney above roofline. Create historically accurate drawings of missing portion of chimney from historic pictures. Remove existing chimney down to the roofline. Install concrete bond beam at the roof rafter level. Install steel framework above the roofline. Wrap the chimney with waterproof paper. Install brick veneer at exterior.
   Budget Price: $35,000
   Engineering Budget to Design Chimney: $ 5,750

663 Brea Canyon Road, Suite 3 • Walnut, CA 91789 • 909/595-1234 • Fax 909/595-1444
License #553563

Figure 2. Original Estimate and Schedule, Work Items #1, 2, and 3 (California Restoration and Waterproofing, David Charlebois), page 2 of 3

4. Selected repairs to historic concrete/rock stairs and pathway at northeast corner of lot (from sidewalk below to the driveway above). Structurally underpin approximately 30 lineal feet of rock sidewall at the mid-span down side of the staircase. This would be done below grade and would not be visible when completed. This will reduce the migration and slippage of the walkway. Remove and replace the grossly mismatched patches of the past with colored and textured concrete. Stabilize the loose and spalling pieces of historic concrete walking surface where practicable. Fill in open and failed mortar joints along the sides of the walking path and stairs.
   Budget Price: $36,580

5. Main house foundation repairs and improvements at crawlspace. Add blocking between studs and add plywood shear panels over the cripple walls. Add selected foundation bolting. Replace single brick piers. Other repairs as discovered.
   Budget Price: $29,750

6. Selected basement and crawlspace mortar replacement at brick foundation walls. Cut out mortar where it is found to have disintegrated into a powdering condition. Install new mortar to approximate the original in strength, color and texture.
   Budget Price: $13,618

Total Budget: $290,398

We look forward to working with you.

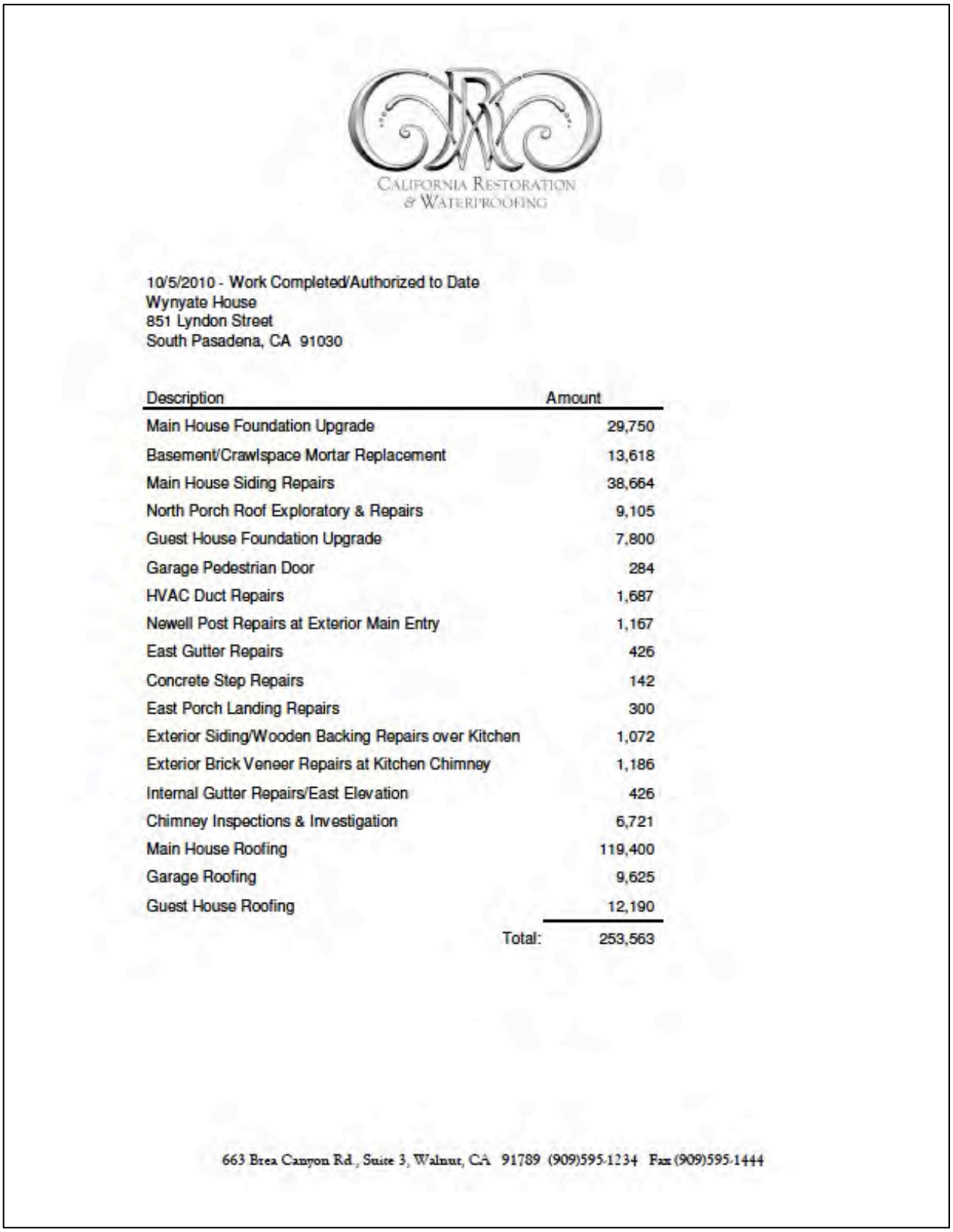
Respectfully,

CALIFORNIA RESTORATION & WATERPROOFING

David D. Charlebois
President

663 Brea Canyon Road, Suite 3 • Walnut, CA 91789 • 909/595-1234 • Fax 909/595-1444
License #553563

Figure 3. Record of work completed between 2009 and October 2010, Work Items #1, 2, and 3 (California Restoration and Waterproofing, David Charlebois), page 3 of 3



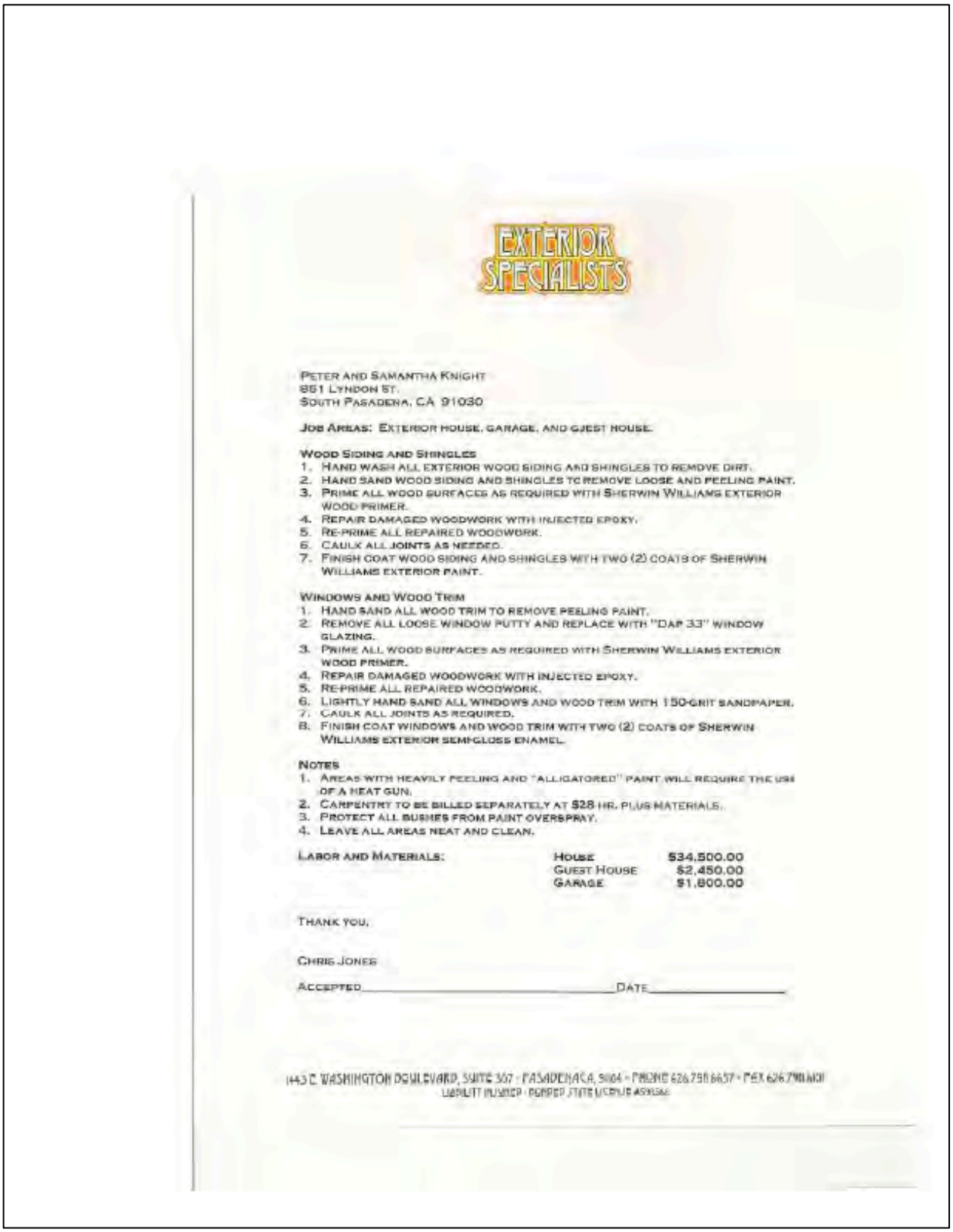
CALIFORNIA RESTORATION
& WATERPROOFING

10/5/2010 - Work Completed/Authorized to Date
Wynyate House
851 Lyndon Street
South Pasadena, CA 91030

Description	Amount
Main House Foundation Upgrade	29,750
Basement/Crawlspace Mortar Replacement	13,618
Main House Siding Repairs	38,664
North Porch Roof Exploratory & Repairs	9,105
Guest House Foundation Upgrade	7,800
Garage Pedestrian Door	284
HVAC Duct Repairs	1,687
Newell Post Repairs at Exterior Main Entry	1,167
East Gutter Repairs	426
Concrete Step Repairs	142
East Porch Landing Repairs	300
Exterior Siding/Wooden Backing Repairs over Kitchen	1,072
Exterior Brick Veneer Repairs at Kitchen Chimney	1,186
Internal Gutter Repairs/East Elevation	426
Chimney Inspections & Investigation	6,721
Main House Roofing	119,400
Garage Roofing	9,625
Guest House Roofing	12,190
Total:	253,563

663 Brea Canyon Rd., Suite 3, Walnut, CA 91789 (909)595-1234 Fax (909)595-1444

Figure 4. Original estimate, Work Item #4



EXTERIOR SPECIALISTS

PETER AND SAMANTHA KNIGHT
851 LYNDON ST.
SOUTH PASADENA, CA 91030

JOB AREAS: EXTERIOR HOUSE, GARAGE, AND GUEST HOUSE.

WOOD SIDING AND SHINGLES
1. HAND WASH ALL EXTERIOR WOOD SIDING AND SHINGLES TO REMOVE DIRT.
2. HAND SAND WOOD SIDING AND SHINGLES TO REMOVE LOOSE AND PEELING PAINT.
3. PRIME ALL WOOD SURFACES AS REQUIRED WITH SHERWIN WILLIAMS EXTERIOR WOOD PRIMER.
4. REPAIR DAMAGED WOODWORK WITH INJECTED EPOXY.
5. RE-PRIME ALL REPAIRED WOODWORK.
6. CAULK ALL JOINTS AS NEEDED.
7. FINISH COAT WOOD SIDING AND SHINGLES WITH TWO (2) COATS OF SHERWIN WILLIAMS EXTERIOR PAINT.

WINDOWS AND WOOD TRIM
1. HAND SAND ALL WOOD TRIM TO REMOVE PEELING PAINT.
2. REMOVE ALL LOOSE WINDOW PUTTY AND REPLACE WITH "DAP 33" WINDOW GLAZING.
3. PRIME ALL WOOD SURFACES AS REQUIRED WITH SHERWIN WILLIAMS EXTERIOR WOOD PRIMER.
4. REPAIR DAMAGED WOODWORK WITH INJECTED EPOXY.
5. RE-PRIME ALL REPAIRED WOODWORK.
6. LIGHTLY HAND SAND ALL WINDOWS AND WOOD TRIM WITH 150-GRIT SANDPAPER.
7. CAULK ALL JOINTS AS REQUIRED.
8. FINISH COAT WINDOWS AND WOOD TRIM WITH TWO (2) COATS OF SHERWIN WILLIAMS EXTERIOR SEMIGLOSS ENAMEL.

NOTES
1. AREAS WITH HEAVILY PEELING AND "ALLIGATORED" PAINT WILL REQUIRE THE USE OF A HEAT GUN.
2. CARPENTRY TO BE BILLED SEPARATELY AT $28 HR. PLUS MATERIALS.
3. PROTECT ALL BUSHES FROM PAINT OVERSPRAY.
4. LEAVE ALL AREAS NEAT AND CLEAN.

LABOR AND MATERIALS:

HOUSE	$34,500.00
GUEST HOUSE	$2,450.00
GARAGE	$1,800.00

THANK YOU,

CHRIS JONES

ACCEPTED_____DATE_____

1443 E. WASHINGTON BOULEVARD, SUITE 307 · PASADENA, CA, 9104 · PHONE 626.798.6657 · FAX 626.798.6658
LIABILITY INSURED · BONDED · STATE LICENSE #598586

Figure 5. Maintenance, Original Mills Act: Paint inspection and repairs, November 3, 2020

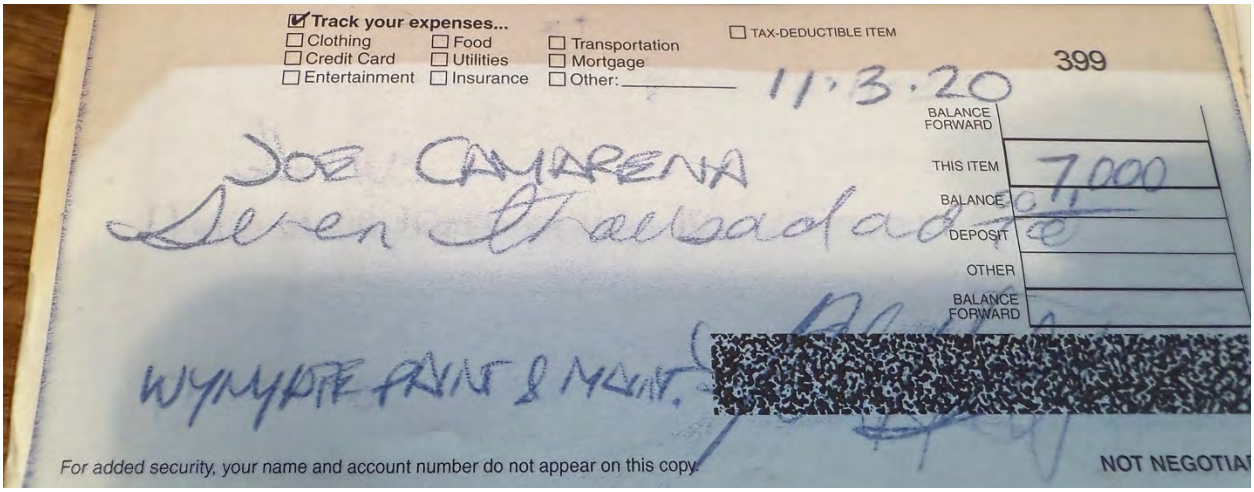


Figure 6. Maintenance, Original Mills Act: Paint inspection and repairs, May 27, 2022

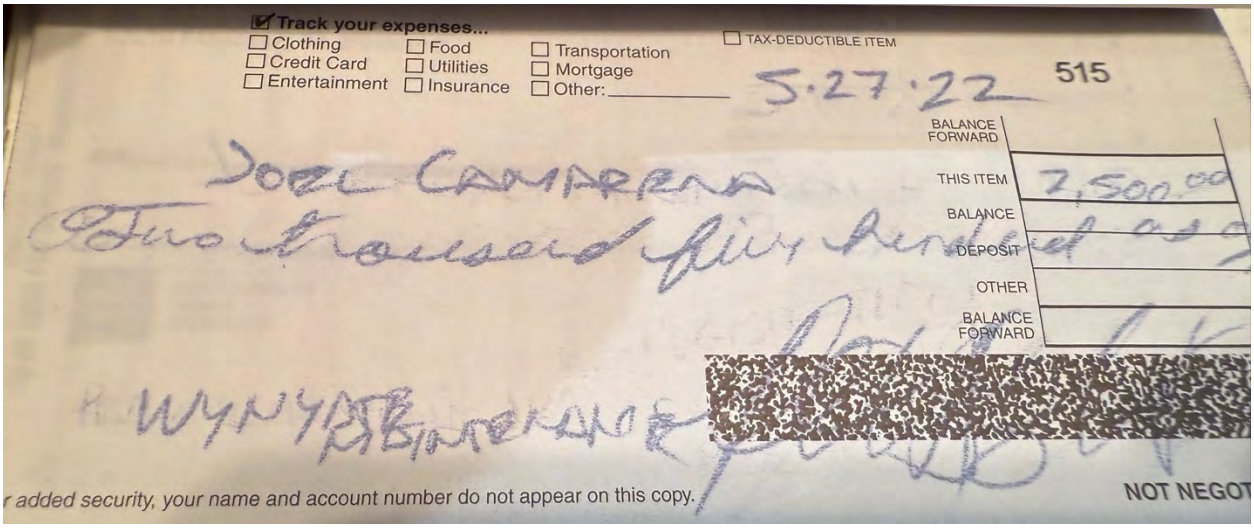


Figure 7. Maintenance, Original Mills Act: Paint inspection and repairs, July 7, 2023

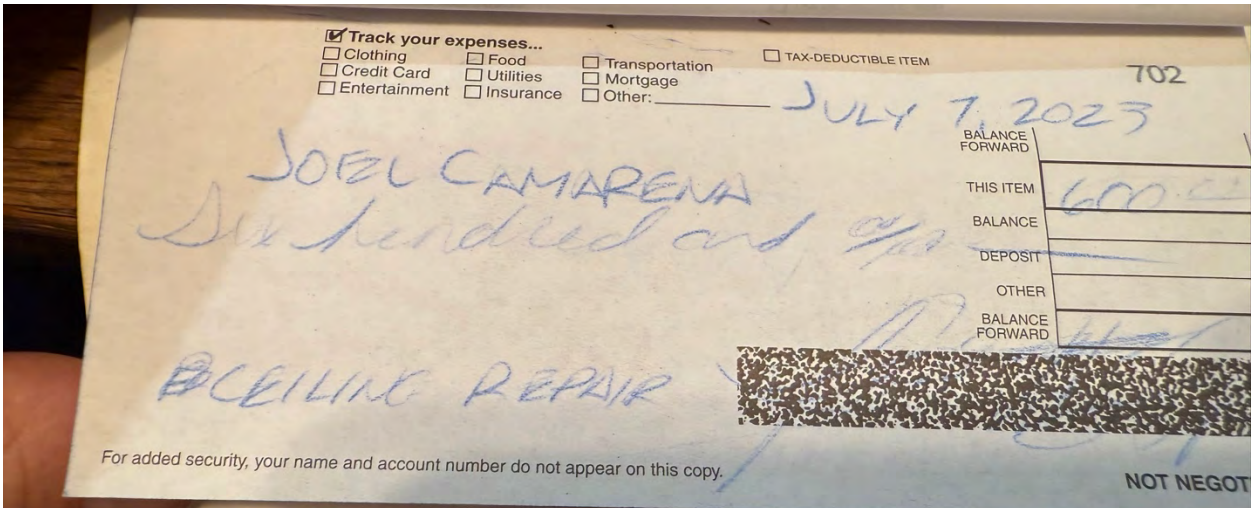


Figure 8. Maintenance, Original Mills Act: Paint inspection and repairs, May 26, 2023

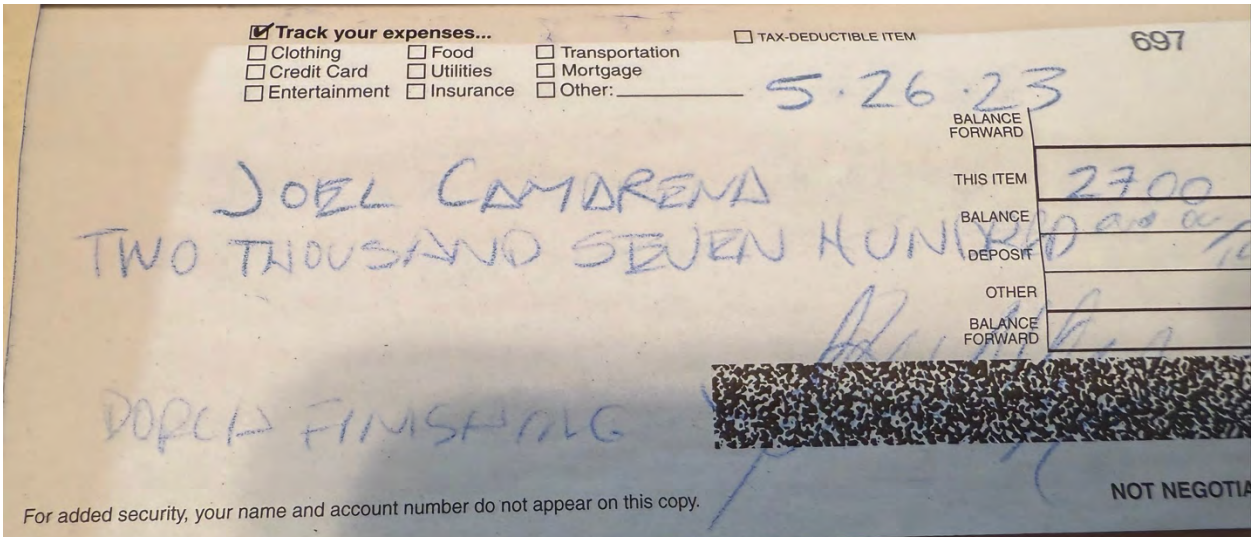


Figure 9. Maintenance, Original Mills Act: Paint inspection and repairs, May 19, 2023

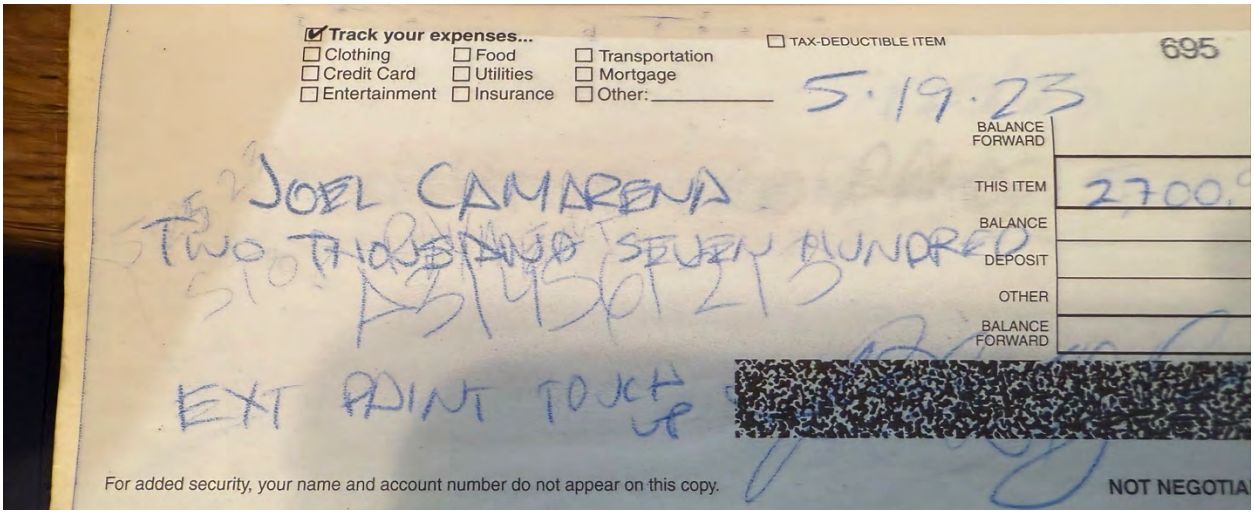


Figure 10. Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, February 2, 2024 receipt



Thomas Lake Builder, Inc.

12342 Beverly Drive
Whittier, CA 90601
(562) 715-7624

Please submit payment via ACH:
Bank of America
c/o Thomas Lake Builder, Inc.
Routing Number 26009593
Account Number 325190795667

Invoice

Submitted on Friday, February 2, 2024

Invoice for	Invoice #	Project
Peter & Samantha Knight 851 Lyndon St. South Pasadena, CA 91030	KNIGHT-03	South Pasadena

Description	Qty	Unit price	Total price
Site Supervision			
Coordination of subcontractors and site layouts	18	$105.00	$1,890.00
Contracter Fee 18% (*Waived*)	~~0~~	~~0.00%~~	~~$0.00~~
Subcontractor Invoices			
Gagnier Landscape - Inv 22474	1	$29,000.00	$29,000.00
Gagnier Landscape - Inv 22478	1	$25,000.00	$25,000.00
Contracter Fee 18%	0.18	$54,000.00	$9,720.00
	INVOICE TOTAL		**$65,610.00**

Figure 11.Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, February 19, 2024 receipt



Thomas Lake Builder, Inc.

12342 Beverly Drive
Whittier, CA 90601
(562) 715-7624

Please submit payment via ACH:
Bank of America
c/o Thomas Lake Builder, Inc.
Routing Number 26009593
Account Number 325190795667

Invoice

Submitted on Monday, February 19, 2024

Invoice for	Invoice #	Project
Peter & Samantha Knight 851 Lyndon St. South Pasadena, CA 91030	KNIGHT-04	South Pasadena

Description	Qty	Unit price	Total price
Site Supervision			
Coordination of subcontractors and site layouts	42	$105.00	$4,410.00
Contracter Fee 18% (*Waived*)	~~0~~	~~0.00%~~	~~$0.00~~
Subcontractor Invoices			
Gagnier Landscape - Inv 22483	1	$29,000.00	$29,000.00
Contracter Fee 18%	0.18	$29,000.00	$5,220.00
	INVOICE TOTAL		**$38,630.00**

Figure 12.Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, May 6, 2024 receipt



Thomas Lake Builder, Inc.

12342 Beverly Drive
Whittier, CA 90601
(562) 715-7624

Please submit payment via ACH:
Bank of America
c/o Thomas Lake Builder, Inc.
Routing Number 26009593
Account Number 325190795667

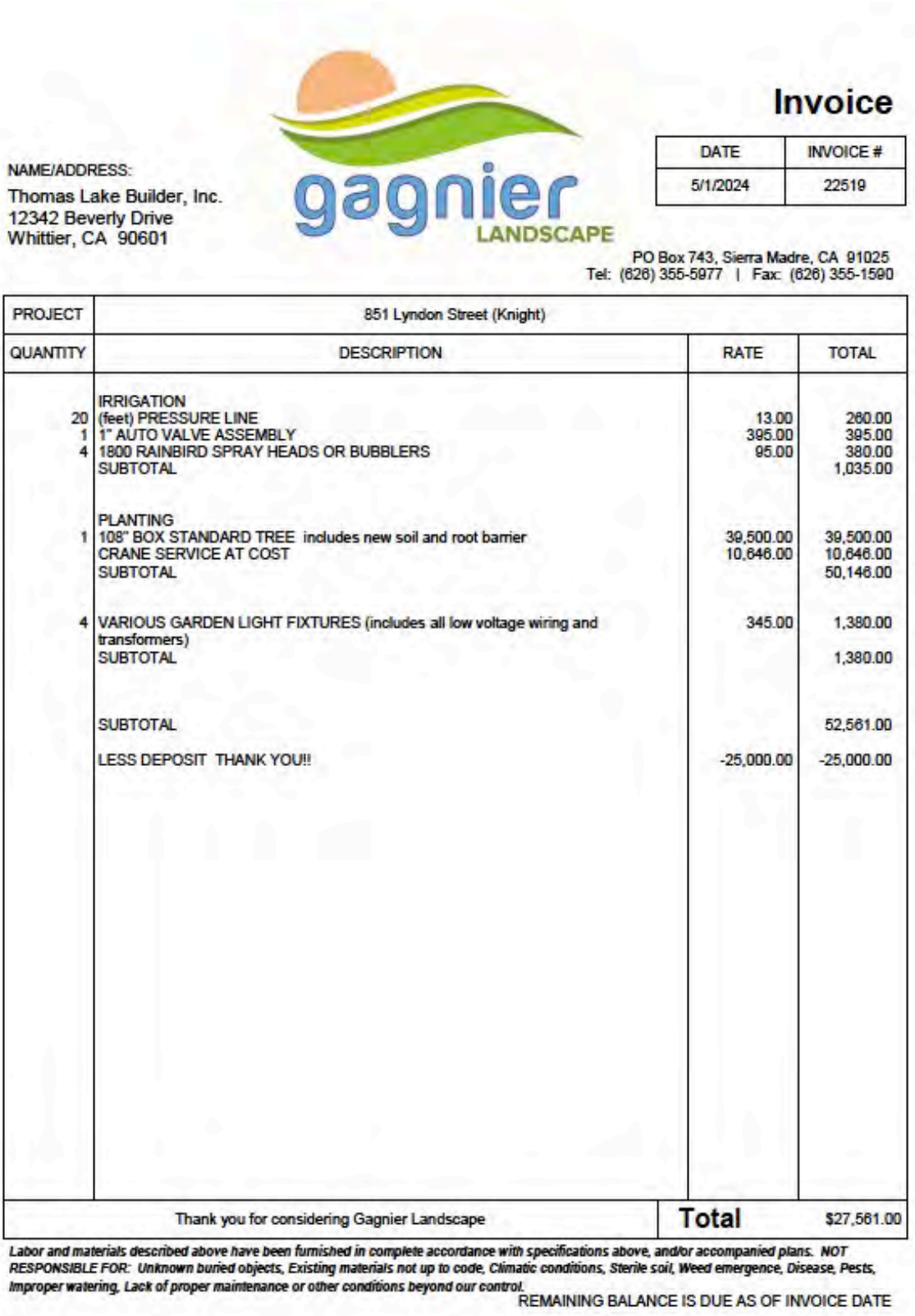
Invoice

Submitted on Monday, May 6, 2024

Invoice for	Invoice #	Project
Peter & Samantha Knight 851 Lyndon St. South Pasadena, CA 91030	KNIGHT-06	South Pasadena

Description	Qty	Unit price	Total price
Site Supervision			
Coordination of subcontractors and site layouts	32	$105.00	$3,360.00
Contracter Fee 18% *(Waived)*	~~0~~	~~0.00%~~	~~$0.00~~
Subcontractor Invoices			
Gagnier Landscape - Inv 22519	1	$27,561.00	$27,561.00
Heritage Disposal - Inv 19164	1	$9,800.00	$9,800.00
Contracter Fee 18%	0.18	$37,361.00	$6,724.98
	INVOICE TOTAL		**$47,445.98**

Figure 13.Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, May 1, 2024 receipt



gagnier LANDSCAPE

Invoice

DATE	INVOICE #
5/1/2024	22519

NAME/ADDRESS:
Thomas Lake Builder, Inc.
12342 Beverly Drive
Whittier, CA 90601

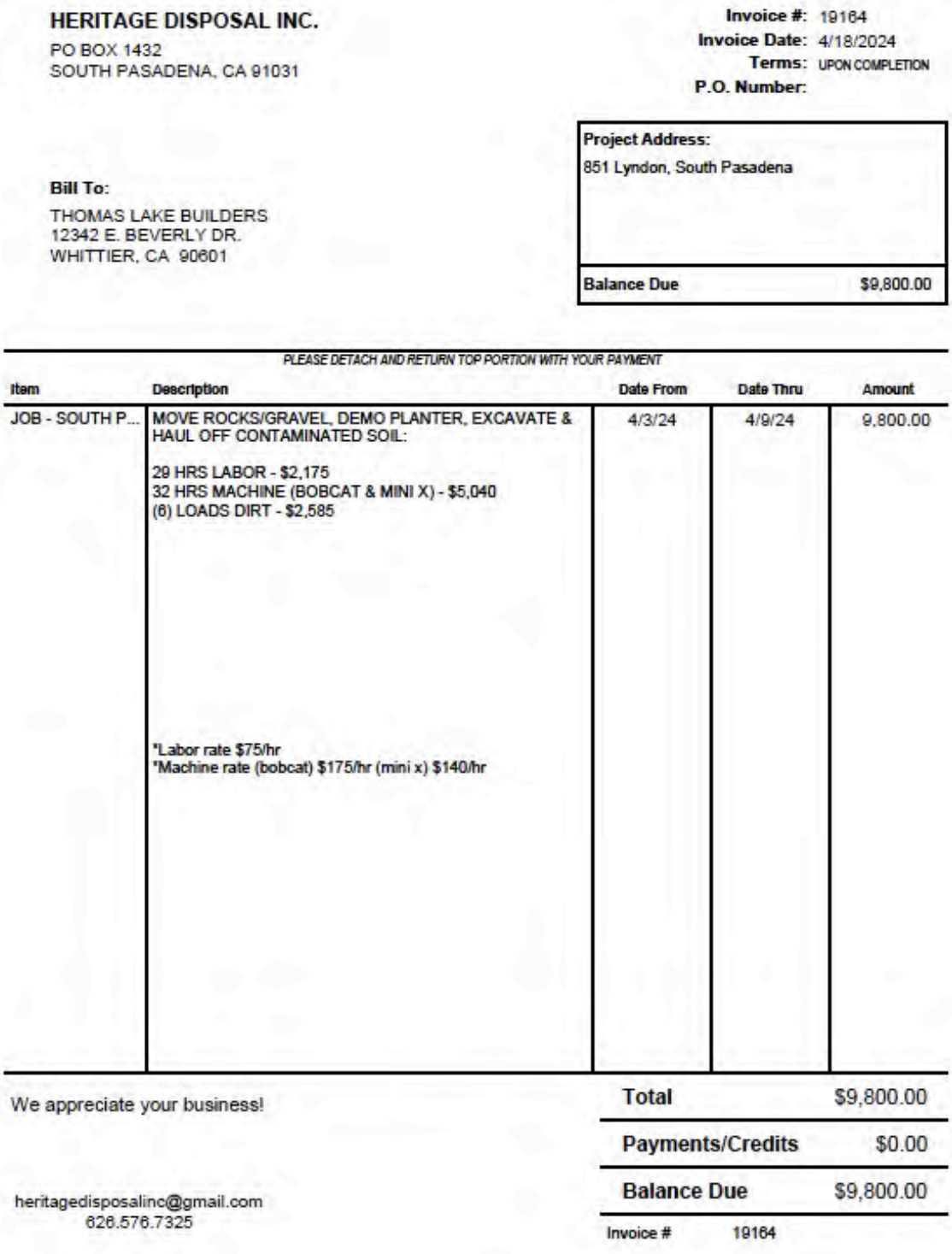
PO Box 743, Sierra Madre, CA 91025
Tel: (626) 355-5977 | Fax: (626) 355-1590

PROJECT	851 Lyndon Street (Knight)		
QUANTITY	DESCRIPTION	RATE	TOTAL
	IRRIGATION		
20	(feet) PRESSURE LINE	13.00	260.00
1	1" AUTO VALVE ASSEMBLY	395.00	395.00
4	1800 RAINBIRD SPRAY HEADS OR BUBBLERS	95.00	380.00
	SUBTOTAL		1,035.00
	PLANTING		
1	108" BOX STANDARD TREE includes new soil and root barrier	39,500.00	39,500.00
	CRANE SERVICE AT COST	10,646.00	10,646.00
	SUBTOTAL		50,146.00
4	VARIOUS GARDEN LIGHT FIXTURES (includes all low voltage wiring and transformers)	345.00	1,380.00
	SUBTOTAL		1,380.00
	SUBTOTAL		52,561.00
	LESS DEPOSIT THANK YOU!!	-25,000.00	-25,000.00
	Thank you for considering Gagnier Landscape	**Total**	$27,561.00

Labor and materials described above have been furnished in complete accordance with specifications above, and/or accompanied plans. NOT RESPONSIBLE FOR: Unknown buried objects, Existing materials not up to code, Climatic conditions, Sterile soil, Weed emergence, Disease, Pests, Improper watering, Lack of proper maintenance or other conditions beyond our control.

REMAINING BALANCE IS DUE AS OF INVOICE DATE

Figure 14.Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, April 18, 2024 receipt



HERITAGE DISPOSAL INC.
PO BOX 1432
SOUTH PASADENA, CA 91031

Invoice #: 19164
Invoice Date: 4/18/2024
Terms: UPON COMPLETION
P.O. Number:

Project Address:
851 Lyndon, South Pasadena

Bill To:
THOMAS LAKE BUILDERS
12342 E. BEVERLY DR.
WHITTIER, CA 90601

Balance Due $9,800.00

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

Item	Description	Date From	Date Thru	Amount
JOB - SOUTH P...	MOVE ROCKS/GRAVEL, DEMO PLANTER, EXCAVATE & HAUL OFF CONTAMINATED SOIL: 29 HRS LABOR - $2,175 32 HRS MACHINE (BOBCAT & MINI X) - $5,040 (6) LOADS DIRT - $2,585 *Labor rate $75/hr *Machine rate (bobcat) $175/hr (mini x) $140/hr	4/3/24	4/9/24	9,800.00

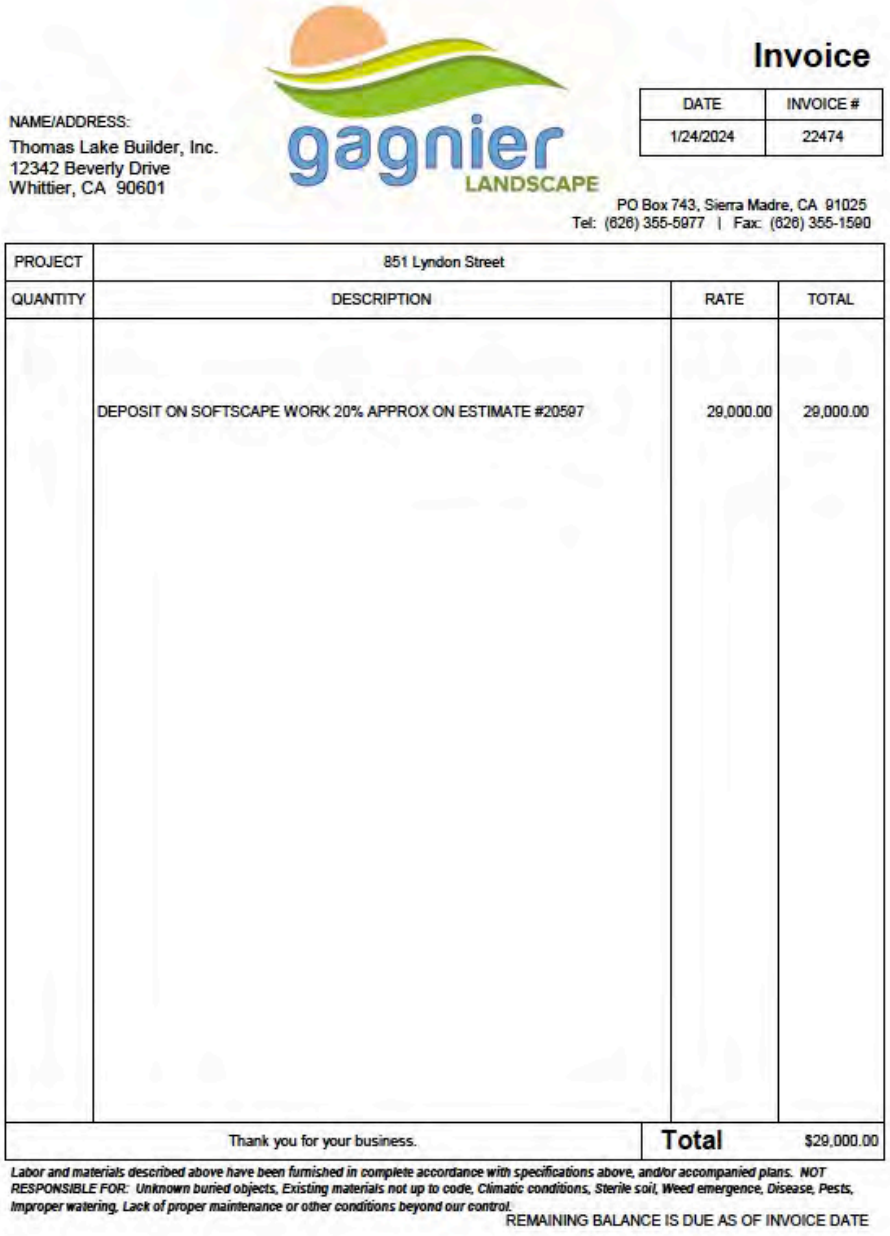
We appreciate your business!

heritagedisposalinc@gmail.com
626.576.7325

Total	$9,800.00
Payments/Credits	$0.00
Balance Due	$9,800.00

Invoice # 19164

Figure 15. Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, January 24, 2024 receipt



gagnier LANDSCAPE

PO Box 743, Sierra Madre, CA 91025
Tel: (626) 355-5977 | Fax: (626) 355-1590

Invoice

DATE	INVOICE #
1/24/2024	22474

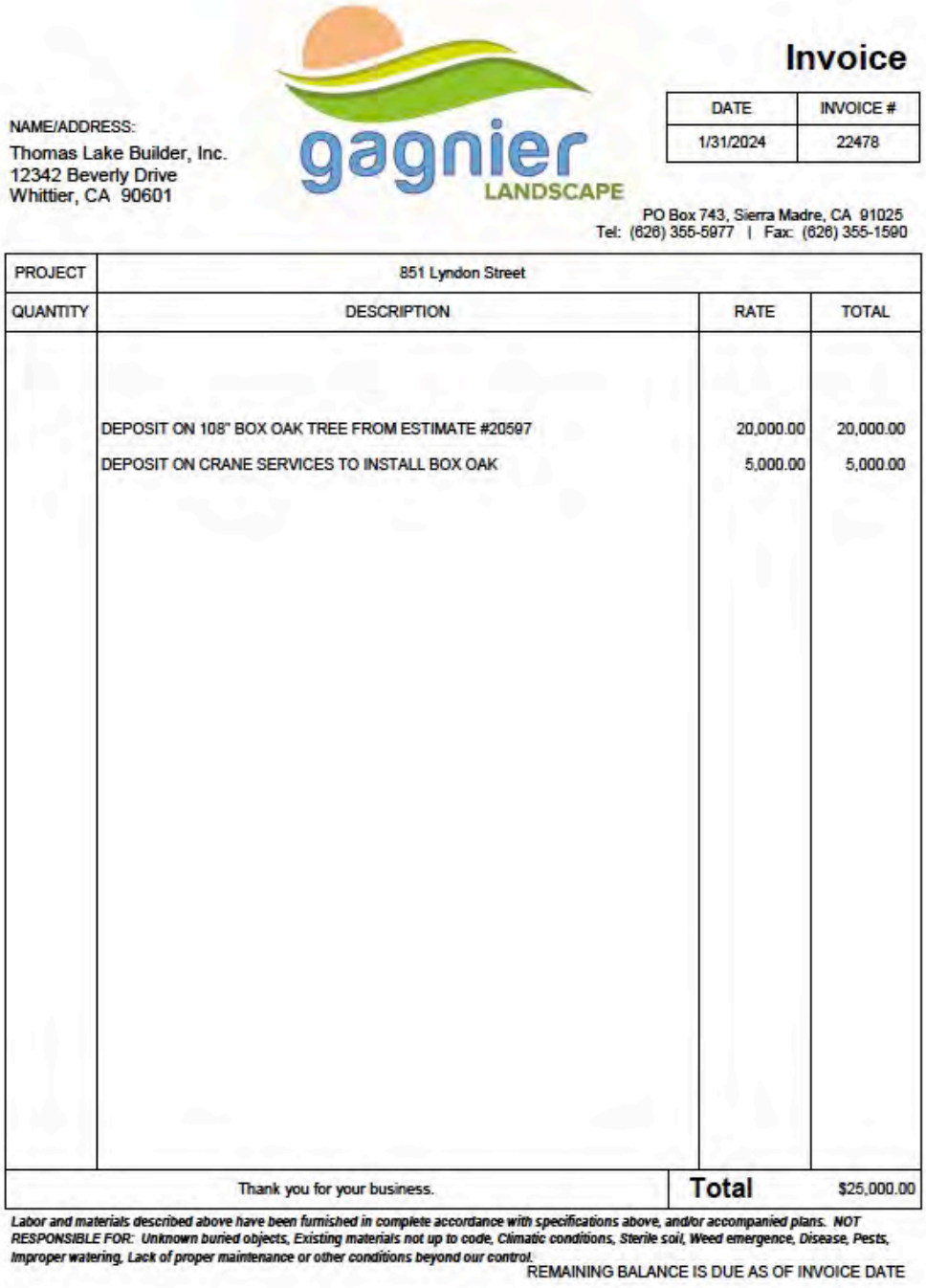
NAME/ADDRESS:
Thomas Lake Builder, Inc.
12342 Beverly Drive
Whittier, CA 90601

PROJECT	851 Lyndon Street		
QUANTITY	DESCRIPTION	RATE	TOTAL
	DEPOSIT ON SOFTSCAPE WORK 20% APPROX ON ESTIMATE #20597	29,000.00	29,000.00
	Thank you for your business.	**Total**	$29,000.00

Labor and materials described above have been furnished in complete accordance with specifications above, and/or accompanied plans. NOT RESPONSIBLE FOR: Unknown buried objects, Existing materials not up to code, Climatic conditions, Sterile soil, Weed emergence, Disease, Pests, Improper watering, Lack of proper maintenance or other conditions beyond our control.

REMAINING BALANCE IS DUE AS OF INVOICE DATE

Figure 16. Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, January 31, 2024 receipt



gagnier LANDSCAPE

Invoice

DATE	INVOICE #
1/31/2024	22478

NAME/ADDRESS:
Thomas Lake Builder, Inc.
12342 Beverly Drive
Whittier, CA 90601

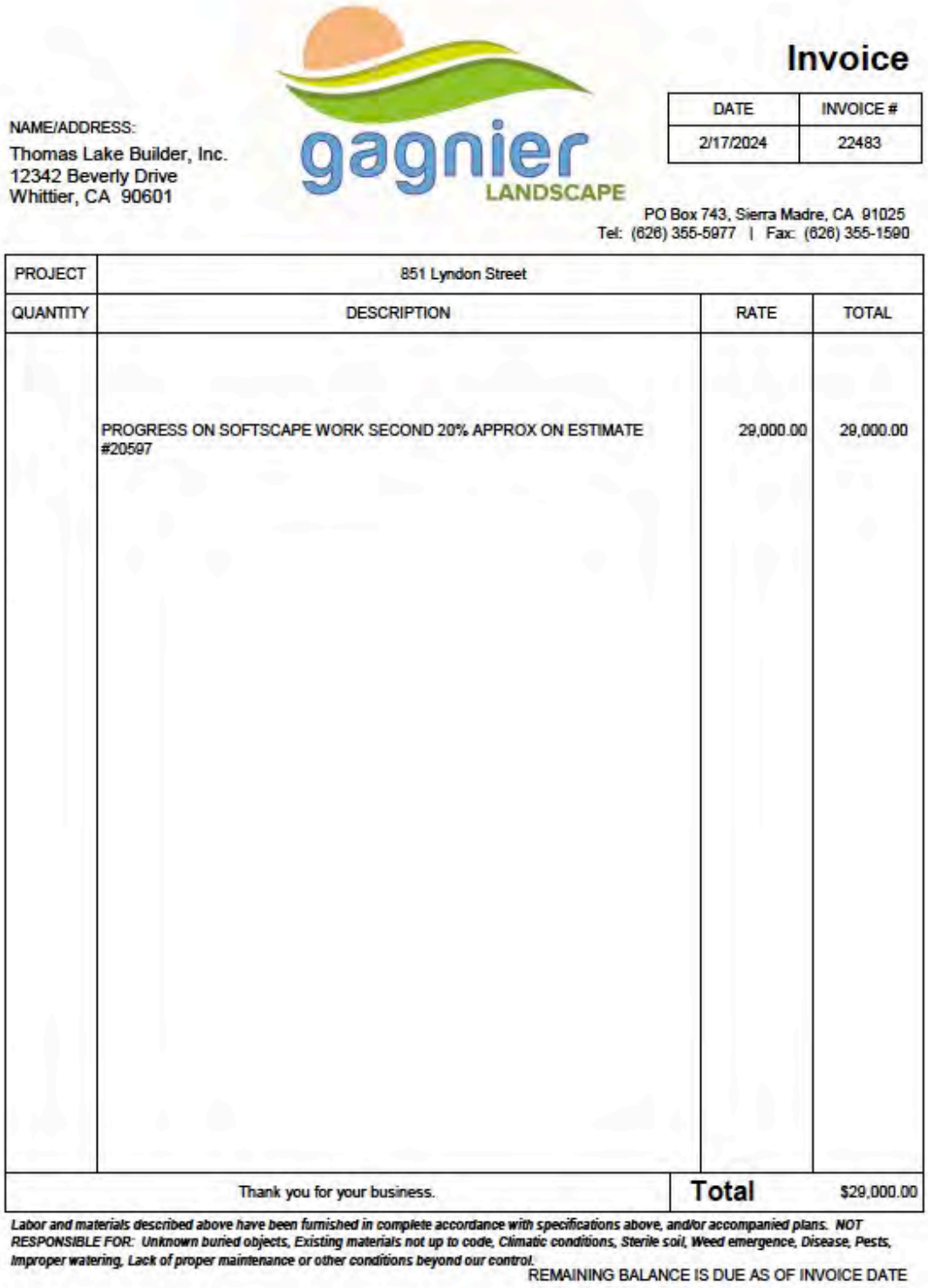
PO Box 743, Sierra Madre, CA 91025
Tel: (626) 355-5977 | Fax: (626) 355-1590

PROJECT	851 Lyndon Street		
QUANTITY	DESCRIPTION	RATE	TOTAL
	DEPOSIT ON 108" BOX OAK TREE FROM ESTIMATE #20597	20,000.00	20,000.00
	DEPOSIT ON CRANE SERVICES TO INSTALL BOX OAK	5,000.00	5,000.00
	Thank you for your business.	**Total**	$25,000.00

Labor and materials described above have been furnished in complete accordance with specifications above, and/or accompanied plans. NOT RESPONSIBLE FOR: Unknown buried objects, Existing materials not up to code, Climatic conditions, Sterile soil, Weed emergence, Disease, Pests, Improper watering, Lack of proper maintenance or other conditions beyond our control.

REMAINING BALANCE IS DUE AS OF INVOICE DATE

Figure 17. Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, February 17, 2024 receipt



Invoice

NAME/ADDRESS:
Thomas Lake Builder, Inc.
12342 Beverly Drive
Whittier, CA 90601

gagnier LANDSCAPE

PO Box 743, Sierra Madre, CA 91025
Tel: (626) 355-5977 | Fax: (626) 355-1590

DATE	INVOICE #
2/17/2024	22483

PROJECT	851 Lyndon Street		
QUANTITY	DESCRIPTION	RATE	TOTAL
	PROGRESS ON SOFTSCAPE WORK SECOND 20% APPROX ON ESTIMATE #20597	29,000.00	29,000.00
	Thank you for your business.	**Total**	$29,000.00

Labor and materials described above have been furnished in complete accordance with specifications above, and/or accompanied plans. NOT RESPONSIBLE FOR: Unknown buried objects, Existing materials not up to code, Climatic conditions, Sterile soil, Weed emergence, Disease, Pests, Improper watering, Lack of proper maintenance or other conditions beyond our control.

REMAINING BALANCE IS DUE AS OF INVOICE DATE

Figure 18.Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, December 2, 2022 receipt

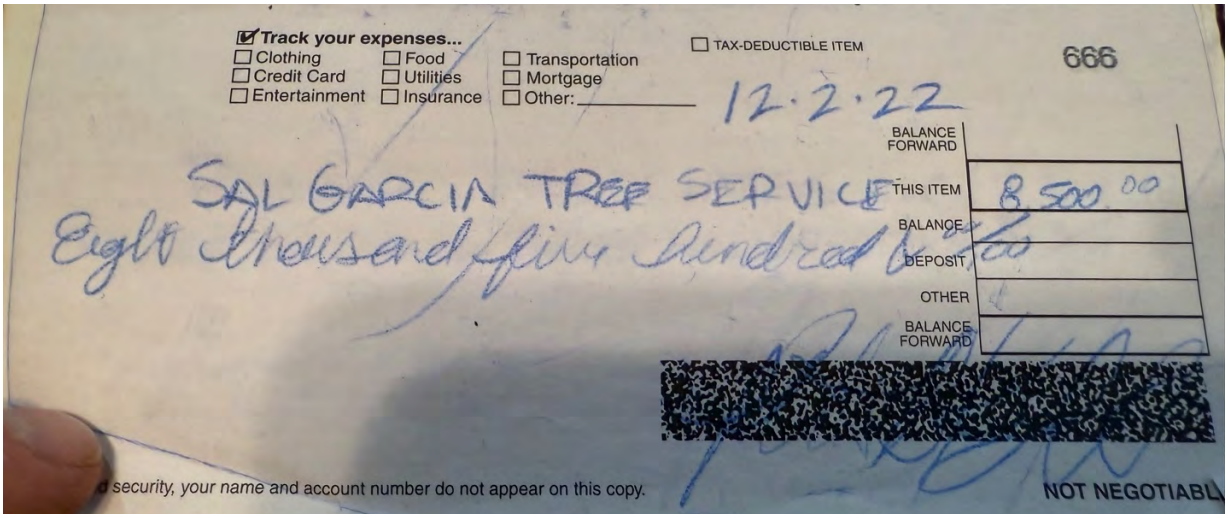


Figure 19.Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, January 24, 2023 receipt

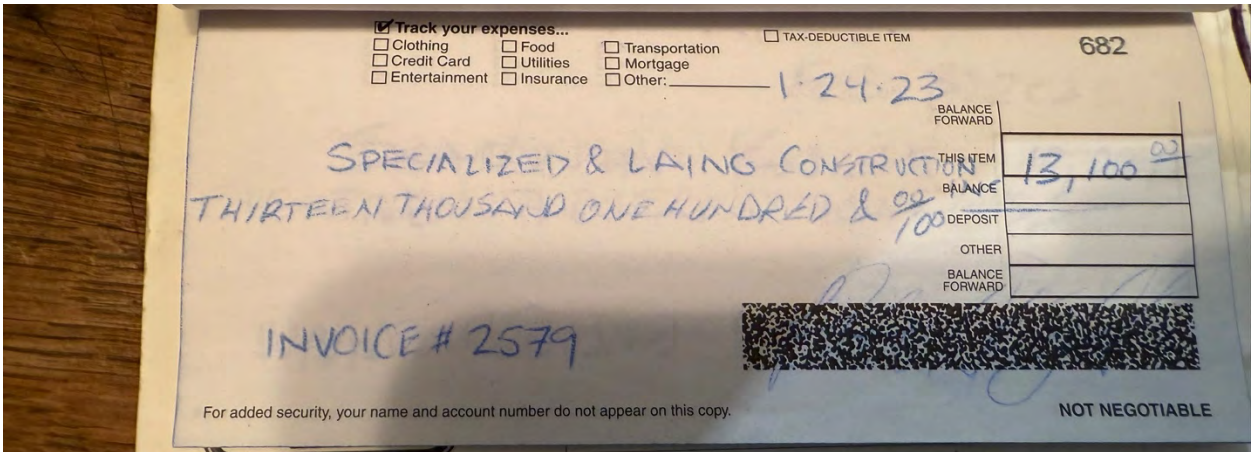


Figure 20.Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, January 23, 2023 receipt

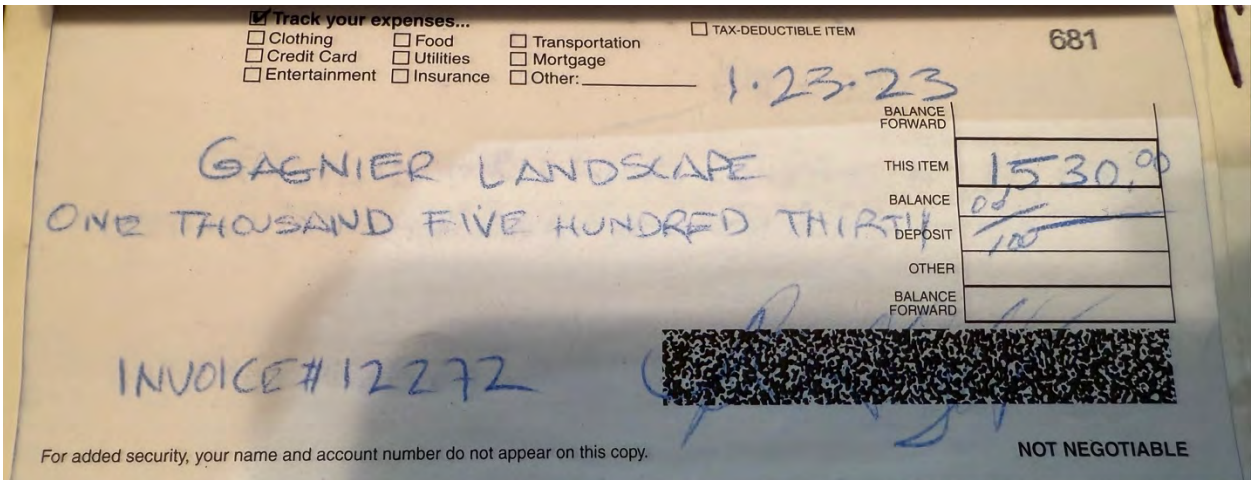


Figure 21.Non-Capitalized Expense, Original Mills Act: Landscape/hardscape maintenance, January 24, 2023 receipt

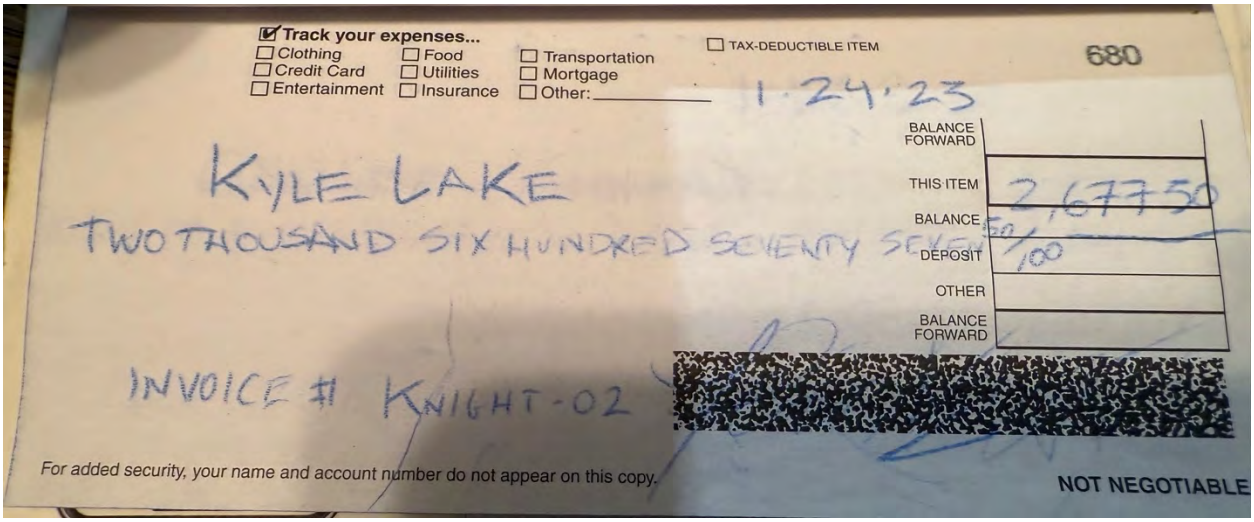


Figure 22.Other Non-Capitalized Expense, Fire/Life Safety Upgrades (widening driveway for emergency vehicle access), payment for driveway project

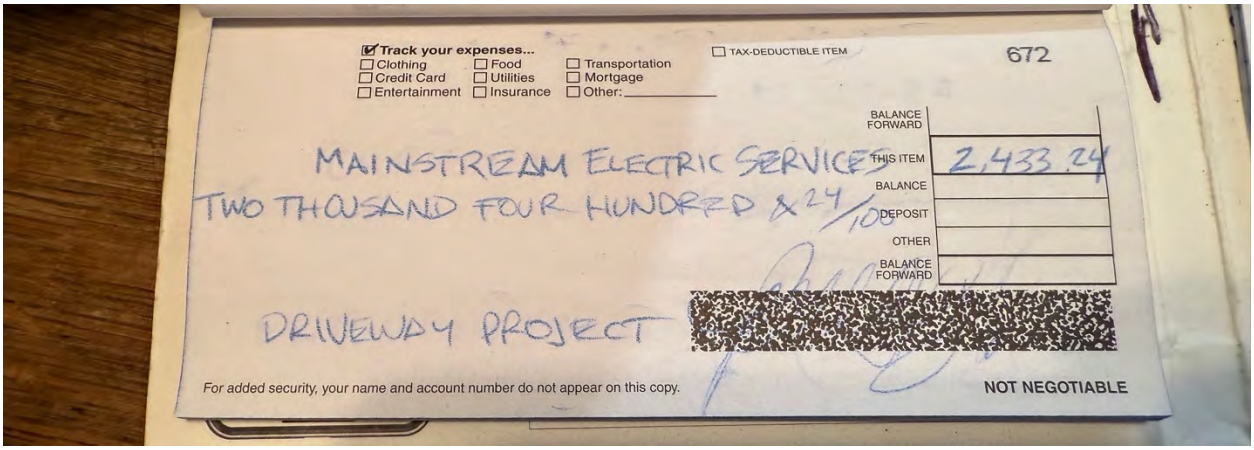


Figure 23.Other Non-Capitalized Expense, Fire/Life Safety Upgrades (widening driveway for emergency vehicle access), payment for driveway project

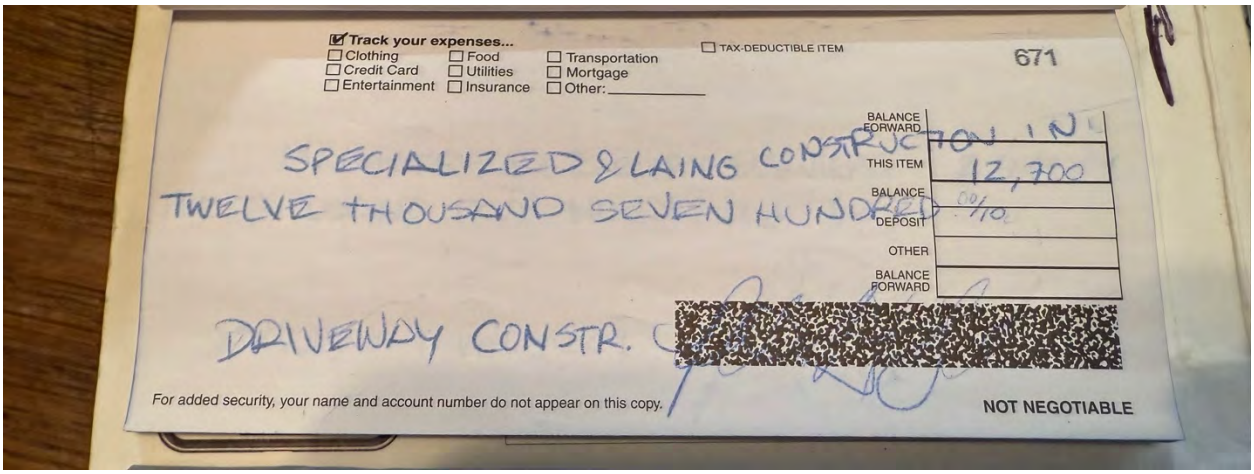
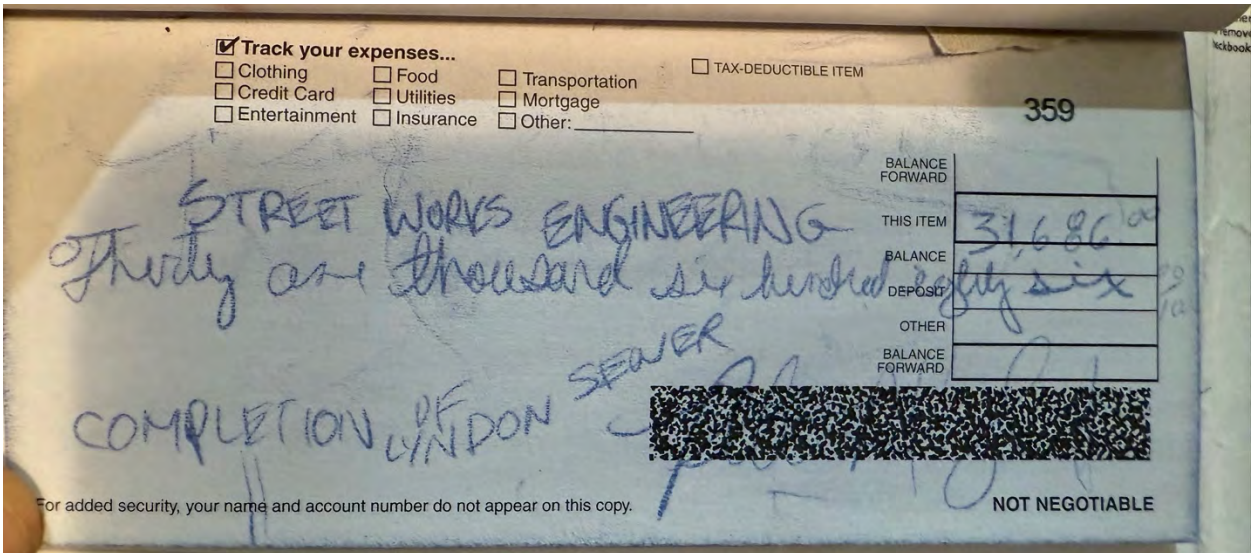


Figure 24.Other Non-Capitalized Expense, installation of independent sewer line, payment



Appendix A.1

Available Before and After Images, Mills Act Workplan Items

Figure 1. Item #1, "Structural upgrades and retrofitting," completed 2010; before images (top row shows wood posts needing reinforcement to piers and footings; lower left image shows distressed brick pier, under floor joists, needing retrofitting; lower right shows wood post needing re-created positive base)



Figure 2. Item #2, "Dry rot & termite mitigation, main house," overview images, before (top row), and after, 2025 (bottom rows)



Figure 3. Item #3, Roofing system, main house: structural repairs and re-roof with historically compatible, code-compliant wood shingles, completed, 2010; overview before (2009) and after (2025)





Figure 4. Item #3, Roofing system, main house: structural repairs and re-roof with historically compatible, code-compliant wood shingles, completed, 2010; before images detail damaged wood planks, deterioration/termite damage, and previous makeshift repairs in need of correction



Figure 5. Item #3, Roofing system, main house: structural repairs and re-roof with historically compatible, code-compliant wood shingles, completed, 2010; before (top), after (bottom)





Figure 6. Item #4, Repairing/repainting exterior of main house, overview of before images, 2009







Figure 7. Item #4, Repairing/repainting exterior of main house, overview of before images (2009), shows variety of wood features included in work item (e.g., horizontal wood siding, fish-scale shingles, ornamental porch supports and detailing, triangular knee braces, and roof-wall junctures)









Figure 8. Item #4, Repairing/repainting exterior of main house, overview of after (2025) images, following two subsequent rounds of repainting









Figure 9. Item #4, Repairing/repainting exterior of main house, overview of after (2025) images, following two subsequent rounds of repainting



Figure 10.Item #5, Stabilize and repair historic concrete stairs and stream-rock border; overview before, 2009









Figure 11.Item #5, Stabilize and repair historic concrete stairs and stream-rock border, completed in 2013; overview after, 2025



Figure 12.Item #5, Stabilize and repair historic concrete stairs and stream-rock border, completed in 2013; overview after, 2025



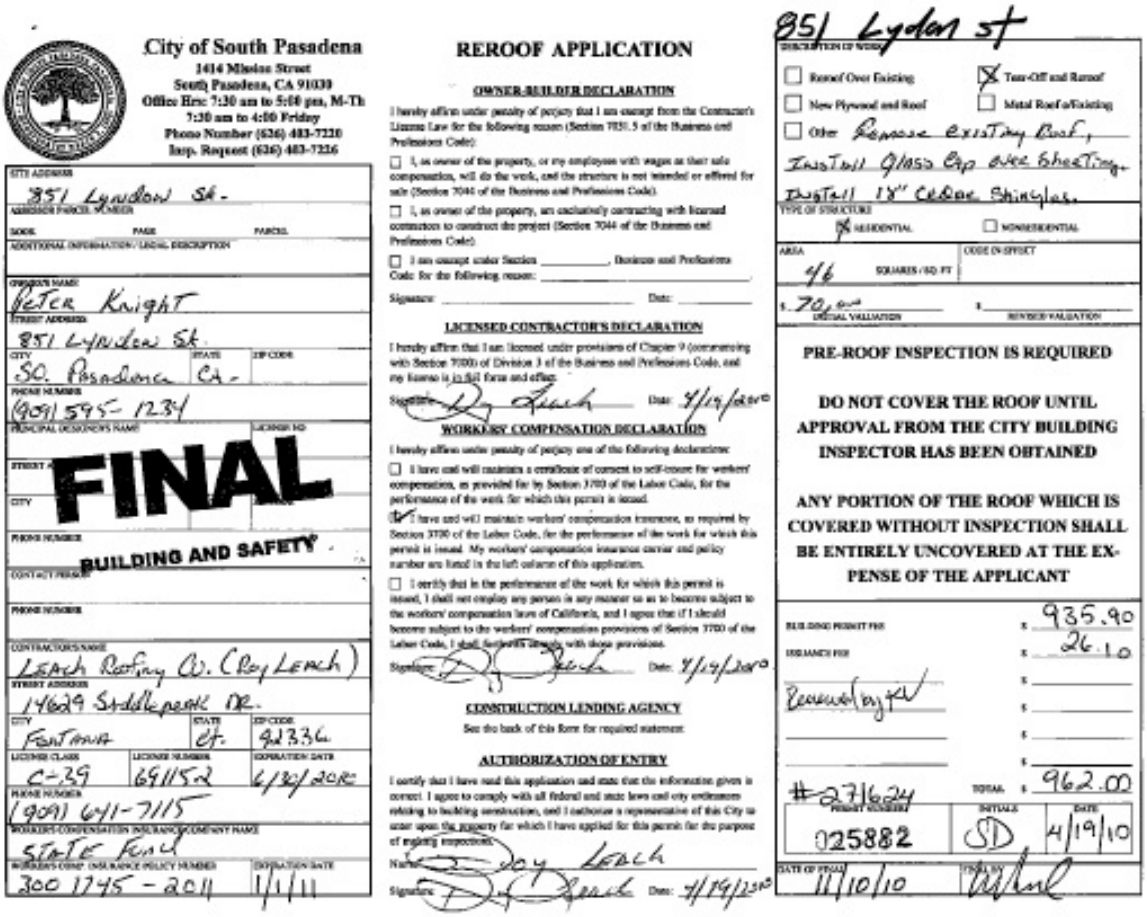
Figure 13.Item #5, Reconstruct west-elevation chimney (project has not been completed, due to other high priority items and fire-safety issues)



Appendix A.2

Available Building Permits, Mills Act Workplan Items

Figure 1. Item #3, Roofing system, main house: structural repairs and re-roof with historically compatible, code-compliant wood shingles, completed, 2010



City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Office Hrs: 7:30 am to 5:00 pm, M-Th
7:30 am to 4:00 Friday
Phone Number (626) 403-7220
Insp. Request (626) 403-7226

SITE ADDRESS: 851 Lyndon St.
OWNER'S NAME: Peter Knight
STREET ADDRESS: 851 Lyndon St.
CITY: So. Pasadena STATE: CA
PHONE NUMBER: (909) 595-1234

FINAL
BUILDING AND SAFETY

CONTRACTOR'S NAME: Leach Roofing Co. (Roy Leach)
STREET ADDRESS: 14629 Saddleback Dr.
CITY: Fontana STATE: Ca. ZIP CODE: 92336
LICENSE CLASS: C-39 LICENSE NUMBER: 691152 EXPIRATION DATE: 6/30/2012
PHONE NUMBER: (909) 641-7115
WORKERS' COMPENSATION INSURANCE COMPANY NAME: State Fund
WORKERS' COMP. INSURANCE POLICY NUMBER: 300 1745 - 2011 EXPIRATION DATE: 11/1/11

REROOF APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

☐ I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: Roy Leach Date: 4/19/2010

WORKER'S COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☑ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: Roy Leach Date: 4/19/2010

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: Roy Leach
Signature: Roy Leach Date: 4/19/2010

851 Lyndon st

DESCRIPTION OF WORK:
☐ Reroof Over Existing ☒ Tear-Off and Reroof
☐ New Plywood and Roof ☐ Metal Roof w/Existing
☐ Other Remove existing Roof, Install 90lb Cap over Sheeting. Install 18" Cedar Shingles.

TYPE OF STRUCTURE: ☒ RESIDENTIAL ☐ NONRESIDENTIAL
AREA: 46 SQUARES / SQ. FT. CODE IN EFFECT:
$ 70,000 INITIAL VALUATION $ REVISED VALUATION

PRE-ROOF INSPECTION IS REQUIRED

DO NOT COVER THE ROOF UNTIL APPROVAL FROM THE CITY BUILDING INSPECTOR HAS BEEN OBTAINED

ANY PORTION OF THE ROOF WHICH IS COVERED WITHOUT INSPECTION SHALL BE ENTIRELY UNCOVERED AT THE EXPENSE OF THE APPLICANT

BLDG./ZONE PERMIT FEE: $ 935.90
ISSUANCE FEE: $ 26.10
Received by KV
TOTAL: $ 962.00
PERMIT NUMBER: #27624
025882 INITIALS: SD DATE: 4/19/10
DATE OF FINAL: 11/10/10 INSP. BY:

Appendix B

Los Angeles County Mills Act Records of Assessed Value, 2022 through 2025

2022 ANNUAL SECURED PROPERTY TAX INFORMATION STATEMENT 2022

CITIES, COUNTY, SCHOOLS AND ALL OTHER TAXING AGENCIES IN LOS ANGELES COUNTY

SECURED PROPERTY TAX FOR FISCAL YEAR JULY 1, 2022 TO JUNE 30, 2023

KEITH KNOX, TREASURER AND TAX COLLECTOR

FOR ASSISTANCE, CALL 1(213) 974-2111 OR 1(888) 807-2111, ON THE WEB AT propertytax.lacounty.gov

PROPERTY IDENTIFICATION
ASSESSOR'S ID.NO.: 5314 020 015 22 000

OWNER OF RECORD AS OF JANUARY 1, 2022
SAME AS BELOW

MAILING ADDRESS
0177163-0177163 PDFE 001 --34-- 455094

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

Save Money – Save Time – Pay Online
ttc.lacounty.gov
Electronic Payment Information
(Required for Online and Telephone Payments)
ID#:19 5314 020 015 0 YEAR:22 SEQUENCE:000 4
Personal Identification Number (PIN)
PIN: 4SOJJC

SPECIAL INFORMATION

PROPERTY LOCATION AND/OR PROPERTY DESCRIPTION
851 LYNDON ST SOUTH PASA
POR DIV. K SAN GABRIEL ORANGE GROVE
ASSN'S LANDS AND POR OF P 1-19-20

ASSESSOR'S REGIONAL OFFICE
REGION #05 INDEX: TRA:09030
EAST DISTRICT OFFICE
1190 DURFEE AVE.
SOUTH EL MONTE CA 91733
(626)258-6001

ACCT. NO.: 510 PRINT NO.: 417163 BILL ID.:IB

ASSESSOR'S ID. NO. 5314 020 015 | YR SEQ 22 000 | CK 14

DETAIL OF TAXES DUE FOR

AGENCY	AGENCY PHONE NO.	RATE	AMOUNT
GENERAL TAX LEVY			
ALL AGENCIES		1.000000	$ 10,440.00
VOTED INDEBTEDNESS			
METRO WATER DIST		.003500	$ 36.54
COMMNTY COLLEGE		.008692	90.74
UNIFIED SCHOOLS		.139729	1,458.77
DIRECT ASSESSMENTS			
SGV MOSQUITO&VCD	(800) 273-5167		$ 20.00
SAFE CLEAN WATER	(833) 275-7297		413.87
CNTY SAN DIST 16	(562) 908-4288		160.00
FLOOD CONTROL	(626) 979-5498		77.04
USGV MWD CHG	(866) 807-6864		21.20
RPOSD MEASURE A	(833) 265-2600		68.11
LIGHT/LANDSCAPE	(626) 403-7240		78.92
MWD STANDBY #15	(866) 807-6864		19.64
SPUSD PARCEL TAX	(800) 676-7516		434.44
LIBRARY TAX	(626) 403-7330		80.46
TRAUMA/EMERG SRV	(866) 587-2862		200.35

VALUATION INFORMATION

ROLL YEAR 22-23	CURRENT ASSESSED VALUE	TAXABLE VALUE
LAND	626,000	626,000
IMPROVEMENTS	418,000	418,000
TOTAL		1,044,000
LESS EXEMPTION:		
NET TAXABLE VALUE		1,044,000

1ST	2ND	1ST + 2ND
$6,800.05	$6,800.03	$13,600.08
DUE NOVEMBER 1, 2022 (After December 10, 2022, add 10% penalty)	DUE FEBRUARY 1, 2023 (After April 10, 2023, add 10% penalty and $10 cost)	IF PAYING BOTH BY DECEMBER 10, 2022 (Include 1st & 2nd stubs if paying by mail)

ANY RETURNED PAYMENT MAY BE SUBJECT TO A FEE UP TO $50.00. SEE REVERSE SIDE FOR MORE INFORMATION.

INFORMATION ONLY 2022

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

ASSESSOR'S ID. NO. 5314 020 015 | YR SEQ 22 000 | CK 14 | PK 2

PLEASE USE THIS FOR PAYMENT, ONLY IF YOUR TAXES ARE NOT PAID BY YOUR LENDER/MORTGAGE COMPANY.

2ND INSTALLMENT DUE $6,800.03 | INDICATE AMOUNT PAID

2ND Installment Taxes due Feb. 1 and must be received or USPS Postmarked by April 10
If received or postmarked after, include 10% penalty and $10 cost

MAKE PAYMENT PAYABLE TO:
Please write the ASSESSOR'S ID. NO. on the lower left corner of your payment.

74125

LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

237220004531402001500006800030000749003125204 10

2ND

INFORMATION ONLY 2022

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

ASSESSOR'S ID. NO. 5314 020 015 | YR SEQ 22 000 | CK 14 | PK 1

PLEASE USE THIS FOR PAYMENT, ONLY IF YOUR TAXES ARE NOT PAID BY YOUR LENDER/MORTGAGE COMPANY.

1ST INSTALLMENT DUE $6,800.05 | INDICATE AMOUNT PAID

1ST Installment Taxes due Nov. 1 and must be received or USPS Postmarked by December 10
If received or postmarked after, include 10% penalty

MAKE PAYMENT PAYABLE TO:
Please write the ASSESSOR'S ID. NO. on the lower left corner of your payment.

64127

LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

226220004531402001500006800050000748005127112 12

1ST

2023 ANNUAL SECURED PROPERTY TAX INFORMATION STATEMENT 2023

CITIES, COUNTY, SCHOOLS AND ALL OTHER TAXING AGENCIES IN LOS ANGELES COUNTY

SECURED PROPERTY TAX FOR FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024

KEITH KNOX, TREASURER AND TAX COLLECTOR

FOR ASSISTANCE, CALL 1(213) 974-2111 OR 1(888) 807-2111, ON THE WEB AT propertytax.lacounty.gov

PROPERTY IDENTIFICATION
ASSESSOR'S ID.NO.: 5314 020 015 23 000

OWNER OF RECORD AS OF JANUARY 1, 2023
NOT AVAILABLE ONLINE

MAILING ADDRESS
0181910-0181910 PDFEC 001 --34-- 569600

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

Save Money – Save Time – Pay Online
ttc.lacounty.gov
Electronic Payment Information
(Required for Online and Telephone Payments)
ID#:19 5314 020 015 0 YEAR:23 SEQUENCE:000 3
Personal Identification Number (PIN)
PIN: 4SOJJC

SPECIAL INFORMATION

INFORMATION ONLY

PROPERTY LOCATION AND/OR PROPERTY DESCRIPTION
851 LYNDON ST SOUTH PASA
POR DIV. K SAN GABRIEL ORANGE GROVE
ASSN'S LANDS AND POR OF P 1-19-20

ASSESSOR'S REGIONAL OFFICE
REGION #05 INDEX: TRA:09030
EAST DISTRICT OFFICE
1190 DURFEE AVE.
SOUTH EL MONTE CA 91733
(626)258-6001

ACCT. NO.: 510 PRINT NO.: 421910 BILL ID.:IB

ASSESSOR'S ID. NO. 5314 020 015 | YR SEQ 23 000 | CK 13

DETAIL OF TAXES DUE FOR

AGENCY	AGENCY PHONE NO.	RATE		AMOUNT
GENERAL TAX LEVY				
ALL AGENCIES		1.000000	$	8,990.00
VOTED INDEBTEDNESS				
METRO WATER DIST		.003500	$	31.46
COMMNTY COLLEGE		.025101		225.66
UNIFIED SCHOOLS		.128185		1,152.38
DIRECT ASSESSMENTS				
SAFE CLEAN WATER	(833) 275-7297		$	413.87
FLOOD CONTROL	(626) 979-5498			77.04
LIGHT/LANDSCAPE	(626) 403-7240			78.92
MWD STANDBY #15	(866) 807-6864			19.64
LIBRARY TAX	(626) 403-7330			82.50
RPOSD MEASURE A	(833) 265-2600			72.52
SGV MOSQUITO&VCD	(800) 273-5167			20.00
CNTY SAN DIST 16	(562) 908-4288			160.00
SPUSD PARCEL TAX	(800) 676-7516			447.47
USGV MWD CHG	(866) 807-6864			21.20
TRAUMA/EMERG SRV	(866) 587-2862			200.35

VALUATION INFORMATION

ROLL YEAR 23-24	CURRENT ASSESSED VALUE	TAXABLE VALUE
LAND	539,000	539,000
IMPROVEMENTS	360,000	360,000
TOTAL		899,000
LESS EXEMPTION:		
NET TAXABLE VALUE		899,000

1ST	2ND	1ST + 2ND
$5,996.51	$5,996.50	$11,993.01
DUE NOVEMBER 1, 2023 (After December 10, 2023, add 10% penalty)	DUE FEBRUARY 1, 2024 (After April 10, 2024, add 10% penalty and $10 cost)	IF PAYING BOTH BY DECEMBER 10, 2023 (Include 1st & 2nd stubs if paying by mail)

ANY RETURNED PAYMENT MAY BE SUBJECT TO A FEE UP TO $50.00. SEE REVERSE SIDE FOR MORE INFORMATION.

INFORMATION ONLY 2023

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

ASSESSOR'S ID. NO. 5314 020 015 | YR SEQ 23 000 | CK 13 | PK 2

DETACH AND MAIL WITH YOUR PAYMENT, ONLY IF YOUR TAXES ARE NOT PAID BY YOUR LENDER/MORTGAGE COMPANY.

2ND INSTALLMENT DUE $5,996.50 | INDICATE AMOUNT PAID

2nd Installment Taxes due Feb. 1 and must be received or USPS Postmarked by April 10
If received or postmarked after, include 10% penalty and $10 cost

MAKE PAYMENT PAYABLE TO:
Please write the ASSESSOR'S ID. NO. on the lower left corner of your payment.

63104

LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

246230003531402001500005996500000660615104204l0

2ND

INFORMATION ONLY 2023

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

ASSESSOR'S ID. NO. 5314 020 015 | YR SEQ 23 000 | CK 13 | PK 1

DETACH AND MAIL WITH YOUR PAYMENT, ONLY IF YOUR TAXES ARE NOT PAID BY YOUR LENDER/MORTGAGE COMPANY.

1ST INSTALLMENT DUE $5,996.51 | INDICATE AMOUNT PAID

1st Installment Taxes due Nov. 1 and must be received or USPS Postmarked by December 10
If received or postmarked after, include 10% penalty

MAKE PAYMENT PAYABLE TO:
Please write the ASSESSOR'S ID. NO. on the lower left corner of your payment.

63117

LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

236230003531402001500005996510000065961611711211

1ST

2024 ANNUAL SECURED PROPERTY TAX INFORMATION STATEMENT 2024

CITIES, COUNTY, SCHOOLS AND ALL OTHER TAXING AGENCIES IN LOS ANGELES COUNTY

SECURED PROPERTY TAX FOR FISCAL YEAR JULY 1, 2024 TO JUNE 30, 2025

ELIZABETH BUENROSTRO GINSBERG, TREASURER AND TAX COLLECTOR

FOR ASSISTANCE, CALL 1(213) 974-2111 OR 1(888) 807-2111, ON THE WEB AT propertytax.lacounty.gov

PROPERTY IDENTIFICATION
ASSESSOR'S ID.NO.: 5314 020 015 24 000

OWNER OF RECORD AS OF JANUARY 1, 2024
NOT AVAILABLE ONLINE

MAILING ADDRESS
0180484-0180484 PDFEC 001 --34-- 695663

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

Save Money – Save Time – Pay Online
ttc.lacounty.gov
Electronic Payment Information
(Required for Online and Telephone Payments)
ID#:19 5314 020 015 0 YEAR:24 SEQUENCE:000 2
Personal Identification Number (PIN)
PIN: 4SOJJC

SPECIAL INFORMATION

INFORMATION ONLY

PROPERTY LOCATION AND/OR PROPERTY DESCRIPTION
851 LYNDON ST SOUTH PASA
POR DIV. K, SAN GABRIEL ORANGE GROVE ASSN'S LANDS AND POR OF P 1-19-20

ASSESSOR'S REGIONAL OFFICE
REGION #05 INDEX: TRA:09030
EAST DISTRICT OFFICE
1190 DURFEE AVE.
SOUTH EL MONTE CA 91733
(626)258-6001

ACCT. NO.: 572 PRINT NO.: 420484 BILL ID.:IB

ASSESSOR'S ID. NO. 5314 020 015 | YR SEQ 24 000 | CK 12

DETAIL OF TAXES DUE FOR 5314 020 015 24 000 12

AGENCY	AGENCY PHONE NO.	RATE	AMOUNT
GENERAL TAX LEVY			
ALL AGENCIES		1.000000	$ 8,760.00
VOTED INDEBTEDNESS			
METRO WATER DIST		.007000	$ 61.32
COMMNTY COLLEGE		.024337	213.19
UNIFIED SCHOOLS		.127829	1,119.78
DIRECT ASSESSMENTS			
SAFE CLEAN WATER	(833) 275-7297		$ 413.87
FLOOD CONTROL	(626) 979-5498		77.04
LIGHT/LANDSCAPE	(949) 955-1500		78.92
SGV MOSQUITO&VCD	(800) 273-5167		20.00
CNTY SAN DIST 16	(562) 908-4288		160.00
LIBRARY TAX	(626) 403-7330		85.14
MWD STANDBY #15	(866) 807-6864		19.64
TRAUMA/EMERG SRV	(866) 587-2862		200.35
USGV MWD CHG	(866) 807-6864		21.20
SPUSD PARCEL TAX	(800) 676-7516		460.90
RPOSD MEASURE A	(833) 265-2600		72.52

VALUATION INFORMATION

ROLL YEAR 24-25	CURRENT ASSESSED VALUE	TAXABLE VALUE
LAND	526,000	526,000
IMPROVEMENTS	350,000	350,000
TOTAL		876,000
LESS EXEMPTION:		
NET TAXABLE VALUE		876,000

1ST	2ND	1ST + 2ND
$5,881.94	$5,881.93	$11,763.87
DUE NOVEMBER 1, 2024 (After December 10, 2024, add 10% penalty)	DUE FEBRUARY 1, 2025 (After April 10, 2025, add 10% penalty and $10 cost)	IF PAYING BOTH BY DECEMBER 10, 2024 (Include 1st & 2nd stubs if paying by mail)

ANY RETURNED PAYMENT MAY BE SUBJECT TO A FEE UP TO $50.00. SEE REVERSE SIDE FOR MORE INFORMATION.

INFORMATION ONLY 2024

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

ASSESSOR'S ID. NO. 5314 020 015 | YR SEQ 24 000 | CK 12 | PK 2

DETACH AND MAIL WITH YOUR PAYMENT, ONLY IF YOUR TAXES ARE NOT PAID BY YOUR LENDER/MORTGAGE COMPANY.

2ND INSTALLMENT DUE $5,881.93 | INDICATE AMOUNT PAID

2nd Installment Taxes due Feb. 1 and must be received or USPS Postmarked by April 10
If received or postmarked after, include 10% penalty and $10 cost

MAKE PAYMENT PAYABLE TO:
Please write the ASSESSOR'S ID. NO. on the lower left corner of your payment.

52178

LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

25524000253140200150000588193000064801217820410

2ND

INFORMATION ONLY 2024

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

ASSESSOR'S ID. NO. 5314 020 015 | YR SEQ 24 000 | CK 12 | PK 1

DETACH AND MAIL WITH YOUR PAYMENT, ONLY IF YOUR TAXES ARE NOT PAID BY YOUR LENDER/MORTGAGE COMPANY.

1ST INSTALLMENT DUE $5,881.94 | INDICATE AMOUNT PAID

1st Installment Taxes due Nov. 1 and must be received or USPS Postmarked by December 10
If received or postmarked after, include 10% penalty

MAKE PAYMENT PAYABLE TO:
Please write the ASSESSOR'S ID. NO. on the lower left corner of your payment.

62181

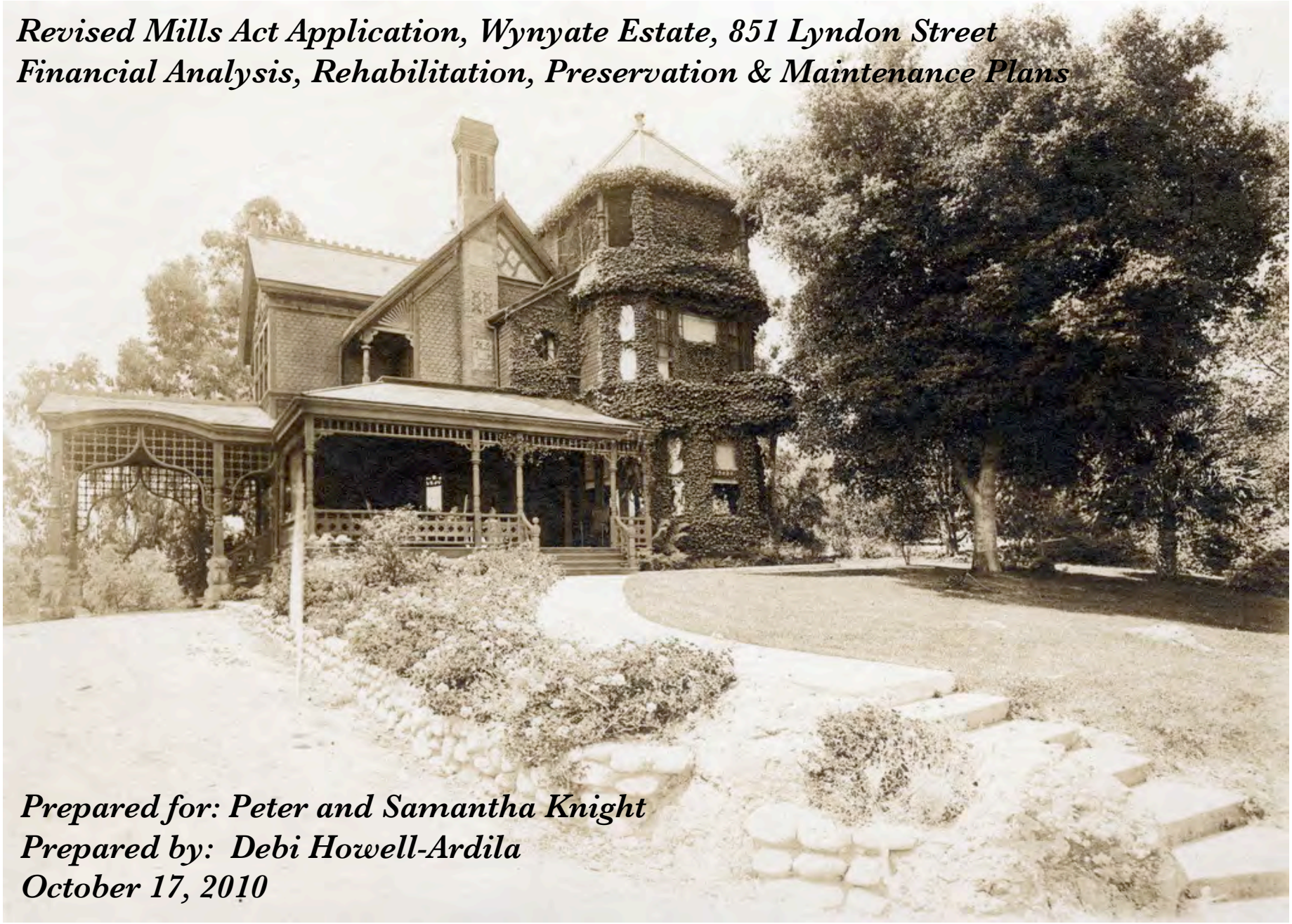
LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

24624000253140200150000588194000064701318111210

1ST

Appendix C

851 Lyndon Street, Mills Act Application, 2010



Revised Mills Act Application, Wynyate Estate, 851 Lyndon Street
Financial Analysis, Rehabilitation, Preservation & Maintenance Plans

Prepared for: Peter and Samantha Knight
Prepared by: Debi Howell-Ardila
October 17, 2010

Revised Mills Act Application, Wynyate Estate
Table of Contents

Section **Page**

1. Schedule and Reporting System 1
2. Summary of Costs and Tax Savings 2
3. Rehabilitation and Preservation Plan 3
4. Maintenance Plan 8
5. Financial Analysis 10
6. Appendix A: Supporting Documents

    A. Cost Estimate: California Restoration and Waterproofing, David Charlebois
    (1) Re-roofing; (2) Structural Retrofitting; (3) Exterior Siding Repairs;
    (4) Stabilization and Repairs to Historic Concrete/Stone Stairs;
    (5) Reconstruction of Partial West-Elevation Chimney
    B. Cost Estimate: Exterior Specialist's
    Re-painting Exterior
    C. Utility Bill: Southern California Edison, Electric Bill
    D. Utility Bill: The Gas Company, Gas Bill
    E. Utility Bill: City of South Pasadena, Water Bill
    F. Travelers Insurance, Homeowner's Insurance Bill
    G. Los Angeles County Tax Assessor, Tax Bill 2009/2010

7. Appendix B: Photographic Overview of Features and Issues

Revised Mills Act Application, Wynyate
Schedule and Reporting System

Overview of Schedule:

1.	Structural upgrades and retrofitting, main house	Completed, 2010
2.	Dry rot & termite mitigation, main house	Completed, 2010
3.	Roofing system, main house: structural repairs and re-roof with historically compatible, code-compliant wood shingles	Completed, 2010
4.	Repairing/repainting exterior of main house	Completed, 2010
5.	Stabilize and repair historic concrete stairs and stream-rock border	By 2014
6.	Reconstruct west-elevation chimney replacement of primary residence roof system	By 2019
7.	Maintenance: Dry rot & termite mitigation (Primary residence, guest house & garage)	Annual inspection
8.	Maintenance: Roof inspections and repairs as needed (Primary residence, guest house & garage)	Triannual inspection
9.	Maintenance: Paint inspection and repairs as needed (Primary residence, guest house & garage)	Triannual inspection

Reporting System:

Wynyate owners, Samantha and Peter Knight, will provide written updates to the City of South Pasadena every two years, documenting progress and providing updates on the Rehabilitation, Preservation and Maintenance Plans.

Prior to commencement of work efforts, Certificates of Appropriateness (COA) will be obtained as required by the owners.

Progress reports will include detailed work descriptions, photographs of work completed, and copies of permits and COAs (if required).

Revised Mills Act Application, Wynyate
Summary of Costs

1.	Capitalized Expenses	Amount	Schedule
	A. Structural upgrades and retrofitting, main house	$ 43,368	2010
	B. Re-roofing and structural repairs, main house roof	$ 119,400*	2010
	C. Siding repairs, main house exterior	$ 38,664	2010
	D. Re-painting exterior	$ 34,500	2010
	E. Repairs and stabilization, historic concrete stairs	$ 36,580†	2014
	F. Reconstruction, historic west-elevation chimney	$ 40,750‡	2019
	Revised Total, Capitalized Expenses:	**$ 313,262**	

Total represents a $150,194 increase over original plan costs.

2.	Non-Capitalized Expenses	Amount	Schedule
	A. Emergency mitigation of drainage, reconstruction of retaining wall steps at guest house	$ 28,765	2009
	B. Repairs to north porch roof, main house	$ 9,105††	2010
	C. Newell post repairs, entry, main house	$ 1,167††	2010
	D. Exterior siding, wooden backing repairs	$ 1,072††	2010
	E. Exterior brick veneer repairs, main house	$ 1,186††	2010
	F. Landscape maintenance	$ 5,916	2010
	G. Repairs to Guest House Roof	$ 12,190	2011
	H. Repairs and re-roofing, Garage	$ 9,625	2011
	I. Foundation upgrade, guest house	$ 7,800	2010
	J. Repainting, Guest House	$ 2,485	2014
	K. Repainting, Garage	$ 1,800	2014
	Total, Non-Capitalized Expenses:	**$ 81,111**	

3.	**Total Out-of-Pocket Investment in Wynyate:**	**$ 394,373**
4.	**Total Estimated Tax Savings, 10-year period:**	**$ 214, 511**
5.	**Average Annual Cost to the City of South Pasadena:**	**$ 3,399**

* Originally budgeted for $85,200. This work has been completed by David Charlebois.

† New rehabilitation/preservation project, not included in original financial analysis.

‡ New rehabilitation/preservation project, not included in original financial analysis.

†† While involving character-defining features, these work efforts, which have already been completed, are not capitalized. Each represents an area of concern in need of immediate repairs, as identified by David Charlebois in site inspections; work completed by Charlebois in 2010.

Revised Mills Act Application, Wynyate Estate, 851 Lyndon Street, South Pasadena
Rehabilitation and Preservation Work Plan

Area A: Primary Residence

Feature	Character-Defining?	Proposed Treatment	Schedule	Standards Compliance*
1. Structural System ▪ Damaged brick piers around lintel ▪ Unreinforced, makeshift structural post ▪ Wood posts unsecured to footings & piers	No	1. Contractor to make foundation repairs and improvements at crawlspace. Add blocking between studs and add plywood shear panels over the cripple walls. Add selected foundation bolting. Replace single brick piers. 2. Contractor to make selected repairs to basement and crawlspace mortar at brick foundation walls. Cut out mortar where disintegrated, install new mortar to approximate the original in strength, color and texture.	2010 - completed 2010 - completed	Repair according to industry standards and applicable building codes.
2. Roofing System	Yes (configuration, pitch, and original wood shingles on west elevation dormer); sheathed in non-original composition shingles	1. Remove multiple layers of comp shingles. Repair underlying structure. Install new layer of plywood over existing roof sheathing. 2. Re-roof with period-compatible, code-compliant shingles.	2010 (moved up due to severe leaking issues) – completed 2010 - completed	Recommended rehabilitation treatment guidelines: 1. Identify, retain, preserve: Identify "the functional and decorative features that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas…chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning."

* The recommended treatment approach for Wynyate is rehabilitation. The basic guidelines for rehabilitation are: (1) Identification, retention and preservation of character-defining materials and features; (2) Protection and retention of character-defining features; (3) Stabilization; (4) Repair; (5) Limited in-kind replacement where necessary. Unless otherwise noted, all excerpts describing treatment guidelines are drawn from the *Secretary of the Interior's Standards for the Treatment of Historic Properties,* National Park Service, US Department of the Interior, Washington, DC. Available at: http://www.nps.gov/history/hps/tps/standguide.

Area A: Primary Residence				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
2. Roofing System (con't)	Yes	3. Structural plywood will be used around the two chimneys that are to be rebuilt in the future.	2010 - completed	2. Protect and retain: "Cleaning of gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to ensure that materials are free from insect infestation. … Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration." 3. Repair: "Repairing a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof." 4. Replace: "Replacing in kind an entire feature of the roof that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered."
3. Paint and Exterior Repairs ▪ Cracking and peeling paint (west elevation), gable face (south elevation), and east elevation wall on façade	Yes	1. Contractor to provide owners with a palette of period-appropriate colors for repainting. 2. Cracked and peeling paint to be removed with Peel Away, lightly hand-sanded, primed, and set with two coats of paint.	2010 - completed 2010 - completed	Recommended rehabilitation treatment guidelines: 1. Protect and Maintain: "Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings. Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required. Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand-scraping and hand sanding), then repainting.

Area A: Primary Residence				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
3. Paint & Exterior Repairs (con't) Repainting Exterior	Yes	3. Exterior of residence to be repainted in period-appropriate color. Where necessary, paint removal will be carried out by the gentlest means possible.	2010 - completed	Recommended rehabilitation treatment guidelines (con't): Applying compatible paint coating systems following proper surface preparation. Repainting with colors that are appropriate to the historic building."
4. West-Elevation Chimney	Yes	1. Using documentary evidence, qualified contractor will reconstruct west-elevation chimney. Work efforts will include the following tasks: • Create historically accurate drawings of missing portion of chimney from historic pictures. • Remove existing chimney down to the roofline. • Install concrete bond beam at the roof rafter level. • Install steel framework above the roofline. • Wrap the chimney with waterproof paper. • Install brick veneer at exterior.	By 2019	Reconstruction, Secretary of the Interior's Standards: 1. Reconstruction will "depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property." 2. Measures will be taken to ensure that remaining historic materials, features, and spatial relationships are preserved. 3. Reconstruction will be based on "the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties." The reconstructed partial chimney will re-create the original features in materials, design, and texture. 4. Reconstructed features "will be clearly identified as a contemporary re-creation." 5. "Designs that were never executed historically will not be constructed." The historic appearance of the features to be reconstructed will be extensively researched and documented prior to any work efforts.

Area B: Guest House and Garage				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
Roof	No (not capitalized expense)	1. Garage to be re-roofed and guest house roof to be repaired.	2011	Non-character defining; not a qualifying expense under Mills Act. Qualified contractor to provide repairs to industry standards.
Area C: Hardscaping				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
Historic concrete stairs and low stream-rock border (northeast corner of property)	Yes	1. In order to stop movement and separation of stream rock border from cement sidewalk, and the splitting of concrete stairs, the stream-rock border will be underpinned with poured concrete (in increments, to approximately 16" below surface) to provide support. 2. Large, loose portions of cracked, loose concrete will be removed and re-epoxied in place. 3. Incompatible patches will be removed and replaced with concrete mix that more closely matches the historic concrete. 4. Where tree roots have lifted and displaced stairs at the bottom of the walkway, contractor will, in conjunction with an arborist, study the possibility of removing the stair, cutting root (without killing the tree), and re-setting the stair at the proper angle.	By 2014 By 2014 By 2014 By 2014	Recommended treatment approach: "Repair of historic concrete may consist of either patching the historic material or filling in with new material work to match the historic material. If replacement is necessary, duplication of historic materials and detailing should be as exact as possible to assure a repair that is functionally and aesthetically acceptable."

Area D: Landscaping				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
Topography and Terrain	Yes (not capitalized expense)	Drainage issue currently being mitigated	2009 - completed	Not a qualifying expense; work underway. Guiding provisions of the Secretary of the Interior's Standards to be followed include: "Protecting and maintaining buildings and sites by providing proper drainage to assure that water does not erode foundation walls; drain toward the building; or damage or erode the landscape." "Minimizing disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying or damaging important landscape features."
Mature Trees Issue: Mature Trees (overdue for trimming; need cabling)	Yes (not capitalized expense)	Prune and lace: Ash tree over garage, California Oak trees at the north end of the parking courtyard, California Live Oak trees at north end of pool, and Eucalyptus tree at south side of driveway. Saw off dead Eucalyptus tree at south end of tennis court. Cable pine trees on north-east sides; deadwood of Ash tree to be removed and lightened for safety.	2010 - completed	"Identifying, retaining, and preserving buildings and their features as well as features of the site that are important in defining its overall historic character. Site features may include circulation systems such as walks, paths, roads, or parking; vegetation such as trees, shrubs, fields, or herbaceous plant material; landforms such as terracing, berms or grading; furnishings such as lights, fences, or benches; decorative elements such as sculpture, statuary or monuments..." "Preserving important landscape features, including ongoing maintenance of historic plant material."

Area A: Primary Residence				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**[1]
1. Exterior Wood Cladding and Paint	Yes	1. Tri-annual paint inspection and maintenance/re-painting as necessary	2014, 2017, 2019	Recommended rehabilitation treatment guidelines: 1. Protect and Maintain: "Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings. Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required. Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand-scraping and hand sanding), then repainting. Applying compatible paint coating systems following proper surface preparation. Repainting with colors that are appropriate to the historic building."
2. Wood framing and sheathing	Yes	1. Annual inspections to ensure mitigation of dry rot and termite damage 2. Additional areas of concern to be addressed as found.	2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019	Termite mitigation and dry rot removal will be carried out according to the Secretary of the Interior's Standards for the Treatment of Historic Properties. This treatment will seek to "stabilize, consolidate, and conserve existing historic materials" and will "replace minimum amount of fabric necessary and match materials in-kind."[2] Recommended rehabilitation treatment guidelines: Protect and maintain: "Protecting and maintaining the structural systems…by keeping masonry, wood, and architectural metals in a sound condition; and ensuring that structural members are free from insect infestation."

[1] The recommended treatment approach for Wynyate is rehabilitation. The basic guidelines for rehabilitation are: (1) Identification, retention and preservation of character-defining materials and features; (2) Protection and retention of character-defining features; (3) Stabilization; (4) Repair; (5) Limited in-kind replacement where necessary. Unless otherwise noted, excerpts describing treatment guidelines are drawn from the *Secretary of the Interior's Standards for the Treatment of Historic Properties,* US Department of the Interior, National Park Service, Washington, DC. Available at: http://www.nps.gov/history/hps/tps/standguide.

[2] Weeks, Kay D., and H. Ward Jandl. 1996. "The Secretary of the Interior's Standards for the Treatment of Historic Properties: A Philosophical and Ethical Framework for Making Treatment Decisions." In S.J. Kelley, ed., *Standards for Preservation and Rehabilitation* (American Society for Testing and Materials): pp. 7-22.

Area B: Guest House and Garage				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
Wood framing and sheathing	No	1. Annual inspections to ensure mitigation of dry rot and termite damage; additional areas of concern to be addressed as found.	2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019	Not a qualifying expenses; not character-defining features.
Area C: Hardscaping				
Historic concrete stairs and low stream-rock border (northeast corner of property)	Yes	1. Annual inspections to monitor any additional movement and separation of stream rock border from cement sidewalk.	2011, 2012, 2013	Recommended treatment approach: "Repair of historic concrete may consist of either patching the historic material or filling in with new material work to match the historic material. If replacement is necessary, duplication of historic materials and detailing should be as exact as possible to assure a repair that is functionally and aesthetically acceptable."
Area D: Landscaping				
Landscaping and Mature Trees	Yes (not capitalized expense at this time)	Annual maintenance of mature trees and landscaping	2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019	"Identifying, retaining, and preserving buildings and their features as well as features of the site that are important in defining its overall historic character. Site features may include circulation systems such as walks, paths, roads, or parking; vegetation such as trees, shrubs, fields, or herbaceous plant material; landforms such as terracing, berms or grading; furnishings such as lights, fences, or benches; decorative elements such as sculpture, statuary or monuments..." "Preserving important landscape features, including ongoing maintenance of historic plant material."

Revised Mills Act Application, Wynyate Estate, Financial Analysis

Property Address: 851 Lyndon Street, South Pasadena, California 91030 **Assessor's ID #:** 5314 - 020 - 008
Type: Single-family Residence **Current Assessed Value:** $ 1,771,389
Landmark #: City of South Pasadena Historical Landmark #6 (1972); National Register of Historic Places, #153-296 (1973)

REVENUES	**Annual Increase**	**Current Yr 2009**	**Year 1 2010**	**Year 2 2011**	**Year 3 2012**	**Year 4 2013**	**Year 5 2014**	**Year 6 2015**	**Year 7 2016**	**Year 8 2017**	**Year 9 2018**	**Year 10 2019**	
1. Monthly Revenues		5,500.00	5,665.00	5,834.95	6,010.00	6,190.30	6,376.01	6,567.29	6,764.31	6,967.24	7,176.25	7,391.54	
2. Annual Rental Income	3%	66,000.00	67,980.00	70,019.40	72,119.98	74,283.58	76,512.09	78,807.45	81,171.68	83,606.83	86,115.03	88,698.48	
ANNUAL EXPENSES													
3. Insurance	5%	4,100.00	4,305.00	4,520.25	4,746.26	4,983.58	5,232.75	5,494.39	5,769.11	6,057.57	6,360.45	6,678.47	
4. Utilities	6%	14,448.00	15,314.88	16,233.77	17,207.80	18,240.27	19,334.68	20,494.76	21,724.45	23,027.92	24,409.59	25,874.17	**Total Costs**
5. Maintenance	5%	23,720.00	24,906.00	26,151.30	27,458.87	28,831.81	30,273.40	31,787.07	33,376.42	35,045.24	36,797.51	38,637.38	313264.99
6/7. Management / Other		0.00											
TOTAL EXPENSES													
8. Sum lines 3 through 7		$42,268.00	$44,525.88	$46,905.32	$49,412.93	$52,055.65	$54,840.84	$57,776.22	$60,869.98	$64,130.73	$67,567.54	$71,190.02	
ANNUAL NET INCOME													
9. Line 2 minus line 8		$23,732.00	$23,454.12	$23,114.08	$22,707.06	$22,227.93	$21,671.25	$21,031.23	$20,301.69	$19,476.10	$18,547.49	$17,508.47	
CAPITALIZATION RATE													
10. Interest Component	6.5%												
11. Historic Property Risk Component	4.0%												
12. Property Tax Component	1.0%												
13. Amortization Component	5.0%												
14. Total Capitalization Rate	16.5%												
NEW ASSESSED VALUE													
15. Mills Act Assessment (Line 9 divided by 16.5%)		$143,830.30	$147,138.40	$150,522.58	$153,984.60	$157,526.25	$161,149.35	$164,855.79	$168,647.47	$172,526.36	$176,494.47	$180,553.84	
TAXES: AMOUNT TO BE PAID													
16. Tax under Mills Act (Line 15 x .01035146)		1,488.85	1,523.10	1,558.13	1,593.97	1,630.63	1,668.13	1,706.50	1,745.75	1,785.90	1,826.98	1,869.00	
17. Current Tax	2%	20,720.30	21,134.71	21,557.40	21,988.55	22,428.32	22,876.89	23,334.42	23,801.11	24,277.13	24,762.68	25,257.93	**Total Tax Savings**
18. Tax Savings (Line 17 minus line 16)		19,231.45	19,611.61	19,999.27	20,394.58	20,797.69	21,208.75	21,627.93	22,055.36	22,491.23	22,935.70	23,388.93	$214,511.07
TAXES: COST TO CITY													**Annual Average**
19. Annual Cost to City	16%	$3,077.03	$3,137.86	$3,199.88	$3,263.13	$3,327.63	$3,393.40	$3,460.47	$3,528.86	$3,598.60	$3,669.71	$3,742.23	$3,399.89

WYNYATE ESTATE, MILLS ACT APPLICATION
APPENDIX A
SUPPORTING DOCUMENTATION

CALIFORNIA RESTORATION
& WATERPROOFING

November 6, 2009

Samantha and Peter Knight
851 Lyndon Street
South Pasadena, CA 91030

Subject: Proposed Schedule of Costs for Mills Act Repairs at the Wynyate House, 851 Lyndon Street, South Pasadena

Dear Mr. and Mrs. Knight:

The following items have been identified and included in our budget for the restoration of the Wynyate House under the Mills Act:

1. Roofing of Main House – Includes removal of several layers of existing roofing materials and the installation of a new layer of plywood on top of the existing roof sheathing. Structural plywood will be used around the two chimneys that are to be rebuilt in the future. Appropriate roofing material will be selected and installed.
   Budget Price: $85,200

2. Rebuild missing section of north chimney above roofline. Create historically accurate drawings of missing portion of chimney from historic pictures. Install drag struts at underside of rafters adjacent to chimney. Install bond beam at rafter level. Install steel framework above roofline. Wrap chimney with waterproof paper. Install brick veneer at exterior.
   Budget Price: $73,000
   Engineering Budget to Design Chimney: $11,500

3. Rebuild west chimney above roofline. Create historically accurate drawings of missing portion of chimney from historic pictures. Remove existing chimney down to the roofline. Install concrete bond beam at the roof rafter level. Install steel framework above the roofline. Wrap the chimney with waterproof paper. Install brick veneer at exterior.
   Budget Price: $35,000
   Engineering Budget to Design Chimney: $ 5,750

663 Brea Canyon Road, Suite 3 ▪ Walnut, CA 91789 ▪ 909/595-1234 ▪ Fax 909/595-1444
License #553563

4. Selected repairs to historic concrete/rock stairs and pathway at northeast corner of lot (from sidewalk below to the driveway above). Structurally underpin approximately 30 lineal feet of rock sidewall at the mid-span down side of the staircase. This would be done below grade and would not be visible when completed. This will reduce the migration and slippage of the walkway. Remove and replace the grossly mismatched patches of the past with colored and textured concrete. Stabilize the loose and spalling pieces of historic concrete walking surface where practicable. Fill in open and failed mortar joints along the sides of the walking path and stairs.

   Budget Price: $36,580

5. Main house foundation repairs and improvements at crawlspace. Add blocking between studs and add plywood shear panels over the cripple walls. Add selected foundation bolting. Replace single brick piers. Other repairs as discovered.

   Budget Price: $29,750

6. Selected basement and crawlspace mortar replacement at brick foundation walls. Cut out mortar where it is found to have disintegrated into a powdering condition. Install new mortar to approximate the original in strength, color and texture.

   Budget Price: $13,618

Total Budget: $290,398

We look forward to working with you.

Respectfully,

CALIFORNIA RESTORATION & WATERPROOFING

David D. Charlebois
President



10/5/2010 - Work Completed/Authorized to Date
Wynyate House
851 Lyndon Street
South Pasadena, CA 91030

Description	Amount
Main House Foundation Upgrade	29,750
Basement/Crawlspace Mortar Replacement	13,618
Main House Siding Repairs	38,664
North Porch Roof Exploratory & Repairs	9,105
Guest House Foundation Upgrade	7,800
Garage Pedestrian Door	284
HVAC Duct Repairs	1,687
Newell Post Repairs at Exterior Main Entry	1,167
East Gutter Repairs	426
Concrete Step Repairs	142
East Porch Landing Repairs	300
Exterior Siding/Wooden Backing Repairs over Kitchen	1,072
Exterior Brick Veneer Repairs at Kitchen Chimney	1,186
Internal Gutter Repairs/East Elevation	426
Chimney Inspections & Investigation	6,721
Main House Roofing	119,400
Garage Roofing	9,625
Guest House Roofing	12,190
Total:	253,563

663 Brea Canyon Rd., Suite 3, Walnut, CA 91789 (909)595-1234 Fax (909)595-1444

EXTERIOR SPECIALISTS

PETER AND SAMANTHA KNIGHT
851 LYNDON ST.
SOUTH PASADENA, CA 91030

JOB AREAS: EXTERIOR HOUSE, GARAGE, AND GUEST HOUSE.

WOOD SIDING AND SHINGLES

1. HAND WASH ALL EXTERIOR WOOD SIDING AND SHINGLES TO REMOVE DIRT.
2. HAND SAND WOOD SIDING AND SHINGLES TO REMOVE LOOSE AND PEELING PAINT.
3. PRIME ALL WOOD SURFACES AS REQUIRED WITH SHERWIN WILLIAMS EXTERIOR WOOD PRIMER.
4. REPAIR DAMAGED WOODWORK WITH INJECTED EPOXY.
5. RE-PRIME ALL REPAIRED WOODWORK.
6. CAULK ALL JOINTS AS NEEDED.
7. FINISH COAT WOOD SIDING AND SHINGLES WITH TWO (2) COATS OF SHERWIN WILLIAMS EXTERIOR PAINT.

WINDOWS AND WOOD TRIM

1. HAND SAND ALL WOOD TRIM TO REMOVE PEELING PAINT.
2. REMOVE ALL LOOSE WINDOW PUTTY AND REPLACE WITH "DAP 33" WINDOW GLAZING.
3. PRIME ALL WOOD SURFACES AS REQUIRED WITH SHERWIN WILLIAMS EXTERIOR WOOD PRIMER.
4. REPAIR DAMAGED WOODWORK WITH INJECTED EPOXY.
5. RE-PRIME ALL REPAIRED WOODWORK.
6. LIGHTLY HAND SAND ALL WINDOWS AND WOOD TRIM WITH 150-GRIT SANDPAPER.
7. CAULK ALL JOINTS AS REQUIRED.
8. FINISH COAT WINDOWS AND WOOD TRIM WITH TWO (2) COATS OF SHERWIN WILLIAMS EXTERIOR SEMI-GLOSS ENAMEL.

NOTES

1. AREAS WITH HEAVILY PEELING AND "ALLIGATORED" PAINT WILL REQUIRE THE USE OF A HEAT GUN.
2. CARPENTRY TO BE BILLED SEPARATELY AT $28 HR. PLUS MATERIALS.
3. PROTECT ALL BUSHES FROM PAINT OVERSPRAY.
4. LEAVE ALL AREAS NEAT AND CLEAN.

LABOR AND MATERIALS:

HOUSE	$34,500.00
GUEST HOUSE	$2,450.00
GARAGE	$1,800.00

THANK YOU,

CHRIS JONES

ACCEPTED_____DATE_____

1443 E. WASHINGTON BOULEVARD, SUITE 307 • PASADENA CA, 91104 • PHONE 626.798.6657 • FAX 626.798.6101
LIABILITY INSURED · BONDED STATE LICENSE #598568

SOUTHERN CALIFORNIA EDISON®
An EDISON INTERNATIONAL® Company

P.O. Box 600
Rosemead, CA
91771-0001
www.sce.com

Your electricity bill

For billing and service inquiries call 1-800-684-8123,
24 hrs a day, 7 days a week

Date bill prepared: Oct 27 '09

Customer account 2-31-961-7684

Service account 3-034-1771-95
851 LYNDON ST FRT
SPASDENA, CA 91030

Rotating outage Group N001

Your account summary

Amount of your last bill	$598.55
Payment we received on Oct 20 '09 - thank you	-$598.55
Balance forward	$0.00
Your new charges	$870.03
Late payment charge	$5.00
Total amount you owe by Nov 16 '09	**$875.03**

Compare the electricity you are using

Your current read for meter TP5-006715 - Oct 24 '09	3167
Your previous read - Sep 24 '09	- 3090
Difference	77
Multiplier	x 40.00
Total electricity you used this month in kWh	**3,080**

Your next meter read will be on or about Nov 24 '09.

(14-574) Tear here

Please return the payment stub below with your payment and make your check payable to Southern California Edison.
If you want to pay in person, call 1-800-747-8908 for locations, or you can pay online at www.sce.com.

Tear here

SOUTHERN CALIFORNIA EDISON®
An EDISON INTERNATIONAL® Company

Customer account 2-31-961-7684
Please write this number on your check. Make your check payable to Southern California Edison.

Amount due by Nov 16 '09 **$875.03**

Amount enclosed $

KNIGHT, PETER
851 LYNDON ST FRT
SOUTH PASADENA, CA 91030-3712

P.O. BOX 600
ROSEMEAD, CA 91771-0001

31 961 7684 00000008 0000000000000875030000875030

Your Account Number
026 219 5350 0

PETER A KNIGHT
851 LYNDON ST
S PASADENA CA 91030-3712

More phone numbers and info on back of bill

24-Hour Service and Info:

(800) 427-2200 (English)
(800) 342-4545 (Español)

The Gas Company A Sempra Energy utility

P.O. Box C
Monterey Park, CA 91756
www.socalgas.com

Date Mailed Oct 14, 2009

Rate	Climate Zone	Cycle	The Gas Company's Gas Commodity Charges per therm
GR	1	09	$0.39651/Therm

Billing Period From	To	Meter Number	Readings Prev	Pres	Difference =CCF		Billing Factor	= Therms
09/10/09	10/09/09	11603604	7250	7277	27*	x	1.024	= 28

*ESTIMATED READ

Next Meter Reading Date on or about: Nov 10 2009

Summary of Charges

			Amount
Customer Charge	29 Days	x 0.16438= $	4.77
Baseline	14 Therms	x 0.61929=	8.67
Over Baseline	14 Therms	x 0.80286=	11.24
Gas Charges			**24.68**
State Regulatory Fee	28 Therms	x 0.00068=	0.02
Public Purpose Surcharge	28 Therms	x 0.06384=	1.79
SOUTH PASADENA City Users Tax		8%	2.12
Taxes & Fees on Gas Charges			**3.93**
Total Gas Charges Including Taxes and Fees			**28.61**

Total Current Gas Charges	28.61
Previous Balance	31.24
Total Amount Due	**59.85**

Current Amount Past Due if not paid by Nov 03, 2009

Special Discount You may be eligible for the California Alternate Rates for Energy (CARE) program. For more information and to request an application, please call 1-800-772-5050.

Descuento Especial Usted podría ser elegible para el programa de Tarifas Alternas para Energía en California (CARE). Para más información y para pedir una solicitud, por favor llame al 1-800-772-5050.

Energy Comparison	This Year Days	Therms	Daily Average	Last Year Days	Therms	Daily Average
Oct	29	28 E	0.97	N/A	N/A	N/A
Sep	8	4	0.50	N/A	N/A	N/A
Aug	N/A	N/A	N/A	N/A	N/A	N/A

Date Mailed
Oct 14, 2009

Please bring entire bill if payment is made in person or return stub with your payment by mail

09 6527 0138
S

Previous Balance	Current Amount	Total Amount Due
$31.24 Due Now	**$28.61** Please Pay By 11/03/09	**$59.85**

Save paper & postage: Pay online at www.socalgas.com

Make Payment To:

The Gas Company
P O Box C
Mont Pk Ca 91756

5485.2.41.13034 1 AV 0.335 oz 0.570
PETER A KNIGHT

851 LYNDON ST
S PASADENA CA 91030-3712

Your Account Number
026 219 5350 0

80 0262195350 00005985 07 0262195350 0000286103

PROOF

MUNICIPAL BILLING STATEMENT

CITY OF SOUTH PASADENA
1414 MISSION ST.
SOUTH PASADENA, CA 91030-3214

Utility Billing: (626) 403-7259
Athens Disposal Services: (888) 336-6100
www.ci.south-pasadena.ca.us

Customer Name: SAMANTHA KNIGHT

ACCOUNT NUMBER	SERVICE ADDRESS	SERVICE PERIOD	CYCLE	BILLING DATE
103071-000	851 LYNDON STREET	09/01/09 to 09/30/09	6	10/16/09

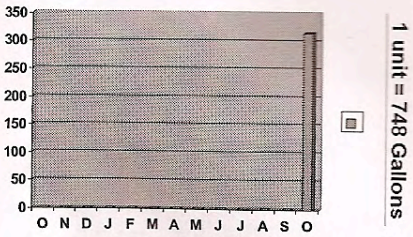
SERVICE DESCRIPTION	PREVIOUS READ	CURRENT READ	USAGE	PRIOR YEAR USAGE	AMOUNT
From 09/01/09 To 10/09/09	16624	16939	315	450 $	
Domestic Water Charge					289.80
2` Meter Service Charge					63.25
Utility User Tax					28.24
Sewer Flat					6.23
Rubbish 1 unit Flat					34.23
Wastewater Discharge Flat					0.98
Yard Waste Flat					3.09

Current Billing $ 425.82

Total Amount Due 11/16/09 $ 425.82

A 5% penalty will be assessed if this bill is not paid by the due date.

Water Consumption



Effective October 1, 2009 the City of South Pasadena now accepts American Express as an additional form of payment for City services and utility bills. We will continue to accept Visa and Master Card.

[1/1]

TRAVELERS

HVH Dwelling

BOLTON & COMPANY
P O BOX 6030
PASADENA CA 91102

00429

476

Account Bill
Account No. 985236332

Please refer to this billing account number when calling or making payments.

Billing Date: AUGUST 10, 2009
Due Date: AUGUST 28, 2009

PETER KNIGHT
SAMANTHA KNIGHT
851 LYNDON ST
SOUTH PASADENA CA 91030-3712

QUESTIONS? CALL US:

Automated Billing and Payment Information Available 7 days a week	1-800-550-7716
Claim Service	1-800-CLAIM-33
Policy Questions or Change of Address	(626) 799-7999

To pay online visit mytravelers.com

Prepare for severe weather before it happens!

Fit windows with storm shutters or plywood before weather warnings are issued. Know evacuation routes and have a plan in place before you need to leave. For more tips about severe weather preparedness, visit www.fema.gov, or contact your insurance representative.

Policy Payment Information

Policy Name	Policy Number	Policy Period	Minimum Amount Due	Unpaid Balance
HVH Dwelling 851 LYNDON ST	985236332 637 1	07/28/09 to 07/28/10	$451.54	$4,967.00
		Service Charge This Month	$6.00	
Total			**$457.54**	**$4,967.00**

Please read important information on reverse side.

Please detach and mail the lower portion of this bill with your payment in the enclosed envelope to TRAVELERS, ONE TOWER SQUARE, HARTFORD, CT 06183-1001. Thank You.

Make checks payable to: *Travelers Indemnity and affiliates*

000434/00429 F3116B00 6918 08/10/09

476 A
008348

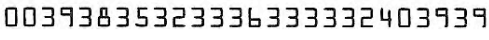
BOLTON & COMPANY

PETER KNIGHT
Billing Account No. 985236332

Please do not staple your check to this stub.

AMOUNT ENCLOSED
UNPAID BALANCE $4,967.00
MINIMUM AMOUNT DUE $457.54
DUE DATE AUGUST 28, 2009

TRAVELERS REMITTANCE CENTER
ONE TOWER SQUARE
HARTFORD, CT 06183-1001



TRAVELERS

NEW BUSINESS PROPOSAL

High Value Homeowners Policy

INSURED AND AGENT INFORMATION

(Named Insured)
Name and Mailing Address
PETER KNIGHT
SAMANTHA KNIGHT
851 LYNDON ST
SOUTH PASADENA CA 91030

Agent Information
BOLTON & COMPANY
P O BOX 6030
PASADENA, CA 91102

The Residence premises is located at
851 LYNDON ST
SOUTH PASADENA CA 91030

Mortgagee Name and Address
1. WELLS FARGO BANK NA
ISAOA
PO BOX 5708
SPRINFIELD OH 45501
LOAN NUMBER 0105920912

POLICY INFORMATION

Homeowners Policy No.
985236332 637 1

Policy Period
07/28/09 - 07/28/10 12:01 A.M.
Standard Time at the residence premises

Your Insurer
Travelers Commercial Insurance Company
One of The Travelers Property Casualty Companies
One Tower Square, Hartford, CT 06183

For Claim Service Call 1-800-CLAIM33
For Policy Service Call (626) 799-7999

TOTAL POLICY PREMIUM $ 4,367.00
This is not a bill; you will be invoiced separately.

Continued on next page

TRAVELERS

POLICY COVERAGES AND LIMITS OF LIABILITY

	LIMIT
Section I - Property Coverages	
A - DWELLING	$ 2,741,000
B - OTHER STRUCTURES	$ 274,100
C - PERSONAL PROPERTY	$ 2,055,750
D - LOSS OF USE	$ 1,370,500
LIMITED FUNGI, OTHER MICROBES OR ROT REMEDIATION	
Section I - Property Coverage	$ 5,000
Section II - Liability Coverages	
E - Personal Liability (Bodily Injury and Property Damage) Each Occurrence	$ 500,000
F - Medical Payments to Others Each Person	$ 5,000

POLICY SAVINGS AND DEDUCTIBLES

Your Savings

The following credits or discounts reduced your premium: Loss Free Discount, Home Buyer Discount, Protective Devices Discount

Deductibles	DEDUCTIBLE
Section I Property Coverages Deductible (All Perils)	$ 5,000

In case of loss under section I, only that part of the loss over the stated deductible is covered.

OPTIONAL ENDORSEMENTS AND COVERAGES

	LIMIT	PREMIUM
Optional Endorsements		
438BFU NS (05-42) Lender's Loss Payable Endorsement		Included*

MANDATORY FORMS AND ENDORSEMENTS

HV-3 (10-06) High Value Homeowners Dwelling Form
HV-300 CA (05-07) Special Provisions - California
HO-90 CA (05-07) Worker's Compensation Residence Employees ..... Included*

Continued on next page

TRAVELERS

The Declarations with your Homeowners Policy, HV-3 (10-06) and the optional Endorsements and coverages listed above, form your Homeowners Insurance Policy.

***Note:** The additional cost for any optional endorsement or coverage shown as "Included" is contained in the Total Policy Premium amount.

For Your Information

The State of California requires that we share this message with you:
WHENEVER THIS COMPANY OR ITS AGENT HAS BEEN UNABLE TO RESOLVE A CONSUMER COMPLAINT AFFECTING THIS POLICY, THE FOLLOWING STATE AGENCY MAY BE CONTACTED TO ASSIST THE POLICYHOLDER:

CALIFORNIA DEPARTMENT OF INSURANCE
CONSUMER SERVICE DIVISION
300 SOUTH SPRING STREET
LOS ANGELES, CALIFORNIA 90013 TOLL FREE NUMBER: 800-927-4357

Earthquake Coverage is not included in this policy.

This is not a bill. You will be billed separately for this transaction.

For information about how Travelers compensates independent agents and brokers, please visit www.Travelers.com or call our toll free telephone number 1-866-904-8348. You may also request a written copy from Marketing at One Tower Square, 2GSA, Hartford, Connecticut 06183.

Thank you for insuring with Travelers. We appreciate your business. If you have any questions about your insurance, please contact your agent or representative.

These declarations with policy provisions HV-3 (10-06) and any attached endorsements form your Homeowners Insurance Policy. Please keep them with your policy for future reference.

Continued on next page

lacounty.gov

Los Angeles County
Treasurer and Tax Collector

Property Tax Payment Inquiry

Last updated Monday November 02, 2009

Assessor ID Number: 5314-020-008 **Year:** 09 **Seq. No.:** 000

ELECTRONIC FUND TRANSFER (EFT) NUMBER
ID#: 19 5314 020 008 9 **YEAR:** 09 **SEQUENCE:** 000 1

Installment 1		Installment 2	
Tax Amount	$10,360.15	Tax Amount	$10,360.15
Penalty Amount	$0.00	Pen/Cost Amount	$0.00
Total Due	$10,360.15	Total Due	$10,360.15
Paid Amount	$0.00	Paid Amount	$0.00
Balance Due	$10,360.15	Balance Due	$10,360.15
Delinquent If Not Paid By	12/10/2009	Delinquent If Not Paid By	04/12/2010

Message:

Defaulted Tax Roll

Last updated Monday November 02, 2009

AIN Number	5314-020-008	5-Pay Account Number	
Default Year	2009	5-Pay Status	
Redemption Amount	$0.00	5-Pay Installment Amount Due	
Monthly Penalty Amount	$0.00	5-Pay Due Date	
Amount Paid	$22,822.21	5-Pay Installment Paid	
Last Payment Date	08/24/2009		

Message:
STATE LAW REQUIRES THAT WE APPLY PAYMENTS TO COSTS, PENALTIES AND THE BALANCE TO TAXES. IF YOU HAVE QUESTIONS, PLEASE CALL US TOLL-FREE AT (888) 807-2111.

Tax Status: CURRENT

Select Another Parcel | Make a Payment

For telephone inquiries visit us at **ttc.lacounty.gov** for a list of telephone numbers.
Our business hours are 8:00 a.m. to 5:00 p.m. (Pacific), Monday through Friday, excluding Los Angeles County holidays.
Our office is located on the first floor at the Kenneth Hahn Hall of Administration, 225 North Hill Street, Los Angeles, CA 90012.

Terms of Use | **Privacy & Security Policy**

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SCHEDULE B

AT THE DATE HEREOF EXCEPTIONS TO COVERAGE IN ADDITION TO THE PRINTED EXCEPTIONS AND EXCLUSIONS IN SAID POLICY FORM DESIGNATED ON THE FACE PAGE OF THIS REPORT WOULD BE AS FOLLOWS:

A. GENERAL AND SPECIAL TAXES FOR THE FISCAL YEAR 2009-2010, A LIEN NOT YET DUE OR PAYABLE.

B. GENERAL AND SPECIAL TAXES FOR THE FISCAL YEAR 2008-2009

TOTAL:	$20,174.54	
FIRST INSTALLMENT:	$10,087.27	DELINQUENT
PENALTY:	$1,008.73	
SECOND INSTALLMENT:	$10,087.27	DELINQUENT
PENALTY:	$1,018.73	

ASSESSED VALUATION:	
LAND VALUE:	$1,122,443.00
IMPROVEMENTS:	$648,946.00
EXEMPTION:	$0.00
CODE AREA:	09030
A. P. NO.:	5314-020-008

C. THE LIEN OF SUPPLEMENTAL TAXES ASSESSED PURSUANT TO CHAPTER 3.5 COMMENCING WITH SECTION 75 OF THE CALIFORNIA REVENUE AND TAXATION CODE.

1. WATER RIGHTS, CLAIMS OR TITLE TO WATER, WHETHER OR NOT SHOWN BY THE PUBLIC RECORDS.

2. AN EASEMENT FOR PURPOSES STATED AND INCIDENTAL RIGHTS.

FOR:	ELECTRIC LINE, CONSISTING OF POLES, GUYS AND ANCHORS
RECORDED:	IN BOOK 17668, PAGE 269, OF OFFICIAL RECORDS.
AFFECTS:	AS MORE PARTICULARLY DESCRIBED THEREIN.

3. AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES.

RECORDED:	IN BOOK 26870, PAGE 456, OF OFFICIAL RECORDS.
AFFECTS:	SAID LAND

4. AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES.

RECORDED:	IN BOOK 25762, PAGE 119, OF OFFICIAL RECORDS.
AFFECTS:	THE EASTERLY 5 FEET AND THE NORTHERLY 5 FEET OF PARCEL 3

5. AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES.

RECORDED:	IN BOOK 27168, PAGE 269, OF OFFICIAL RECORDS.
AFFECTS:	THE NORTHERLY 5 FEET OF PARCEL 3

6. THE FACT THAT THE LAND LIES WITHIN THE BOUNDARIES OF THE SOUTH PASADENA REDEVELOPMENT PROJECT AREA, AS DISCLOSED BY THE DOCUMENT RECORDED JANUARY 7, 1959 AS INSTRUMENT NO. 1307, OF OFFICIAL RECORDS.

Appendix B
Photographic Overview of Features and Issues





Figure 1 Multiple layers of composition shingles to be removed; structural damage to roof rafters to be repaired; and roof re-sheathed in code-compliant, historically compatible wood shingles.



Figure 2 Damage and deterioration in exterior wood siding to be repaired; exterior to be repainted in period-appropriate colors.



Figure 3a Structural retrofitting to be carried out in numerous areas.



Figure 3b Structural retrofitting to be carried out in numerous areas.



Figure 4 Historic concrete/stone stairs to be stabilized and repaired.



Figure 5 Altered partial chimney, southwest portion of roof; to be reconstructed from documentary evidence.

Appendix D

851 Lyndon Street, Mills Act Progress Update, 2015, Peter and Samantha Knight

Peter & Samantha Knight
851 Lyndon St.
South Pasadena, CA 91030
Peter cell: (310) 738-5278
Samantha cell: (626) 825-8959

City of South Pasadena
1414 Mission St.
South Pasadena, CA 91030

January 7, 2015

To Whom It May Concern:

Please accept my apologies for the lateness of this report. Per our contract Samantha and I wanted to report on what what we have done thus far on our rehabilitation efforts at Wynyate.

The following scheduled maintenance and repair items were completed in 2010 —the details of which were part of our initial application. I include them in summary below:

1. Structural upgrades and retrofitting, main house
2. Dry rot and termite mitigation, main house
3. Roofing system, main house: structural repairs and re-roof with historically compatible, code compliant wood shingles.
4. Repairing/repainting exterior of main house.

In April of 2013 we commenced work on the historic concrete stairs with low stream-rock border. The work was completed by John R. Walker Construction under the guidelines laid out in our contract:

> 1. In order to stop movement and separation of stream rock border from cement sidewalk, and the splitting of concrete stairs, the stream rock border will be underpinned with poured concrete (in increments, to approximately 16" below surface.) to provide support.
>
> 2. Large, loose portions of cracked, loose concrete will be removed and re-exposed in place.
>
> 3. Incompatible patches will be removed and replaced with concrete mix that more closely matches the historic concrete.
>
> 4. Where tree roots have lifted and displaced stairs at the bottom of the walkway, contractor will in conjunction with an arborist study the possibility of removing the stair, cutting the root, (without killing the tree), and re-setting the stair at the proper angle.

The Standards Compliance for the project states:

> *"Repair of historic concrete may consist of either patching the historic material or filling in with new material work to match the historic material. If replacement is necessary,*

duplication of historic materials and detailing should be as exact as possible to assure that repair is functionally and aesthetically acceptable."

The project was completed in May 0f 2013. Please see accompanying before and after photos. If you have any questions or concerns please don't hesitate to contact us at the phone numbers above. Thank you for your consideration and continued support for our rehabilitation efforts.

Best regards,



Peter and Samantha Knight



Figure 4 Historic concrete/stone stairs to be stabilized and repaired.





Historic concrete/stone stairs after 5/13 repair

Appendix E

Original Landmark Nomination, 1972, Wynyate Estate, 851 Lyndon Street, South Pasadena

CITY OF SOUTH PASADENA

1424 Mission Street • South Pasadena • California 91030 • 799-9101 682-2175

Cultural Heritage Commission

NOMINATION FORM FOR OFFICIAL HISTORICAL REGISTER

I. IDENTIFICATION #6

Name of building or site (condensed legal description):
"WYNYATE" (Welsh for vineyard)

Address (or location description):
851 Lyndon Street, South Pasadena

Date of construction (if known): 1887

Architect: W. R. Norton

Builder: J. J. Hall

Original owner: Donald M. Graham and Margaret Collier Graham

Significant intermediate owners: Miss Jennie Collier (sister of Mrs. Graham) 1910-1918 Mrs. Martha Mohr (sister of Mrs. Graham), 1918-1933; Mrs. Helen Collier Hill Wishart, 1933-1950; Mr. John Haufe, 1950-1959; Mrs. T. Piper, 1959-1964.

Intermediate significant uses if any:



Present owner: Mr. and Mrs. Wolfgang Klebel

Original use: Private residence

Present use: Private residence

II. DESCRIPTION (See enclosed page)

Style or period: Victorian

Construction materials: Redwood, stained
Brick work in cellar

Additions or modifications: 1909 - front porch enlarged; 1950-59 - porte-cochere removed, bathrooms and kitchen remodeled, large west sliding door added, north parlor window changed, vines removed and exterior painted grey and white.

Significant features (exterior): Rewiring; winding steps leading from street to front door; sundial part way up steps; crest with date 1887 is under eaves on east side; shingles of fish scale design completely cover second and third floors. Porches have lattice work; Romeo & Juliet balcony at northwest corner.

Significant features (interior): Intercommunication system (removed 1950-59) including speaking tubes and burglar alarm. High ceilings handsome moldings typical of period.

photograph or snapshot

Present condition:

Exterior: Excellent - gray and white paint

Interior: Excellent

Site: Excellent

Type of neighborhood (residential, commercial, etc.):
Residential

III. PRESERVATION STATUS

Is structure threatened with demolition or alteration by either public or private action?
Explain:
Site is directly in path of State proposed Long Beach Freeway (Meridian route)

IV. REASONS FOR INTEREST OR SIGNIFICANCE

Note any federal, state or county surveys or other recognition.
Architectural: Period? Style? Architect? Comments: Was one of first pretentious houses in South Pasadena. Fine example of elegant Victorian style and is one of few remaining of this period in the city.

Historical: Personages, social events, influences on history.
Comments: House was built by first mayor of South Pasadena, Donald M. Graham, whose wife, Margaret Collier Graham was well-known writer and literary figure in late 19th and early 20th century. "Wynyate" was frequently visited by such celebrities as John Muir, Mary Austin, Charles F. Lummis, Charles Dwight Willard, etc.

Other: Objects of natural, aesthetic or cultural significance. Botanical or geological
Comments: House occupies beautiful site overlooking town of South Pasadena in foreground and San Gabriel mountains to the north. Stone pine trees, live oaks, toyon cover the slopes; lemon eucalyptus tree planted by John Muir on hill above home to west. Some of the original large yellow rose bushes are still growing.

V. PUBLISHED REFERENCES

"On Old Rancho San Pascual", South Pasadena Branch of Security Trust and Savings Bank of Los Angeles, 1922
"6 Horses and 10 Head", Jane McCloskey, 1971

VI. REMARKS

(Nominee may submit additional information or photographs)

APPROVED BY:Chairman, Historical Committee
CULTURAL HERITAGE COMMISSION
Margaret L. Fay
Date 3-16-72

Secretary Velma Hershberger
3-16-72

Please Print
Applicant (Mrs.) Margaret Leslie Fay, A.I.D.

Address 517 Garfield Avenue
South Pasadena, Ca. 91030

Tel. No. 799-4828, 799-5891 Date 3-16-72

CITY OF SOUTH PASADENA
1424 Mission Street • South Pasadena • California 91030 • 799-9101 682-2175
Cultural Heritage Commission

Between 1887 and 1950 few changes were made in the residence - the only significant one being the remodelling of the front porch apparently done in 1909. The growth of trees and shrubs and vines covering the house changed its appearance greatly, but the house remained essentially the same until it was sold by Mrs. Wishart to Mr. John Haufe. Mr. Haufe extensively remodelled the kitchen, installed the large sliding glass doors on the west side of the house, made two closets into bathrooms, and rewired the house. The porte-cochere was removed (the supports had been damaged) and changes were made on the east side as a result. The large north wall of windows on the first floor parlor was replaced by one single large pane.

Between 1959 and 1964 the southeast corner of the first floor was remodelled to include the porch, and the steps were changed.

Since 1964 extensive interior remodelling has been done. The third floor cupola covered porch was glazed in. In 1971, it was re-landscaped and a swimming pool was added on the west side. The large live oak, planted on the northwest corner in 1888, had to be removed in 1971.

MILLS ACT CONTRACT

This page is part of your document - DO NOT DISCARD

20101887687

Pages: 0048

RECEIVED

JAN 24 2011

SOUTH PASADENA
CITY CLERK'S OFFICE

Recorded/Filed in Official Records
Recorder's Office, Los Angeles County,
California

12/21/10 AT 10:49AM

FEES:	0.00
TAXES:	0.00
OTHER:	0.00
PAID:	0.00

LEADSHEET

201012210080048

00003474705

003055934

SEQ:
01

DAR - Mail (Hard Copy)

THIS FORM IS NOT TO BE DUPLICATED

E466571

2

RECORDING REQUESTED BY
City of South Pasadena

WHEN RECORDED – MAIL TO:
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030



MILLS ACT CONTRACT
FOR
THE PROPERTY LOCATED AT
851 LYNDON STREET
SOUTH PASADENA, CA 91030
COUNTY OF LOS ANGELES

(See attached Mills Act Contract)

MILLS ACT CONTRACT

THIS CONTRACT ("Contract") is made and entered into this 15th day of December 2010, by and between the CITY OF SOUTH PASADENA, CALIFORNIA, a municipal corporation ("City"), and Peter and Samantha Knight ("Owner").

RECITALS

(i) California Government Code Section 50280 *et seq.*, authorizes cities to enter into contracts with the Owner of qualified historical property to provide for the use, maintenance, and restoration of such historical property so as to retain its characteristics as property of historical significance;

(ii) Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at 851 Lyndon Street, South Pasadena, California ("Historic Property"). A legal description of the Historic Property is attached hereto, marked as "Exhibit A" and is incorporated herein as if fully set forth;

(iii) The Historic Property is listed on the National Register of Historic Places and identified as City Landmark No. 6, attached hereto marked "Exhibit B". The Victorian-style residence was designed by architect W.R. Norton. It was the home of Donald M. Graham (South Pasadena's first mayor) and Graham's wife, Margaret Collier Graham who was a well-known writer and literary figure;

(iv) City and Owner, for their mutual benefit, now desire to enter into this Agreement both to protect and preserve the characteristics of historical significance of the Historic Property, and to qualify the Historic Property for an assessment of valuation pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

NOW, THEREFORE, City and Owner, in consideration of the mutual covenants and conditions contained herein, do hereby agree as follows:

1. EFFECTIVE DATE AND TERM. This Agreement shall be effective and commence on December 15, 2010 and shall remain in effect for a term of ten (10) years thereafter.

2. AUTOMATIC RENEWAL. Each year, upon the anniversary of the effective date of this Agreement (hereinafter referred to as the annual renewal date), one year shall be added automatically to the term of this Agreement, unless timely notice of non-renewal is given as provided in Paragraph 3 of this Agreement.

3. NOTICE OF NON-RENEWAL. The City desires not to renew this Agreement in five (5) years. The City shall serve written notice of non-renewal in

advance of the annual renewal date in year 5 of this Agreement. The City must serve written notice of the non-renewal at least sixty (60) days prior to the annual renewal date in the fifth year. If the Owner desires in any year not to renew this Agreement, the Owner must serve written notice of non-renewal at least ninety (90) days prior to the annual renewal date. Upon receipt by Owner of a notice of non-renewal from the City, Owner may make a written protest. At any time prior to the annual renewal date, City may withdraw its notice of non-renewal.

4. EFFECT OF NOTICE OF NON-RENEWAL. If either City or Owner serves timely notice to the other of non-renewal in any year, the Agreement shall remain in effect for the balance of the term then remaining.

5. VALUATION OF PROPERTY. During the term of this Agreement, Owner is entitled to seek assessment of valuation of the Historic Property pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

6. PRESERVATION OF PROPERTY. Owner shall preserve and maintain the characteristics of historical significance of the Historic Property. Attached hereto marked as "Exhibit C" and incorporated herein as if fully set forth, is a list of those minimum standards and conditions for maintenance, use and preservation of the Historic Property, which shall apply to such property throughout the term of this Agreement. In addition, Owner shall comply with the terms of the City's Cultural Heritage Ordinance (South Pasadena Municipal Code, Chapter 2, Article VIE), requiring Owner to maintain the Historic Property in a good state of repair and shall obtain any applicable permits to restore the Historic Property to maintain its historic and cultural significance.

7. RESTORATION OF PROPERTY. Owner shall, where necessary, restore and rehabilitate the Historic Property to conform to the rules and regulations of the Office of Historic Preservation of the State Department of Parks and Recreation, the United States Secretary of the Interior's Standards for Rehabilitation, and the State Historical Building Code, and the City of South Pasadena, attached hereto marked "Exhibit D" and incorporated herein as if fully set forth.

8. INSPECTIONS. Owner shall allow reasonable periodic examinations, by appointment, of the interior and exterior of the Historic Property by representatives of the County Assessor, the State Department of Parks and Recreation, the State Board of Equalization, and the City, as may be necessary to determine Owner's compliance with the terms and provisions of this Agreement. The Owner shall provide written updates to the City every two years to document the progress on the rehabilitation/preservation plan.

9. PROVISION OF INFORMATION. Owner shall furnish the City with any and all information requested by City which City deems necessary or advisable to determine compliance with the terms and provisions of this Agreement.

5

10. CANCELLATION. City following a duly noticed public hearing as set forth in California Code Section 50280 *et seq.,* may cancel this Agreement if City determines that the Owner has breached any of the conditions or covenants of the Agreement or has allowed the Historic Property to deteriorate to the point that it no longer meets the standards for a qualified historic property. City may also cancel this Agreement if it determines Owner have failed to restore or rehabilitate the Historic Property in the manner specified in Paragraph 7 of this Agreement. City's right to cancel this Agreement pursuant to this paragraph shall in no way limit or restrict its rights or legal remedies arising from City's Cultural Heritage Ordinance and Municipal Code.

11. CANCELLATION FEE. In the event of cancellation, Owner shall be subject to payment of those cancellation fees set forth in California Government Code Section 50280 *et seq.*, described herein. Upon cancellation, Owner shall pay a cancellation fee equal to twelve and one-half percent (12.5%) of the current fair market value of the property as determined by the County Assessor as though the Historic Property were free of the contractual restriction pursuant to this Agreement. The Owner shall pay the cancellation fee to the County Auditor in the time and manner prescribed by the County Auditor.

12. ENFORCEMENT OF AGREEMENT. In lieu of and/ or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of the terms of this Agreement.

13. WAIVER. City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All other remedies at law or in equity which are not otherwise provided for in this Agreement or in the City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

14. BINDING EFFECT OF AGREEMENT. Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restriction as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property.

Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restriction expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument.

City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

15. NOTICE. Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

City: City of South Pasadena
Director of Planning and Building
1414 Mission Street
South Pasadena, California 91030

Owner: Peter and Samantha Knight
851 Lyndon Street
South Pasadena, California 91030

16. EFFECT OF AGREEMENT. None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto and any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

17. INDEMNITY OF CITY. Owner agrees to protect, defend, indemnify, and shall hold City and its elected officials, officers, agents, and employees harmless from liability for claims, loss, proceedings, damages, causes of action, liability, costs or expense, including reasonable attorney's fees in connection with damage for personal injuries, including death, and claims for property damage which may arise from the direct or indirect use or operations of such Owner or those of it's contractor, subcontractor, agent, employee or other person acting on it's behalf which relate to the use, operation and maintenance of the Historic Property. Owner hereby agree to and shall defend the City and its elected officials, officers, agents, and employees with respect to any and all actions for damages caused by, or alleged to have been suffered, by reason of the operations referred to in this Agreement regardless of whether or not the City prepared, supplied or approved the plans, specifications or other documents for the Historic Property.

18. BINDING UPON SUCCESSORS. All of the agreements, rights, covenants, reservations, and restrictions contained in the Agreement shall be binding upon and shall inure to benefit of the parties herein, their heirs, successors, legal representative, assigns and all persons acquiring any part or portion of the Historic Property, whether by operation of law or in any manner whatsoever.

19. LEGAL COSTS. In the event legal proceedings are brought by any party or parties to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover all reasonable attorney's fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

20. SEVERABILITY. In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

21. GOVERNING LAW. This Agreement shall be construed and governed in accordance with the laws of the State of California.

22. EMINENT DOMAIN PROCEDURES. Upon the filing of an action in eminent domain by a public agency for the condemnation of the fee title of any land described herein or of less than fee interest which will present the portion of land condemned or other land or a portion of it which is the subject of this Agreement from being used for any authorized use, or upon the acquisition in lieu of eminent domain by a public agency for a public improvement, the portions of this Agreement by which Owner agree to preserve and to restrict the use of property described herein shall be null and void upon such filing as to the portion of the land condemned or acquired and to the additional land the use of which for an authorized purpose will be prevented as a result of condemnation or acquisition.

If, subsequent to the filing of an action in eminent domain, the proposed condemnation is abandoned by the condemning agency as to all or a portion of the land subject to the Agreement, the restrictions on the use of the property included in this Agreement shall, without further agreement of the parties, be re-instituted and the terms of this Agreement shall be in full force and effect.

23. RECORDATION. No later than thirty (30) days after the parties execute this Agreement, the Agreement shall be recorded in the Office of the County Recorder of the County of Los Angeles.

24. AMENDMENTS. This Agreement may be amended, in whole or in part, only by written-recorded instrument executed by the parties hereto.

25. NOTICE TO OFFICE OF HISTORIC PRESERVATION. The Owner or Owner's agent is required to provide written notice of this Agreement to the State Office of Historic Preservation within six (6) months of entering into this Agreement.

IN WITNESS THEREOF, City and Owner have executed this Agreement on the day and year first above written.

CITY OF SOUTH PASADENA

Dated: 12-15-10

By: _____
Mike Ten, Mayor

Attest:

_____
Sally Kilby, City Clerk

Approved as to Form:

_____
Richard L. Adams II, City Attorney

Dated: 12/16/2010

Dated: 12/20/10

_____
Peter Knight, Property Owner

Dated: 12/20/10

_____
Samantha Knight, Property Owner

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of Los Angeles

On December 20, 2010 before me, THOMAS RAMIREZ II , NOTARY PUBLIC, personally appeared Peter Knight, Samantha Knight

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~/are subscribed to the within instrument and acknowledged to me that ~~he~~/she/they executed the same in ~~his~~/her/their authorized capacity(ies), and that by ~~his~~/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

THOMAS RAMIREZ II
Commission # 1738360
Notary Public - California
Los Angeles County
My Comm. Expires Apr 13, 2011

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title of Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

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9. Primary Contact Person:

SAMANTHA KNIGHT
Name

851 LYNDON STREET SOPAS 91030
Street, City, State, Zip

(323) 999 7239 (626) 799 0355
Home Number Work Number

(626) 8258959 ( )
Cell Number Fax No.

E-mail: MADPORTDECOR@AOL.COM

Owner's Affidavit
(to be notarized)

State of California
County of Los Angeles

I/We SAMANTHA & PETER A KNIGHT hereby declare under penalty of perjury that I/we am/are the owner(s) of the property involved in this request and that the foregoing statement and the information submitted herewith are true and correct.

Owner(s): (Signature) (Signature)

Owner(s) Address:

851 Lyndon St. 851 Lyndon St.
Street Address Street Address
SOUTH PASADENA, CA 91030 S. PASADENA, CA 91030
City, State and Zip Code City, State and Zip Code
323 999 7239 323 999 7239
Telephone Number Telephone Number

Subscribed and sworn to before me on this 13 day of Oct, 2009,
Samantha Knight, Peter Knight.

Signature of Notary

THOMAS RAMIREZ II
Commission # 1738360
Notary Public - California
Los Angeles County
My Comm. Expires Apr 13, 2011

"Exhibit A"

EXHIBIT "A"

PARCEL 1:

THOSE PORTIONS OF THE RANCHO SAN PASCUAL AND DIVISION K OF THE SAN GABRIEL ORANGE GROVE ASSOCIATION LANDS, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 2 PAGE 556 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS A WHOLE AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE SOUTHERLY LINE OF LYNDON STREET, 42 FEET WIDE, AS SHOWN ON THE MAP OF TRACT NO. 11297 RECORDED IN BOOK 200 PAGES 44 AND 45 OF MAPS, RECORDS OF SAID COUNTY, WITH THE EASTERLY LINE OF LOT 4, IN BLOCK "A" OF MRS. A. N. FALL'S SUBDIVISION OF THE WESTERLY PORTION OF DIVISION K.S.G.O.G. ASSOCIATION, AS SHOWN ON THE MAP FILED IN BOOK 2 PAGE 99 OF RECORD OF SURVEYS OF SAID COUNTY; THENCE NORTH 89° 14' 00" EAST ALONG THE SOUTHERLY LINE OF SAID TRACT NO. 11297, A DISTANCE OF 75.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 0° 46' 00" EAST 283.00 FEET; THENCE SOUTH 89° 14' 00" WEST 77.03 FEET, MORE OR LESS, TO THE EASTERLY LINE OF THE LAND CONVEYED TO A. C. BILLICKE, BY DEED RECORDED IN BOOK 2628 PAGE 100 OF DEEDS, RECORDS OF SAID COUNTY; THENCE SOUTHERLY ALONG SAID LAST MENTIONED EASTERLY LINE TO THE NORTHERLY LINE OF TRACT NO. 14526, AS PER MAP RECORDED IN BOOK 306 PAGES 5 AND 6 OF MAPS, RECORDS OF SAID COUNTY; THENCE ALONG SAID NORTHERLY LINE NORTH 85° 15' 00" EAST 267.40 FEET, MORE OR LESS, TO AN ANGLE POINT THEREIN AND NORTH 83° 39' 00" EAST 45.61 FEET, MORE OR LESS, TO A POINT IN SAID NORTHERLY LINE, DISTANT THEREON 63° 39' 00" WEST 63.00 FEET FROM THE NORTHEASTERLY CORNER OF LOT 6 OF SAID TRACT NO. 14526; THENCE NORTH 1° 28' 00" WEST 106.00 FEET; THENCE NORTH 83° 39' 00" EAST 63.00 FEET, MORE OR LESS, TO A POINT IN THE WESTERLY LINE OF LOT 14 OF TRACT NO. 394, AS PER MAP RECORDED IN BOOK 14 PAGE 172 OF MAPS, RECORDS OF SAID COUNTY, SAID POINT BEING DISTANT ALONG SAID WESTERLY LINE OF LOT 14, NORTH 1° 38' 00" WEST 106.00 FEET FROM THE NORTHERLY LINE OF SAID TRACT NO. 14526; THENCE ALONG SAID WESTERLY LINE OF LOT 14, NORTH 1° 23' 00" WEST 241.75 FEET, MORE OR LESS, TO THE EASTERLY PROLONGATION OF SAID SOUTHERLY LINE OF LYNDON STREET, 42 FEET WIDE; THENCE SOUTH 89° 14' 00" WEST 293.14 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

EXCEPT THE INTEREST IN THE NORTHERLY 8 FEET OF SAID LAND WHICH WAS CONVEYED TO THE CITY OF SOUTH PASADENA, FOR STREET PURPOSES BY DEED RECORDED MAY 18, 1937 IN BOOK 14490 PAGE 140, OFFICIAL RECORDS.

ALSO EXCEPT FROM SAID LAND THAT PORTION DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION LINE OF LYNDON STREET, 42 FEET WIDE, AS SHOWN ON THE MAP OF TRACT NO. 11297, RECORDED IN BOOK 200 PAGE 44 OF MAPS, WITH THE EASTERLY LINE OF LOT 4 IN BLOCK "A" OF MRS. A. N. FALL'S SUBDIVISION, OF THE WESTERLY PORTION OF DIVISION K.S.G.O.G. ASSOCIATION, AS SHOWN ON THE MAP FILED IN BOOK 2 PAGE 29, RECORD OF SURVEY; THENCE NORTH 89° 14' 00" EAST ALONG THE SOUTHERLY LINE OF SAID TRACT NO. 11297, A DISTANCE OF 75.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 0° 46' 00" EAST 188.00 FEET; THENCE NORTHEASTERLY IN A DIRECT LINE TO A POINT IN A LINE PARALLEL WITH THE ABOVE MENTIONED COURSE, HAVING A BEARING OF SOUTH 0° 46' 00" EAST AND A LENGTH OF 185 FEET, SAID POINT

LEGAL DESCRIPTION CONTINUED

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BEING DISTANT ALONG SAID PARALLEL LINE, SOUTH 0° 46' 00" EAST 138 FEET FROM SAID SOUTHERLY LINE OF LYNDON STREET, 42 FEET WIDE; THENCE ALONG SAID PARALLEL LINE NORTH 0° 46' 00" WEST 138 FEET TO THE SOUTHERLY LINE OF LYNDON STREET; THENCE WESTERLY ALONG SAID SOUTHERLY LINE OF LYNDON STREET, 125 FEET TO THE TRUE POINT OF BEGINNING.

EXCEPT THEREFROM ALL OIL, NAPHTHA, GAS, PETROLEUM, HYDROCARBON AND OTHER MINERAL AND CARBON SUBSTANCES DEPOSITED IN, LYING UNDER OR FLOWING THROUGH, OR THAT MAY BE PRODUCED FROM SAID LAND, AS GRANTED TO ANN L. WRIGHT, A MARRIED WOMAN AS HER SOLE AND SEPARATE PROPERTY, BY DEED RECORDED OCTOBER 10, 1963 AS INSTRUMENT NO. 5413, IN BOOK D-2214 PAGE 785, OFFICIAL RECORDS.

PARCEL 2:

AN EASEMENT FOR INGRESS AND EGRESS PURPOSES OVER THOSE PORTIONS OF THE RANCHO SAN PASQUAL AND DIVISION K OF THE SAN GABRIEL ORANGE GROVE ASSOCIATION LANDS, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 2 PAGE 556 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, INCLUDED WITHIN A STRIP OF LAND 20 FEET IN WIDTH EXTENDING FROM THAT CERTAIN COURSE DESCRIBED AS "NORTH 1° 28' 00" WEST 106.00 FEET IN THE EASTERLY BOUNDARY OF THE LAND DESCRIBED IN PARCEL 1 HEREINABOVE TO THE WESTERLY LINE OF LOT 14 OF TRACT NO. 394, AS PER MAP RECORDED IN BOOK 14 PAGE 172 OF MAPS, RECORDS OF SAID COUNTY, THE SOUTHERLY LINE OF SAID 20 FOOT STRIP BEING THE NORTHERLY LINE OF TRACT NO. 14526, AS PER MAP RECORDED IN BOOK 306 PAGES 5 AND 6 OF MAPS, RECORDS OF SAID COUNTY.

PARCEL 3:

AN EASEMENT FOR INGRESS AND EGRESS PURPOSES OVER THE EASTERLY 20 FEET OF THE NORTH 20 FEET OF LOT 6 OF TRACT NO. 14526, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 306 PAGES 5 AND 6 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

"Exhibit B"

CITY OF SOUTH PASADENA

1424 Mission Street • South Pasadena • California 91030 • 799-9101 682-2175

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Cultural Heritage Commission

NOMINATION FORM FOR OFFICIAL HISTORICAL REGISTER

I. IDENTIFICATION #6

Name of building or site (condensed legal description):
"WYNYATE" (Welsh for vineyard)

Address (or location description):
851 Lyndon Street, South Pasadena

Date of construction (if known): 1887

Architect: W. R. Norton

Builder: J. J. Hall

Original owner: Donald M. Graham and Margaret Collier Graham

Significant intermediate owners: Miss Jennie Collier (sister of Mrs. Graham) 1910-1918 Mrs. Martha Mohr (sister of Mrs. Graham) 1918-1933; Mrs. Helen Collier Hill Wishart, 1933-1950; Mr. John Haufe, 1950-1959; Mrs. T. Piper, 1959-1964.
Intermediate significant uses if any:



Present owner: Mr. and Mrs. Wolfgang Klebel

Original use: Private residence

Present use: Private residence

II. DESCRIPTION (See enclosed page)
Style or period: Victorian

Construction materials: Redwood, stained
Brick work in cellar

Additions or modifications: 1909 - front porch enlarged; 1950-59 - porte-cochere removed, bathrooms and kitchen remodeled, large west sliding door added, north parlor window changed, vines removed and exterior ~~[illegible]~~ painted grey and white.
Significant features (exterior): Rewiring; winding steps leading from street to front door; sundial part way up steps; crest with date 1887 is under eaves on east side; shingles of fish scale design completely cover second and third floors. Porches have lattice work; Romeo & Juliet balcony at northwest corner.
Significant features (interior):
Intercommunication system (removed 1950-59) including speaking tubes and burglar alarm. High ceilings handsome moldings typical of period.

photograph or snapshot

Cultural Heritage
Commission

CITY OF SOUTH PASADENA

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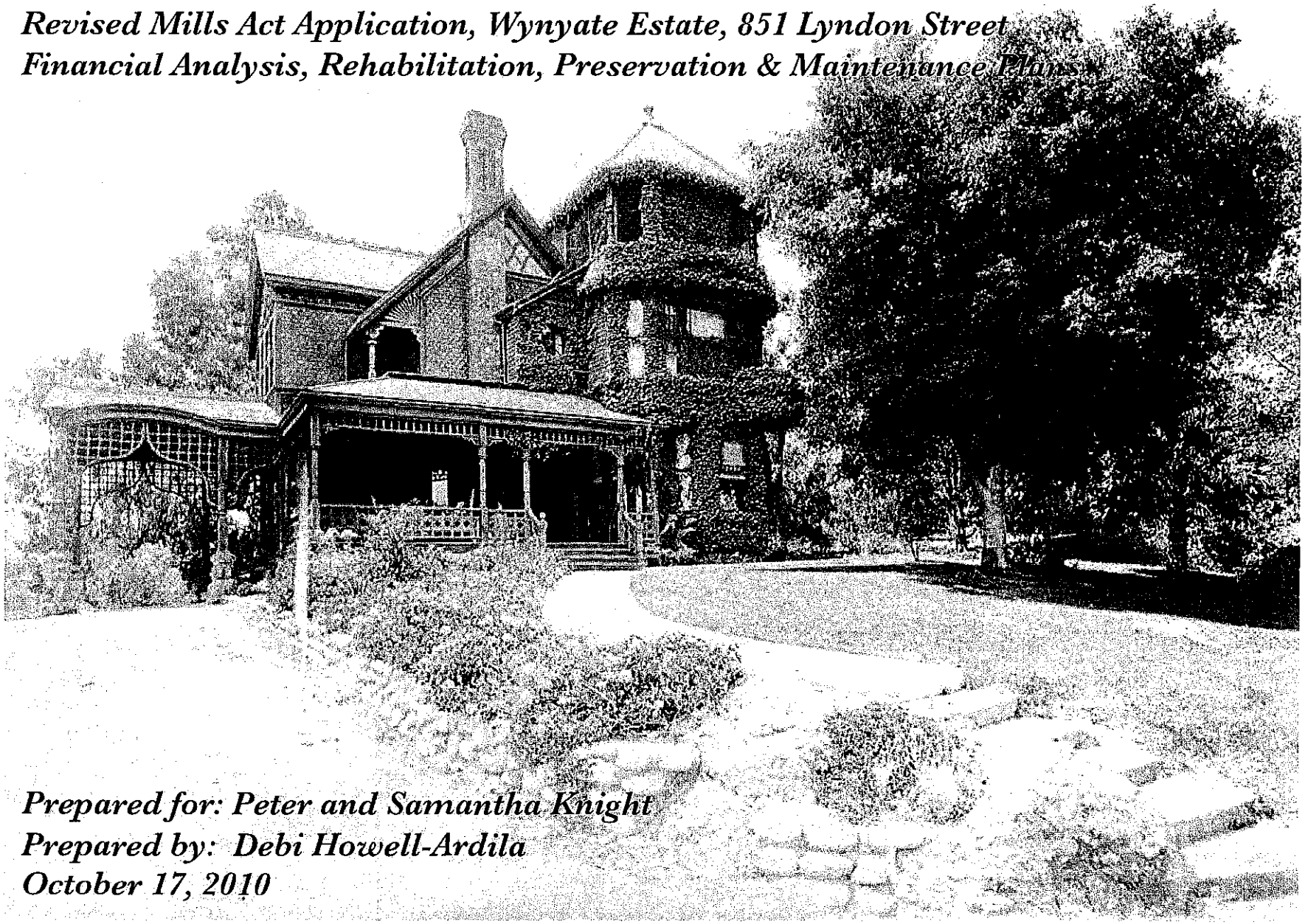
"WYNYATE" - Description Page

Between 1887 and 1950 few changes were made in the residence - the only significant one being the remodelling of the front porch apparently done in 1909. The growth of trees and shrubs and vines covering the house changed its appearance greatly, but the house remained essentially the same until it was sold by Mrs. Wishart to Mr. John Haufe. Mr. Haufe extensively remodelled the kitchen, installed the large sliding glass doors on the west side of the house, made two closets into bathrooms, and rewired the house. The porte-cochere was removed (the supports had been damaged) and changes were made on the east side as a result. The large north wall of windows on the first floor parlor was replaced by one single large pane.

Between 1959 and 1964 the southeast corner of the first floor was remodelled to include the porch, and the steps were changed.

Since 1964 extensive interior remodelling has been done. The third floor cupola covered porch was glazed in. In 1971, it was re-landscaped and a swimming pool was added on the west side. The large live oak, planted on the northwest corner in 1888, had to be removed in 1971.

Revised Mills Act Application, Wynyate Estate, 851 Lyndon Street
Financial Analysis, Rehabilitation, Preservation & Maintenance Plans



Prepared for: Peter and Samantha Knight
Prepared by: Debi Howell-Ardila
October 17, 2010

"Exhibit C"

RECORDER'S MEMO:
POOR RECORD IS DUE TO
QUALITY OF ORIGINAL DOCUMENT

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Revised Mills Act Application, Wynyate Estate
Table of Contents

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6. Appendix A: Supporting Documents

   A. Cost Estimate: California Restoration and Waterproofing, David Charlebois
      (1) Re-roofing; (2) Structural Retrofitting; (3) Exterior Siding Repairs;
      (4) Stabilization and Repairs to Historic Concrete/Stone Stairs;
      (5) Reconstruction of Partial West-Elevation Chimney
   B. Cost Estimate: Exterior Specialist's
      Re-painting Exterior
   C. Utility Bill: Southern California Edison, Electric Bill
   D. Utility Bill: The Gas Company, Gas Bill
   E. Utility Bill: City of South Pasadena, Water Bill
   F. Travelers Insurance, Homeowner's Insurance Bill
   G. Los Angeles County Tax Assessor, Tax Bill 2009/2010

7. Appendix B: Photographic Overview of Features and Issues

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Revised Mills Act Application, Wynyate
Schedule and Reporting System

Overview of Schedule:

1.	Structural upgrades and retrofitting, main house	Completed, 2010
2.	Dry rot & termite mitigation, main house	Completed, 2010
3.	Roofing system, main house: structural repairs and re-roof with historically compatible, code-compliant wood shingles	Completed, 2010
4.	Repairing/repainting exterior of main house	Completed, 2010
5.	Stabilize and repair historic concrete stairs and stream-rock border	By 2014
6.	Reconstruct west-elevation chimney replacement of primary residence roof system	By 2019
7.	Maintenance: Dry rot & termite mitigation (Primary residence, guest house & garage)	Annual inspection
8.	Maintenance: Roof inspections and repairs as needed (Primary residence, guest house & garage)	Triannual inspection
9.	Maintenance: Paint inspection and repairs as needed (Primary residence, guest house & garage)	Triannual inspection

Reporting System:

Wynyate owners, Samantha and Peter Knight, will provide written updates to the City of South Pasadena every two years, documenting progress and providing updates on the Rehabilitation, Preservation and Maintenance Plans.

Prior to commencement of work efforts, Certificates of Appropriateness (COA) will be obtained as required by the owners.

Progress reports will include detailed work descriptions, photographs of work completed, and copies of permits and COAs (if required).

Revised Mills Act Application, Wynyate
Summary of Costs

1.	Capitalized Expenses	Amount	Schedule
	A. Structural upgrades and retrofitting, main house	$ 43,368	2010
	B. Re-roofing and structural repairs, main house roof	$ 119,400*	2010
	C. Siding repairs, main house exterior	$ 38,664	2010
	D. Re-painting exterior	$ 34,500	2010
	E. Repairs and stabilization, historic concrete stairs	$ 36,580†	2014
	F. Reconstruction, historic west-elevation chimney	$ 40,750‡	2019
	Revised Total, Capitalized Expenses:	**$ 313,262**	

Total represents a $150,194 increase over original plan costs.

2.	Non-Capitalized Expenses	Amount	Schedule
	A. Emergency mitigation of drainage, reconstruction of retaining wall steps at guest house	$ 28,765	2009
	B. Repairs to north porch roof, main house	$ 9,105††	2010
	C. Newell post repairs, entry, main house	$ 1,167††	2010
	D. Exterior siding, wooden backing repairs	$ 1,072††	2010
	E. Exterior brick veneer repairs, main house	$ 1,186††	2010
	F. Landscape maintenance	$ 5,916	2010
	G. Repairs to Guest House Roof	$ 12,190	2011
	H. Repairs and re-roofing, Garage	$ 9,625	2011
	I. Foundation upgrade, guest house	$ 7,800	2010
	J. Repainting, Guest House	$ 2,485	2014
	K. Repainting, Garage	$ 1,800	2014
	Total, Non-Capitalized Expenses:	**$ 81,111**	
3.	**Total Out-of-Pocket Investment in Wynyate:**	**$ 394,373**	
4.	**Total Estimated Tax Savings, 10-year period:**	**$ 214, 511**	
5.	**Average Annual Cost to the City of South Pasadena:**	**$ 3,399**	

* Originally budgeted for $85,200. This work has been completed by David Charlebois.

† New rehabilitation/preservation project, not included in original financial analysis.

‡ New rehabilitation/preservation project, not included in original financial analysis.

†† While involving character-defining features, these work efforts, which have already been completed, are not capitalized. Each represents an area of concern in need of immediate repairs, as identified by David Charlebois in site inspections; work completed by Charlebois in 2010.

Revised Mills Act Application, Wynyate Estate, 851 Lyndon Street, South Pasadena
Rehabilitation and Preservation Work Plan

Area A: Primary Residence

Feature	Character-Defining?	Proposed Treatment	Schedule	Standards Compliance*
1. Structural System ▪ Damaged brick piers around lintel ▪ Unreinforced, makeshift structural post ▪ Wood posts unsecured to footings & piers	No	1. Contractor to make foundation repairs and improvements at crawlspace. Add blocking between studs and add plywood shear panels over the cripple walls. Add selected foundation bolting. Replace single brick piers. 2. Contractor to make selected repairs to basement and crawlspace mortar at brick foundation walls. Cut out mortar where disintegrated, install new mortar to approximate the original in strength, color and texture.	2010 - completed 2010 - completed	Repair according to industry standards and applicable building codes.
2. Roofing System	Yes (configuration, pitch, and original wood shingles on west elevation dormer); sheathed in non-original composition shingles	1. Remove multiple layers of comp shingles. Repair underlying structure. Install new layer of plywood over existing roof sheathing. 2. Re-roof with period-compatible, code-compliant shingles.	2010 (moved up due to severe leaking issues) – completed 2010 - completed	Recommended rehabilitation treatment guidelines: 1. Identify, retain, preserve: Identify "the functional and decorative features that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas...chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning."

* The recommended treatment approach for Wynyate is rehabilitation. The basic guidelines for rehabilitation are: (1) Identification, retention and preservation of character-defining materials and features; (2) Protection and retention of character-defining features; (3) Stabilization; (4) Repair; (5) Limited in-kind replacement where necessary. Unless otherwise noted, all excerpts describing treatment guidelines are drawn from the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, National Park Service, US Department of the Interior, Washington, DC. Available at: http://www.nps.gov/history/hps/tps/standguide.

Area A: Primary Residence				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
2. Roofing System (con't)	Yes	3. Structural plywood will be used around the two chimneys that are to be rebuilt in the future.	2010 - completed	2. Protect and retain: "Cleaning of gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to ensure that materials are free from insect infestation. ... Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration." 3. Repair: "Repairing a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof." 4. Replace: "Replacing in kind an entire feature of the roof that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered."
3. Paint and Exterior Repairs ▪ Cracking and peeling paint (west elevation), gable face (south elevation), and east elevation wall on façade	Yes	1. Contractor to provide owners with a palette of period-appropriate colors for repainting. 2. Cracked and peeling paint to be removed with Peel Away, lightly hand-sanded, primed, and set with two coats of paint.	2010 - completed 2010 - completed	Recommended rehabilitation treatment guidelines: 1. Protect and Maintain: "Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings. Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required. Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand-scraping and hand sanding), then repainting.

Area A: Primary Residence				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
3. Paint & Exterior Repairs (con't) Repainting Exterior	Yes	3. Exterior of residence to be repainted in period-appropriate color. Where necessary, paint removal will be carried out by the gentlest means possible.	2010 - completed	Recommended rehabilitation treatment guidelines (con't): Applying compatible paint coating systems following proper surface preparation. Repainting with colors that are appropriate to the historic building."
4. West-Elevation Chimney	Yes	1. Using documentary evidence, qualified contractor will reconstruct west-elevation chimney. Work efforts will include the following tasks: • Create historically accurate drawings of missing portion of chimney from historic pictures. • Remove existing chimney down to the roofline. • Install concrete bond beam at the roof rafter level. • Install steel framework above the roofline. • Wrap the chimney with waterproof paper. • Install brick veneer at exterior.	By 2019	Reconstruction, Secretary of the Interior's Standards: 1. Reconstruction will "depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property." 2. Measures will be taken to ensure that remaining historic materials, features, and spatial relationships are preserved. 3. Reconstruction will be based on "the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties." The reconstructed partial chimney will re-create the original features in materials, design, and texture. 4. Reconstructed features "will be clearly identified as a contemporary re-creation." 5. "Designs that were never executed historically will not be constructed." The historic appearance of the features to be reconstructed will be extensively researched and documented prior to any work efforts.

Area B: Guest House and Garage				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
Roof	No (not capitalized expense)	1. Garage to be re-roofed and guest house roof to be repaired.	2011	Non-character defining; not a qualifying expense under Mills Act. Qualified contractor to provide repairs to industry standards.
Area C: Hardscaping				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
Historic concrete stairs and low stream-rock border (northeast corner of property)	Yes	1. In order to stop movement and separation of stream rock border from cement sidewalk, and the splitting of concrete stairs, the stream-rock border will be underpinned with poured concrete (in increments, to approximately 16" below surface) to provide support.	By 2014	Recommended treatment approach: "Repair of historic concrete may consist of either patching the historic material or filling in with new material work to match the historic material. If replacement is necessary, duplication of historic materials and detailing should be as exact as possible to assure a repair that is functionally and aesthetically acceptable."
		2. Large, loose portions of cracked, loose concrete will be removed and re-epoxied in place.	By 2014	
		3. Incompatible patches will be removed and replaced with concrete mix that more closely matches the historic concrete.	By 2014	
		4. Where tree roots have lifted and displaced stairs at the bottom of the walkway, contractor will, in conjunction with an arborist, study the possibility of removing the stair, cutting root (without killing the tree), and re-setting the stair at the proper angle.	By 2014	

Area D: Landscaping				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
Topography and Terrain	Yes (not capitalized expense)	Drainage issue currently being mitigated	2009 - completed	Not a qualifying expense; work underway. Guiding provisions of the Secretary of the Interior's Standards to be followed include: "Protecting and maintaining buildings and sites by providing proper drainage to assure that water does not erode foundation walls; drain toward the building; or damage or erode the landscape." "Minimizing disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying or damaging important landscape features."
Mature Trees Issue: Mature Trees (overdue for trimming; need cabling)	Yes (not capitalized expense)	Prune and lace: Ash tree over garage, California Oak trees at the north end of the parking courtyard, California Live Oak trees at north end of pool, and Eucalyptus tree at south side of driveway. Saw off dead Eucalyptus tree at south end of tennis court. Cable pine trees on north-east sides; deadwood of Ash tree to be removed and lightened for safety.	2010 - completed	"Identifying, retaining, and preserving buildings and their features as well as features of the site that are important in defining its overall historic character. Site features may include circulation systems such as walks, paths, roads, or parking; vegetation such as trees, shrubs, fields, or herbaceous plant material; landforms such as terracing, berms or grading; furnishings such as lights, fences, or benches; decorative elements such as sculpture, statuary or monuments..." "Preserving important landscape features, including ongoing maintenance of historic plant material."

Revised Mills Act Application, Wynyate Estate, 851 Lyndon Street, South Pasadena
Maintenance Plan

Area A: Primary Residence				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance[1]**
1. Exterior Wood Cladding and Paint	Yes	1. Tri-annual paint inspection and maintenance/re-painting as necessary	2014, 2017, 2019	Recommended rehabilitation treatment guidelines: 1. Protect and Maintain: "Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings. Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required. Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand-scraping and hand sanding), then repainting. Applying compatible paint coating systems following proper surface preparation. Repainting with colors that are appropriate to the historic building."
2. Wood framing and sheathing	Yes	1. Annual inspections to ensure mitigation of dry rot and termite damage 2. Additional areas of concern to be addressed as found.	2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019	Termite mitigation and dry rot removal will be carried out according to the Secretary of the Interior's Standards for the Treatment of Historic Properties. This treatment will seek to "stabilize, consolidate, and conserve existing historic materials" and will "replace minimum amount of fabric necessary and match materials in-kind."[2] Recommended rehabilitation treatment guidelines: Protect and maintain: "Protecting and maintaining the structural systems...by keeping masonry, wood, and architectural metals in a sound condition; and ensuring that structural members are free from insect infestation."

[1] The recommended treatment approach for Wynyate is rehabilitation. The basic guidelines for rehabilitation are: (1) Identification, retention and preservation of character-defining materials and features; (2) Protection and retention of character-defining features; (3) Stabilization; (4) Repair; (5) Limited in-kind replacement where necessary. Unless otherwise noted, excerpts describing treatment guidelines are drawn from the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, US Department of the Interior, National Park Service, Washington, DC. Available at: http://www.nps.gov/history/hps/tps/standguide.

[2] Weeks, Kay D., and H. Ward Jandl. 1996. "The Secretary of the Interior's Standards for the Treatment of Historic Properties: A Philosophical and Ethical Framework for Making Treatment Decisions." In S.J. Kelley, ed., *Standards for Preservation and Rehabilitation* (American Society for Testing and Materials): pp. 7-22.

Area B: Guest House and Garage				
Feature	**Character-Defining?**	**Proposed Treatment**	**Schedule**	**Standards Compliance**
Wood framing and sheathing	No	1. Annual inspections to ensure mitigation of dry rot and termite damage; additional areas of concern to be addressed as found.	2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019	Not a qualifying expenses; not character-defining features.
Area C: Hardscaping				
Historic concrete stairs and low stream-rock border (northeast corner of property)	Yes	1. Annual inspections to monitor any additional movement and separation of stream rock border from cement sidewalk.	2011, 2012, 2013	Recommended treatment approach: "Repair of historic concrete may consist of either patching the historic material or filling in with new material work to match the historic material. If replacement is necessary, duplication of historic materials and detailing should be as exact as possible to assure a repair that is functionally and aesthetically acceptable."
Area D: Landscaping				
Landscaping and Mature Trees	Yes (not capitalized expense at this time)	Annual maintenance of mature trees and landscaping	2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019	"Identifying, retaining, and preserving buildings and their features as well as features of the site that are important in defining its overall historic character. Site features may include circulation systems such as walks, paths, roads, or parking; vegetation such as trees, shrubs, fields, or herbaceous plant material; landforms such as terracing, berms or grading; furnishings such as lights, fences, or benches; decorative elements such as sculpture, statuary or monuments..." "Preserving important landscape features, including ongoing maintenance of historic plant material."

Revised Mills Act Application, Wynyate Estate, Financial Analysis

Property Address: 851 Lyndon Street, South Pasadena, California 91030 **Assessor's ID #:** 5314 - 020 - 008
Type: Single-family Residence **Current Assessed Value:** $ 1,771,389
Landmark #: City of South Pasadena Historical Landmark #6 (1972); National Register of Historic Places, #153-296 (1973)

REVENUES	**Annual Increase**	**Current Yr 2009**	**Year 1 2010**	**Year 2 2011**	**Year 3 2012**	**Year 4 2013**	**Year 5 2014**	**Year 6 2015**	**Year 7 2016**	**Year 8 2017**	**Year 9 2018**	**Year 10 2019**	
1. Monthly Revenues		5,500.00	5,665.00	5,834.95	6,010.00	6,190.30	6,376.01	6,567.29	6,764.31	6,967.24	7,176.25	7,391.54	
2. Annual Rental Income	3%	66,000.00	67,980.00	70,019.40	72,119.98	74,283.58	76,512.09	78,807.45	81,171.68	83,606.83	86,115.03	88,698.48	
ANNUAL EXPENSES													
3. Insurance	5%	4,100.00	4,305.00	4,520.25	4,746.26	4,983.58	5,232.75	5,494.39	5,769.11	6,057.57	6,360.45	6,678.47	
4. Utilities	6%	14,448.00	15,314.88	16,233.77	17,207.80	18,240.27	19,334.68	20,494.76	21,724.45	23,027.92	24,409.59	25,874.17	**Total Costs**
5. Maintenance	5%	23,720.00	24,906.00	26,151.30	27,458.87	28,831.81	30,273.40	31,787.07	33,376.42	35,045.24	36,797.51	38,637.38	313264.99
6/7. Management / Other		0.00											
TOTAL EXPENSES													
8. Sum lines 3 through 7		$42,268.00	$44,525.88	$46,905.32	$49,412.93	$52,055.65	$54,840.84	$57,776.22	$60,869.98	$64,130.73	$67,567.54	$71,190.02	
ANNUAL NET INCOME													
9. Line 2 minus line 8		$23,732.00	$23,454.12	$23,114.08	$22,707.06	$22,227.93	$21,671.25	$21,031.23	$20,301.69	$19,476.10	$18,547.49	$17,508.47	
CAPITALIZATION RATE													
10. Interest Component	6.5%												
11. Historic Property Risk Component	4.0%												
12. Property Tax Component	1.0%												
13. Amortization Component	5.0%												
14. Total Capitalization Rate	16.5%												
NEW ASSESSED VALUE													
15. Mills Act Assessment (Line 9 divided by 16.5%)		$143,830.30	$147,138.40	$150,522.58	$153,984.60	$157,526.25	$161,149.35	$164,855.79	$168,647.47	$172,526.36	$176,494.47	$180,553.84	
TAXES: AMOUNT TO BE PAID													
16. Tax under Mills Act (Line 15 x .01035146)		1,488.85	1,523.10	1,558.13	1,593.97	1,630.63	1,668.13	1,706.50	1,745.75	1,785.90	1,826.98	1,869.00	
17. Current Tax	2%	20,720.30	21,134.71	21,557.40	21,988.55	22,428.32	22,876.89	23,334.42	23,801.11	24,277.13	24,762.68	25,257.93	**Total Tax Savings**
18. Tax Savings (Line 17 minus line 16)		19,231.45	19,611.61	19,999.27	20,394.58	20,797.69	21,208.75	21,627.93	22,055.36	22,491.23	22,935.70	23,388.93	$214,511.07
TAXES: COST TO CITY													**Annual Average**
19. Annual Cost to City	16%	$3,077.03	$3,137.86	$3,199.88	$3,263.13	$3,327.63	$3,393.40	$3,460.47	$3,528.86	$3,598.60	$3,669.71	$3,742.23	$3,399.89

WYNYATE ESTATE, MILLS ACT APPLICATION
APPENDIX A
SUPPORTING DOCUMENTATION

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CALIFORNIA RESTORATION
& WATERPROOFING

November 6, 2009

Samantha and Peter Knight
851 Lyndon Street
South Pasadena, CA 91030

Subject: Proposed Schedule of Costs for Mills Act Repairs at the Wynyate House, 851 Lyndon Street, South Pasadena

Dear Mr. and Mrs. Knight:

The following items have been identified and included in our budget for the restoration of the Wynyate House under the Mills Act:

1. Roofing of Main House – Includes removal of several layers of existing roofing materials and the installation of a new layer of plywood on top of the existing roof sheathing. Structural plywood will be used around the two chimneys that are to be rebuilt in the future. Appropriate roofing material will be selected and installed.
   Budget Price: $85,200

2. Rebuild missing section of north chimney above roofline. Create historically accurate drawings of missing portion of chimney from historic pictures. Install drag struts at underside of rafters adjacent to chimney. Install bond beam at rafter level. Install steel framework above roofline. Wrap chimney with waterproof paper. Install brick veneer at exterior.
   Budget Price: $73,000
   Engineering Budget to Design Chimney: $11,500

3. Rebuild west chimney above roofline. Create historically accurate drawings of missing portion of chimney from historic pictures. Remove existing chimney down to the roofline. Install concrete bond beam at the roof rafter level. Install steel framework above the roofline. Wrap the chimney with waterproof paper. Install brick veneer at exterior.
   Budget Price: $35,000
   Engineering Budget to Design Chimney: $ 5,750

663 Brea Canyon Road, Suite 3 • Walnut, CA 91789 • 909/595-1234 • Fax 909/595-1444
License #553563

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4. Selected repairs to historic concrete/rock stairs and pathway at northeast corner of lot (from sidewalk below to the driveway above). Structurally underpin approximately 30 lineal feet of rock sidewall at the mid-span down side of the staircase. This would be done below grade and would not be visible when completed. This will reduce the migration and slippage of the walkway. Remove and replace the grossly mismatched patches of the past with colored and textured concrete. Stabilize the loose and spalling pieces of historic concrete walking surface where practicable. Fill in open and failed mortar joints along the sides of the walking path and stairs.
   Budget Price: $36,580

5. Main house foundation repairs and improvements at crawlspace. Add blocking between studs and add plywood shear panels over the cripple walls. Add selected foundation bolting. Replace single brick piers. Other repairs as discovered.
   Budget Price: $29,750

6. Selected basement and crawlspace mortar replacement at brick foundation walls. Cut out mortar where it is found to have disintegrated into a powdering condition. Install new mortar to approximate the original in strength, color and texture.
   Budget Price: $13,618

Total Budget: $290,398

We look forward to working with you.

Respectfully,

CALIFORNIA RESTORATION & WATERPROOFING

David D. Charlebois
President

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CALIFORNIA RESTORATION
& WATERPROOFING

10/5/2010 - Work Completed/Authorized to Date
Wynyate House
851 Lyndon Street
South Pasadena, CA 91030

Description	Amount
Main House Foundation Upgrade	29,750
Basement/Crawlspace Mortar Replacement	13,618
Main House Siding Repairs	38,664
North Porch Roof Exploratory & Repairs	9,105
Guest House Foundation Upgrade	7,800
Garage Pedestrian Door	284
HVAC Duct Repairs	1,687
Newell Post Repairs at Exterior Main Entry	1,167
East Gutter Repairs	426
Concrete Step Repairs	142
East Porch Landing Repairs	300
Exterior Siding/Wooden Backing Repairs over Kitchen	1,072
Exterior Brick Veneer Repairs at Kitchen Chimney	1,186
Internal Gutter Repairs/East Elevation	426
Chimney Inspections & Investigation	6,721
Main House Roofing	119,400
Garage Roofing	9,625
Guest House Roofing	12,190
Total:	253,563

663 Brea Canyon Rd., Suite 3, Walnut, CA 91789 (909)595-1234 Fax (909)595-1444

EXTERIOR SPECIALISTS

PETER AND SAMANTHA KNIGHT
851 LYNDON ST.
SOUTH PASADENA, CA 91030

JOB AREAS: EXTERIOR HOUSE, GARAGE, AND GUEST HOUSE.

WOOD SIDING AND SHINGLES
1. HAND WASH ALL EXTERIOR WOOD SIDING AND SHINGLES TO REMOVE DIRT.
2. HAND SAND WOOD SIDING AND SHINGLES TO REMOVE LOOSE AND PEELING PAINT.
3. PRIME ALL WOOD SURFACES AS REQUIRED WITH SHERWIN WILLIAMS EXTERIOR WOOD PRIMER.
4. REPAIR DAMAGED WOODWORK WITH INJECTED EPOXY.
5. RE-PRIME ALL REPAIRED WOODWORK.
6. CAULK ALL JOINTS AS NEEDED.
7. FINISH COAT WOOD SIDING AND SHINGLES WITH TWO (2) COATS OF SHERWIN WILLIAMS EXTERIOR PAINT.

WINDOWS AND WOOD TRIM
1. HAND SAND ALL WOOD TRIM TO REMOVE PEELING PAINT.
2. REMOVE ALL LOOSE WINDOW PUTTY AND REPLACE WITH "DAP 33" WINDOW GLAZING.
3. PRIME ALL WOOD SURFACES AS REQUIRED WITH SHERWIN WILLIAMS EXTERIOR WOOD PRIMER.
4. REPAIR DAMAGED WOODWORK WITH INJECTED EPOXY.
5. RE-PRIME ALL REPAIRED WOODWORK.
6. LIGHTLY HAND SAND ALL WINDOWS AND WOOD TRIM WITH 150-GRIT SANDPAPER.
7. CAULK ALL JOINTS AS REQUIRED.
8. FINISH COAT WINDOWS AND WOOD TRIM WITH TWO (2) COATS OF SHERWIN WILLIAMS EXTERIOR SEMI-GLOSS ENAMEL.

NOTES
1. AREAS WITH HEAVILY PEELING AND "ALLIGATORED" PAINT WILL REQUIRE THE USE OF A HEAT GUN.
2. CARPENTRY TO BE BILLED SEPARATELY AT $28 HR. PLUS MATERIALS.
3. PROTECT ALL BUSHES FROM PAINT OVERSPRAY.
4. LEAVE ALL AREAS NEAT AND CLEAN.

LABOR AND MATERIALS:		
	HOUSE	$34,500.00
	GUEST HOUSE	$2,450.00
	GARAGE	$1,800.00

THANK YOU,

CHRIS JONES

ACCEPTED_____DATE_____

1443 E. WASHINGTON BOULEVARD, SUITE 307 • PASADENA CA, 91104 • PHONE 626.798.6657 • FAX 626.798.6101
LIABILITY INSURED · BONDED STATE LICENSE #598568

32

SOUTHERN CALIFORNIA EDISON®
An EDISON INTERNATIONAL® Company

P.O. Box 600
Rosemead, CA
91771-0001
www.sce.com

Your electricity bill

For billing and service inquiries call 1-800-684-8123,
24 hrs a day, 7 days a week

Date bill prepared: Oct 27 '09

Customer account 2-31-961-7684

Service account 3-034-1771-95
851 LYNDON ST FRT
SPASDENA, CA 91030

Rotating outage Group N001

Your account summary

Amount of your last bill	$598.55
Payment we received on Oct 20 '09 - thank you	-$598.55
Balance forward	$0.00
Your new charges	$870.03
Late payment charge	$5.00
Total amount you owe by Nov 16 '09	**$875.03**

Compare the electricity you are using

Your current read for meter TP5-006715 - Oct 24 '09	3167
Your previous read - Sep 24 '09	- 3090
Difference	77
Multiplier	x 40.00
Total electricity you used this month in kWh	**3,080**

Your next meter read will be on or about Nov 24 '09.

Please return the payment stub below with your payment and make your check payable to Southern California Edison.
If you want to pay in person, call 1-800-747-8908 for locations, or you can pay online at www.sce.com.

(14-574) Tear here — Tear here

SOUTHERN CALIFORNIA EDISON®
An EDISON INTERNATIONAL® Company

Customer account 2-31-961-7684
Please write this number on your check. Make your check payable to Southern California Edison.

Amount due by Nov 16 '09 **$875.03**

Amount enclosed $

KNIGHT, PETER
851 LYNDON ST FRT
SOUTH PASADENA, CA 91030-3712

P.O. BOX 600
ROSEMEAD, CA 91771-0001

31 961 7684 00000008 0000000000000875030000875O3

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Your Account Number
026 219 5350 0
PETER A KNIGHT
851 LYNDON ST
S PASADENA CA 91030-3712

More phone numbers and info on back of bill
24-Hour Service and Info:
(800) 427-2200 (English)
(800) 342-4545 (Español)

The Gas Company | A Sempra Energy utility
P.O. Box C
Monterey Park, CA 91756
www.socalgas.com

Date Mailed	Oct 14, 2009		
Rate	Climate Zone	Cycle	The Gas Company's Gas Commodity Charges per therm
GR	1	09	$0.39651/Therm

Billing Period From	To	Meter Number	Readings Prev	Pres	Difference =CCF		Billing Factor	= Therms
09/10/09	10/09/09	11603604	7250	7277	27	×	1.024 =	28

*ESTIMATED READ

Next Meter Reading Date on or about: Nov 10 2009

Summary of Charges			Amount
Customer Charge	29 Days	× 0.16438= $	4.77
Baseline	14 Therms	× 0.61929=	8.67
Over Baseline	14 Therms	× 0.80286=	11.24
Gas Charges			**24.68**
State Regulatory Fee	28 Therms	× 0.00068=	0.02
Public Purpose Surcharge	28 Therms	× 0.06384=	1.79
SOUTH PASADENA City Users Tax		8%	2.12
Taxes & Fees on Gas Charges			**3.93**
Total Gas Charges Including Taxes and Fees			**28.61**

Total Current Gas Charges	28.61
Previous Balance	31.24
Total Amount Due	**59.85**

Current Amount Past Due if not paid by Nov 03, 2009

Special Discount You may be eligible for the California Alternate Rates for Energy (CARE) program. For more information and to request an application, please call 1-800-772-5050.

Descuento Especial Usted podría ser elegible para el programa de Tarifas Alternas para Energía en California (CARE). Para más información y para pedir una solicitud, por favor llame al 1-800-772-5050.

Energy Comparison	This Year Days	Therms	Daily Average	Last Year Days	Therms	Daily Average
Oct	29	28 E	0.97	N/A	N/A	N/A
Sep	8	4	0.50	N/A	N/A	N/A
Aug	N/A	N/A	N/A	N/A	N/A	N/A

Date Mailed
Oct 14, 2009

Please bring entire bill if payment is made in person or return stub with your payment by mail

09 6527 0138
S

Previous Balance	Current Amount	Total Amount Due
$31.24 Due Now	**$28.61** Please Pay By 11/03/09	**$59.85**

Save paper & postage: Pay online at www.socalgas.com

Make Payment To:

The Gas Company
P O Box C
Mont Pk Ca 91756

5485.2.41.13034 1 AV 0.335 oz 0.570
PETER A KNIGHT

851 LYNDON ST
S PASADENA CA 91030-3712

Your Account Number
026 219 5350 0

80 0262195350 00005985 07 0262195350 0000286103

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MUNICIPAL BILLING STATEMENT

CITY OF SOUTH PASADENA
1414 MISSION ST.
SOUTH PASADENA, CA 91030-3214

Utility Billing: (626) 403-7259
Athens Disposal Services: (888) 336-6100
www.ci.south-pasadena.ca.us

Customer Name: SAMANTHA KNIGHT

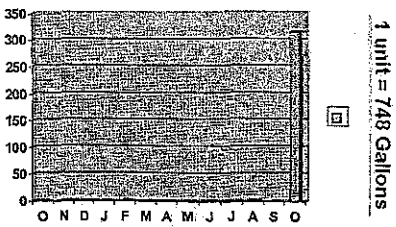
ACCOUNT NUMBER	SERVICE ADDRESS	SERVICE PERIOD	CYCLE	BILLING DATE
103071-000	851 LYNDON STREET	09/01/09 to 09/30/09	6	10/16/09

SERVICE DESCRIPTION	PREVIOUS READ	CURRENT READ	USAGE	PRIOR YEAR USAGE	AMOUNT
From 09/01/09 To 10/09/09	16624	16939	315	450 $	
Domestic Water Charge					289.80
2` Meter Service Charge					63.25
Utility User Tax					28.24
Sewer Flat					6.23
Rubbish 1 unit Flat					34.23
Wastewater Discharge Flat					0.98
Yard Waste Flat					3.09

Current Billing	**$**	**425.82**
Total Amount Due 11/16/09	**$**	**425.82**

A 5% penalty will be assessed if this bill is not paid by the due date.

Water Consumption



Effective October 1, 2009 the City of South Pasadena now accepts American Express as an additional form of payment for City services and utility bills. We will continue to accept Visa and Master Card.

[1/1]

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TRAVELERS

HVH Dwelling

BOLTON & COMPANY
P O BOX 6030
PASADENA CA 91102

00429

476

Account Bill
Account No. 985236332

Please refer to this billing account number when calling or making payments.
Billing Date: AUGUST 10, 2009
Due Date: AUGUST 28, 2009

PETER KNIGHT
SAMANTHA KNIGHT
851 LYNDON ST
SOUTH PASADENA CA 91030-3712

QUESTIONS? CALL US:

Automated Billing and Payment Information Available 7 days a week	1-800-550-7716
Claim Service	1-800-CLAIM-33
Policy Questions or Change of Address	(626) 799-7999

To pay online visit mytravelers.com

Prepare for severe weather before it happens!

Fit windows with storm shutters or plywood before weather warnings are issued. Know evacuation routes and have a plan in place before you need to leave. For more tips about severe weather preparedness, visit www.fema.gov, or contact your insurance representative.

Policy Payment Information

Policy Name	Policy Number	Policy Period	Minimum Amount Due	Unpaid Balance
HVH Dwelling 851 LYNDON ST	985236332 637 1	07/28/09 to 07/28/10	$451.54	$4,967.00
		Service Charge This Month	$6.00	
Total			**$457.54**	**$4,967.00**

Please read important information on reverse side.

Please detach and mail the lower portion of this bill with your payment in the enclosed envelope to TRAVELERS, ONE TOWER SQUARE, HARTFORD, CT 06183-1001. Thank You.

Make checks payable to: Travelers Indemnity and affiliates

000434/00429 F3116B00 6918 08/10/09

476 A
008348

BOLTON & COMPANY

PETER KNIGHT
Billing Account No. 985236332

Please do not staple your check to this stub.

TRAVELERS REMITTANCE CENTER
ONE TOWER SQUARE
HARTFORD, CT 06183-1001

AMOUNT ENCLOSED
UNPAID BALANCE $4,967.00
MINIMUM AMOUNT DUE $457.54
DUE DATE AUGUST 28, 2009

00393835323336333332403939393993000045754000496700 63

PL-9837

TRAVELERS

NEW BUSINESS PROPOSAL

High Value Homeowners Policy

INSURED AND AGENT INFORMATION

(Named Insured)
Name and Mailing Address
PETER KNIGHT
SAMANTHA KNIGHT
851 LYNDON ST
SOUTH PASADENA CA 91030

Agent Information
BOLTON & COMPANY
P O BOX 6030
PASADENA, CA 91102

The Residence premises is located at
851 LYNDON ST
SOUTH PASADENA CA 91030

Mortgagee Name and Address
1. WELLS FARGO BANK NA
ISAOA
PO BOX 5708
SPRINFIELD OH 45501
LOAN NUMBER 0105920912

POLICY INFORMATION

Homeowners Policy No.
985236332 637 1

Policy Period
07/28/09 - 07/28/10 12:01 A.M.
Standard Time at the residence premises

Your Insurer
Travelers Commercial Insurance Company
One of The Travelers Property Casualty Companies
One Tower Square, Hartford, CT 06183

For Claim Service Call 1-800-CLAIM33
For Policy Service Call (626) 799-7999

TOTAL POLICY PREMIUM $ 4,867.00
This is not a bill, you will be invoiced separately

Continued on next page

TRAVELERS

POLICY COVERAGES AND LIMITS OF LIABILITY

	LIMIT
Section I - Property Coverages	
A - DWELLING	$ 2,741,000
B - OTHER STRUCTURES	$ 274,100
C - PERSONAL PROPERTY	$ 2,055,750
D - LOSS OF USE	$ 1,370,500
LIMITED FUNGI, OTHER MICROBES OR ROT REMEDIATION	
Section I - Property Coverage	$ 5,000
Section II - Liability Coverages	
E - Personal Liability (Bodily Injury and Property Damage) Each Occurrence	$ 500,000
F - Medical Payments to Others Each Person	$ 5,000

POLICY SAVINGS AND DEDUCTIBLES

Your Savings

The following credits or discounts reduced your premium: Loss Free Discount, Home Buyer Discount, Protective Devices Discount

Deductibles	DEDUCTIBLE
Section I Property Coverages Deductible (All Perils)	$ 5,000

In case of loss under section I, only that part of the loss over the stated deductible is covered.

OPTIONAL ENDORSEMENTS AND COVERAGES

	LIMIT	PREMIUM
Optional Endorsements		
438BFU NS (05-42) Lender's Loss Payable Endorsement		Included*

MANDATORY FORMS AND ENDORSEMENTS

HV-3	(10-06) High Value Homeowners Dwelling Form	
HV-300 CA	(05-07) Special Provisions - California	
HO-90 CA	(05-07) Worker's Compensation Residence Employees	Included*

Continued on next page

TRAVELERS

The declarations with HV-3 Homeowners Policy, HV-3 (10-06) and the applicable Endorsements and coverages listed above form your Homeowners Insurance Policy.

*Note: The additional cost for any optional endorsement or coverage shown as "Included" is contained in the Total Policy Premium amount.

For Your Information

The State of California requires that we share this message with you:
WHENEVER THIS COMPANY OR ITS AGENT HAS BEEN UNABLE TO RESOLVE A CONSUMER COMPLAINT AFFECTING THIS POLICY, THE FOLLOWING STATE AGENCY MAY BE CONTACTED TO ASSIST THE POLICYHOLDER:

CALIFORNIA DEPARTMENT OF INSURANCE
CONSUMER SERVICE DIVISION
300 SOUTH SPRING STREET
LOS ANGELES, CALIFORNIA 90013 TOLL FREE NUMBER: 800-927-4357

Earthquake Coverage is not included in this policy.

This is not a bill. You will be billed separately for this transaction.

For information about how Travelers compensates independent agents and brokers, please visit www.Travelers.com or call our toll free telephone number 1-866-904-8348. You may also request a written copy from Marketing at One Tower Square, 2GSA, Hartford, Connecticut 06183.

Thank you for insuring with Travelers. We appreciate your business. If you have any questions about your insurance, please contact your agent or representative.

These declarations with policy provisions HV-3 (10-06) and any attached endorsements form your Homeowners Insurance Policy. Please keep them with your policy for future reference.

RECORDER'S MEMO:
POOR RECORD IS DUE TO
QUALITY OF ORIGINAL DOCUMENT
476/008348

Continued on next page

39

lacounty.gov

Los Angeles County
Treasurer and Tax Collector

Property Tax Payment Inquiry

Last updated Monday November 02, 2009

Assessor ID Number: 5314-020-008 **Year:** 09 **Seq. No.:** 000

ELECTRONIC FUND TRANSFER (EFT) NUMBER
ID#: 19 5314 020 008 9 **YEAR:** 09 **SEQUENCE:** 000 1

Installment 1		Installment 2	
Tax Amount	$10,360.15	Tax Amount	$10,360.15
Penalty Amount	$0.00	Pen/Cost Amount	$0.00
Total Due	$10,360.15	Total Due	$10,360.15
Paid Amount	$0.00	Paid Amount	$0.00
Balance Due	$10,360.15	Balance Due	$10,360.15
Delinquent If Not Paid By	12/10/2009	Delinquent If Not Paid By	04/12/2010

Message:

Defaulted Tax Roll

Last updated Monday November 02, 2009

AIN Number	5314-020-008	5-Pay Account Number	
Default Year	2009	5-Pay Status	
Redemption Amount	$0.00	5-Pay Installment Amount Due	
Monthly Penalty Amount	$0.00	5-Pay Due Date	
Amount Paid	$22,822.21	5-Pay Installment Paid	
Last Payment Date	08/24/2009		

Message:
STATE LAW REQUIRES THAT WE APPLY PAYMENTS TO COSTS, PENALTIES AND THE BALANCE TO TAXES. IF YOU HAVE QUESTIONS, PLEASE CALL US TOLL-FREE AT (888) 807-2111.

Tax Status: CURRENT

Select Another Parcel | Make a Payment

For telephone inquiries visit us at ttc.lacounty.gov for a list of telephone numbers.
Our business hours are 8:00 a.m. to 5:00 p.m. (Pacific), Monday through Friday, excluding Los Angeles County holidays.
Our office is located on the first floor at the Kenneth Hahn Hall of Administration, 225 North Hill Street, Los Angeles, CA 90012.

Terms of Use | Privacy & Security Policy

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ORDER NO. LA0971986

SCHEDULE B

AT THE DATE HEREOF EXCEPTIONS TO COVERAGE IN ADDITION TO THE PRINTED EXCEPTIONS AND EXCLUSIONS IN SAID POLICY FORM DESIGNATED ON THE FACE PAGE OF THIS REPORT WOULD BE AS FOLLOWS:

A. GENERAL AND SPECIAL TAXES FOR THE FISCAL YEAR 2009-2010, A LIEN NOT YET DUE OR PAYABLE.

B. GENERAL AND SPECIAL TAXES FOR THE FISCAL YEAR 2008-2009

TOTAL:	$20,174.54	
FIRST INSTALLMENT:	$10,087.27	DELINQUENT
PENALTY:	$1,008.73	
SECOND INSTALLMENT:	$10,087.27	DELINQUENT
PENALTY:	$1,018.73	
ASSESSED VALUATION:		
LAND VALUE:	$1,122,443.00	
IMPROVEMENTS:	$648,946.00	
EXEMPTION:	$0.00	
CODE AREA:	09030	
A. P. NO.:	5314-020-008	

C. THE LIEN OF SUPPLEMENTAL TAXES ASSESSED PURSUANT TO CHAPTER 3.5 COMMENCING WITH SECTION 75 OF THE CALIFORNIA REVENUE AND TAXATION CODE.

1. WATER RIGHTS, CLAIMS OR TITLE TO WATER, WHETHER OR NOT SHOWN BY THE PUBLIC RECORDS.

2. AN EASEMENT FOR PURPOSES STATED AND INCIDENTAL RIGHTS.

FOR:	ELECTRIC LINE, CONSISTING OF POLES, GUYS AND ANCHORS
RECORDED:	IN BOOK 17668, PAGE 269, OF OFFICIAL RECORDS.
AFFECTS:	AS MORE PARTICULARLY DESCRIBED THEREIN.

3. AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES.

RECORDED:	IN BOOK 26870, PAGE 456, OF OFFICIAL RECORDS.
AFFECTS:	SAID LAND

4. AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES.

RECORDED:	IN BOOK 25762, PAGE 119, OF OFFICIAL RECORDS.
AFFECTS:	THE EASTERLY 5 FEET AND THE NORTHERLY 5 FEET OF PARCEL 3

5. AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES.

RECORDED:	IN BOOK 27168, PAGE 269, OF OFFICIAL RECORDS.
AFFECTS:	THE NORTHERLY 5 FEET OF PARCEL 3

6. THE FACT THAT THE LAND LIES WITHIN THE BOUNDARIES OF THE SOUTH PASADENA REDEVELOPMENT PROJECT AREA, AS DISCLOSED BY THE DOCUMENT RECORDED JANUARY 7, 1959 AS INSTRUMENT NO. 1307, OF OFFICIAL RECORDS.

APPENDIX B

WYNYATE ESTATE, MILLS ACT APPLICATION PHOTOGRAPHIC OVERVIEW OF FEATURES & ISSUES

Appendix B
Photographic Overview of Features and Issues



Figure 1 **Multiple layers of composition shingles to be removed; structural damage to roof rafters to be repaired; and roof re-sheathed in code-compliant, historically compatible wood shingles.**

RECORDER'S MEMO:
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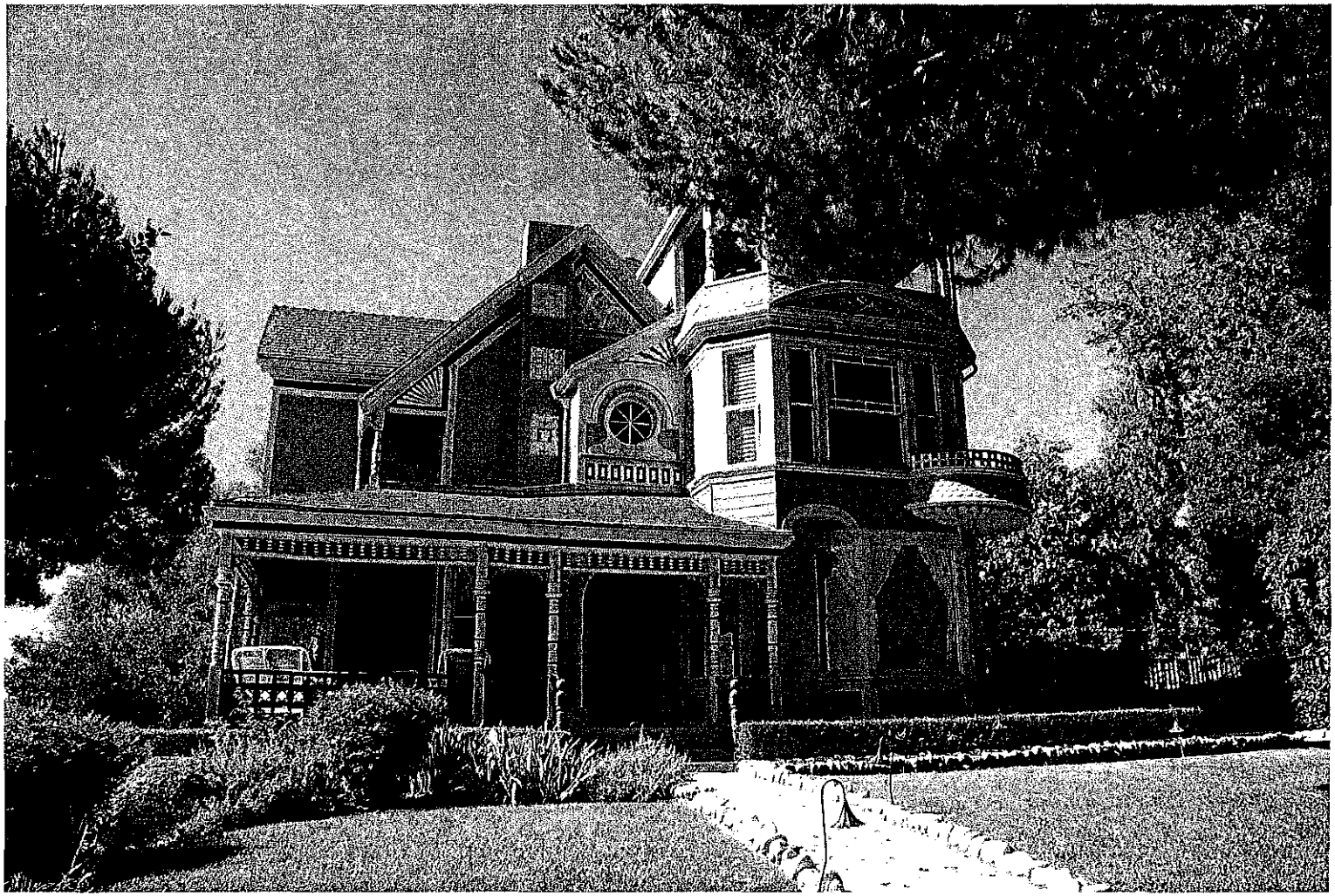


Figure 2 Damage and deterioration in exterior wood siding to be repaired; exterior to be repainted in period-appropriate colors.

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RECORDER'S MEMO:
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Figure 3a Structural retrofitting to be carried out in numerous areas.

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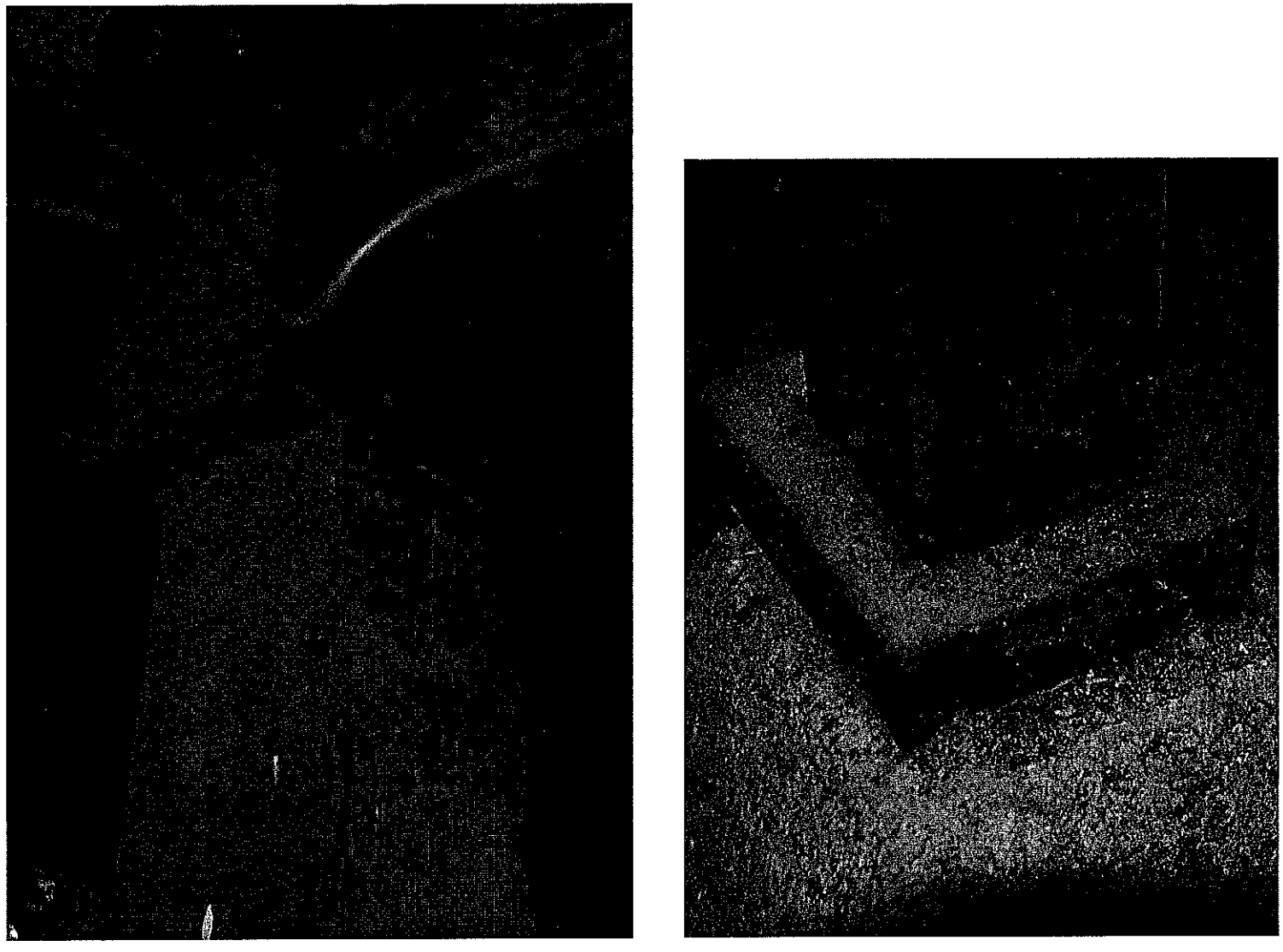


Figure 3b Structural retrofitting to be carried out in numerous areas.

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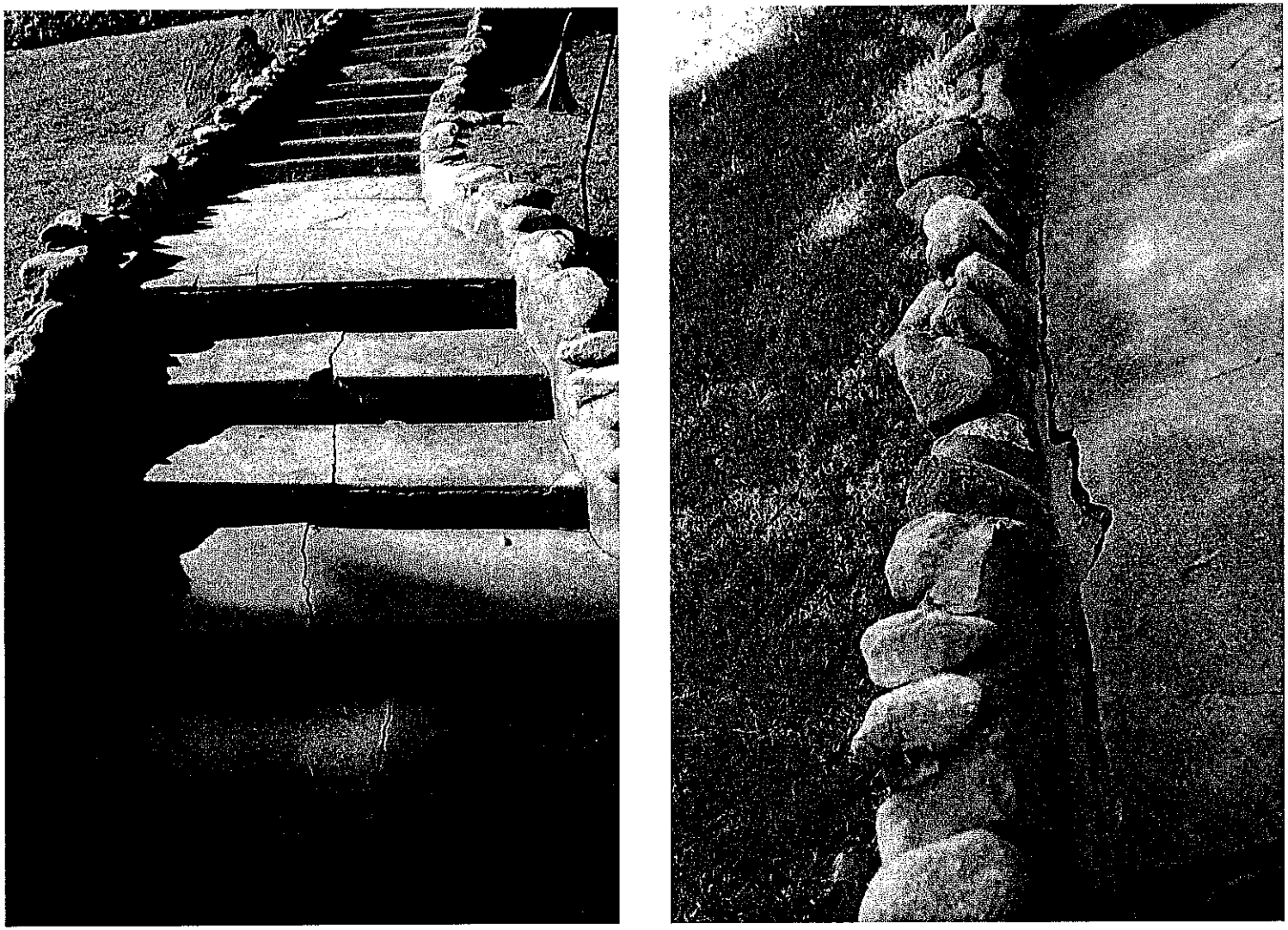


Figure 4 Historic concrete/stone stairs to be stabilized and repaired.

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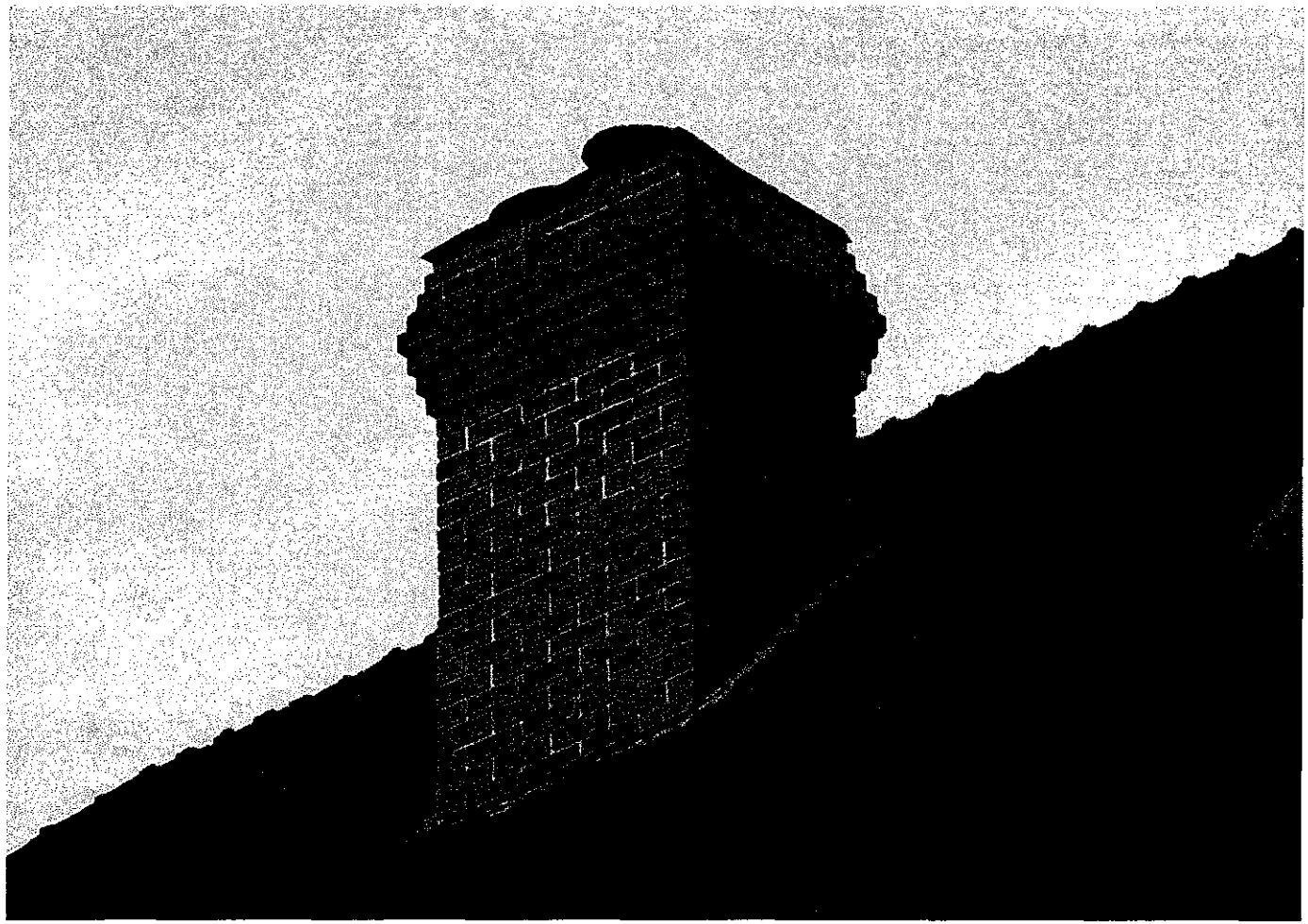


Figure 5 Altered partial chimney, southwest portion of roof; to be reconstructed from documentary evidence.

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

PROPERTY ADDRESS:

851 Lyndon Street





Mills Act Renewal Application

Wynyate Estate

851 Lyndon Street, South Pasadena

Prepared for:
City of South Pasadena
Department of Planning and Building
South Pasadena, CA 91030

Prepared by:
Debi Howell-Ardila, MHP
Peter and Samantha Knight
851 Lyndon Street
South Pasadena, CA 91030

March 20, 2026

Mills Act Renewal Application, Wynyate Estate
851 Lyndon Street, South Pasadena

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2 Mills Act Renewal: Schedule and Reporting System, 2026 – 2035..... 3

3 Mills Act Renewal: Workplan Priorities, 2026 – 2035..... 4

Appendices

A: Excerpts from the Secretary's Standards for Rehabilitation, National Park Service, 2017

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1. Overview of Historic Landmark and Mills Act Contract

This application for a Mills Act Historic Property Contract renewal (Mills Act Renewal) was prepared by Debi Howell-Ardila, MHP, Historic Preservation Consulting Services, for Peter and Samantha Knight, owners of 851 Lyndon Street, South Pasadena. This document contains all items requested by the City of South Pasadena for a Mills Act Renewal, including an updated workplan for 2026 through 2035.

Constructed in 1887, 851 Lyndon Street, known as Wynyate, was designed by architect W.R. Norton for Donald Graham, South Pasadena's first mayor, and his wife Margaret Collier Graham, a well-known literary figure. Wynyate was among South Pasadena's earliest properties listed on the National Register of Historic Places and is City of South Pasadena Landmark No. 6. The property is a highly intact, rare example of a late 19th-century Victorian-style residence in South Pasadena. It occupies a hillside parcel with a guest house, garage, tennis court, pool, and front and backyard.



In 2009, when the Knights purchased 851 Lyndon Street as the primary residence for their family, the property had suffered from years of deferred maintenance. The complex, high-pitched roof leaked in multiple locations, and previous repairs had not addressed underlying issues. The use of composition shingles had also diminished the integrity of one of the property's signature characteristics, of the prominent, high-pitched, wood-shake roof. With the help of the Mills Act, the Knights were able to use a fire-resistant Cedar-shake shingle for the roof, to restore the appearance while offering a higher level of fire retardance.

Deferred maintenance had also led to the advanced deterioration of wood shingles, framing, and sheathing throughout the exterior, due to exposure and termite damage over time. The property had also never been structurally retrofitted; its footings were not pinned to the foundation, creating a hazard in the event of an earthquake. Other issues included failing concrete stairs and river-rock retaining walls, site drainage issues, inoperable wood-sash windows, cracking interior plaster, due to site settling issues, and mature trees that created safety issues due to lack of maintenance.



Following repairs to wood sheathing and features, the home was repainted in an appropriate color palette. Since that time, the Knights have re-painted the property two additional times.

The Knights initially applied for a Mills Act Historic Property Contract in 2009. At the time, with the City's Cultural Heritage Ordinance out of date, the City Council deferred a vote on the application and asked the Cultural Heritage Commission to refine and strengthen its Mills Act program.

In 2017, following years of outreach and consultation with the City Council and City planners, the Cultural Heritage Commission provided the updated Cultural Heritage Ordinance to the City Council for review and adoption. In terms of the Mills Act, the ordinance included expanded requirements for applicants; one of the most salient was the requirement for overall financial parity between the projected investment in the historic property and the estimated tax savings over the 10-year contract period.



In an acknowledgment of the exceptional investment required to maintain historic properties, the Mills Act in South Pasadena allows compliant contracts to run in perpetuity, a policy that is standard practice for cities with enacted Mills Act programs and for Certified Local Governments in California.

As of 2009, however, before the new ordinance was adopted, 851 Lyndon Street still needed a significant investment to stop the deterioration of its character-defining features and to ensure its structural stability. With this in mind, the Knights updated their application for the Mills Act in 2010, ensuring that their ambitious plan for the rehabilitation, preservation, and maintenance of this important landmark in South Pasadena reflected the new requirements for the program.

In the adopted contract, the projected investment exceeded the estimated tax savings by a significant amount. The contract included six capitalized projects: (1) structural retrofitting, (2) re-roofing and structural repairs to roof system, (3) exterior wood siding repairs, (4) re-painting exterior, (5) repairs/stabilization of historic concrete stairs, and (6) reconstruction of west-elevation chimney). Among these, **only the final project was not completed, due to other high-priority needs**. Following a fire on the property (during which emergency vehicles were unable to access the site, due to the narrow, curved driveway), the Knights invested in widening the driveway and reconsidered adding an operable chimney to the property, in light of fire hazards.



The Knight's Mills Act workplan also included 11 noncapitalized projects, all of which have been completed. In addition, the property has needed other emergency and time-sensitive upgrades over time. These include the fire-life safety upgrades referenced above (widening the driveway to accommodate emergency vehicles) and installing an independent sewer line.

With the help of the Mills Act, the extraordinary investment made by the Knights in South Pasadena Landmark #6, the Wynyate Estate, will help ensure that this nearly 140-year-old Victorian treasure continues to survive and thrive in South Pasadena for generations to come.

2. Mills Act Renewal: Schedule and Reporting System, 2026 – 2035

The following provides an overview of the Mills Act workplan projects for the 2026 through 2035 contract years, as well as the suggested reporting system.

Project	Est. Cost	Completion Year
1. Window Rehabilitation	$85,000	2028
2. Front porch spot carpentry repairs	$15,000	2030
3. Exterior Painting and Limited Carpentry Repairs	$85,000	2035
4. Maintenance: Termite inspections/mitigation	Annual inspection	
5. Maintenance: Roof inspections and repairs as needed	Triannual inspection	
6. Maintenance: Paint inspection and repairs as needed	Triannual inspection	

Modification of Original Mills Act Contract

The adopted Mills Act contract for Wynyate represented an investment that significantly exceeded the estimated tax savings. The contract included six capitalized projects: (1) structural retrofitting, (2) re-roofing and structural repairs to roof system, (3) exterior wood siding repairs, (4) re-painting exterior, (5) repairs/stabilization of historic concrete stairs, and (6) reconstruction of west-elevation chimney). Among these, **only the final project was not completed**, due to other high-priority needs.

For example, following a fire on the property grounds (during which South Pasadena Fire Department vehicles could not access the site, due to the narrow, curved driveway), the Knights invested in widening the driveway to avoid the near-miss they experienced as a result of the fire. Following the fire, they also reconsidered the wisdom of adding an operable chimney to the property, in light of the heightened fire hazards associated with the wooded grounds and nearly 140-year-old home. The cost of the widening the driveway, which was nearly $50,000, **exceeded the estimated cost of re-creating the chimney**.

In view of the current threat of wildfires, along with the lack of visibility of the west-elevation from the public right-of-way, the Knights are requesting that **this item on the original workplan be removed from their future workplan**. As documented in the Knight's status update, they have invested far more in Wynyate, in both capitalized and noncapitalized expenses, than their tax savings over time.

Reporting System

The property owners of 851 Lyndon Street will provide bi-annual written updates to the City of South Pasadena in the final quarter of the year, documenting progress and providing updates and photographs on the Mills Act work plan. Prior to commencement of work efforts, Certificates of Appropriateness (CoA) will be obtained by the property owners as required by the City of South Pasadena Cultural Heritage Ordinance. Progress reports will include detailed work descriptions, photographs of work completed, and copies of permits and CoAs/CHC guidance and input as applicable.

3. Mills Act Renewal: Workplan Priorities, 2026 – 2035

This section describes each work effort to be included in the Mills Act workplan for 2026 through 2035. All projects will be designed and implemented to comply with the *Secretary's Standards*.

Proposed Project & Description	Est. Cost	Schedule
1. Main Residence, Windows	**$85,000**	**2028**

Rehabilitation of historic windows to include (but not necessarily be limited to): repair of non-operational hardware and poorly sealing windows; re-weather stripping/re-sealing where needed; window frames, surrounds and sills will be prepped and repainted in a period-appropriate palette.

Treatment approach will include the gentlest methods possible, for window removal, glazing repairs, and repainting—**contractors will not use power-washing or machine sanding** for any character-defining features. Work will be planned and directed by a contractor with experience in historic preservation.

This workplan item will prioritize **repair** over replacement, emphasizing retention of original sash, glazing, and profiles, and with the understanding that most historic wood windows can be made fully functional through repairs. Weatherstripping and improved maintenance will also be prioritized as effective, minimally invasive strategies to enhance energy performance without altering historic fabric. Where needed, any deteriorated features that cannot be repaired will be replaced in-kind, matching materials, design, and finishes.

See Appendix A, 2017 *Standards for Rehabilitation*, Windows, for additional guidance.

Overview of windows, condition and repair issues



Overview of windows, condition and repair issues





Overview of windows, condition and repair issues







Overview of windows, condition and repair issues







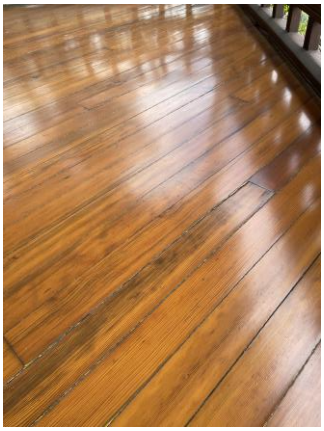
3. Mills Act Renewal: Workplan Priorities (continued)

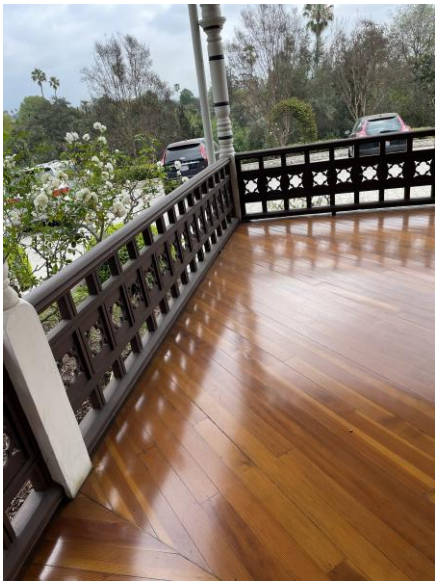
Proposed Project & Description	Est. Cost	Schedule
2. Front Porch Limited Carpentry Repairs	**$15,000**	**2030**

Spot repairs and carpentry needed at front porch, to address deteriorated wood features. Maintain original materials, dimensions, detailing, and finishes. Selective removal and in-kind replacement of deteriorated boards. Prime and paint repaired areas to match existing historic palette. Avoid pressure washing or machine sanding. Work will be planned and directed by a contractor with experience in historic preservation.

The gentlest means possible will be used for paint removal and surface preparation, given that methods such as power-washing or abrasive sanding could permanently damage historic wood. Where needed, repairs will prioritize retention of sound historic material, using epoxy consolidants or in-kind wood patches only deterioration must be addressed in small areas. Where needed, replacement materials and features will match the original in grain orientation, dimensions, and finish. **See Appendix A, 2017 *Standards for Rehabilitation*, Wood, for additional guidance.**

Overview of front porch wood components, condition and repair issues




3. Mills Act Renewal: Workplan Priorities (continued)

Proposed Project & Description	Est. Cost	Schedule

3. Repainting Exterior **$85,000** **2035**

This item includes repainting the exterior of the house—including wood horizontal siding, framing, ornamental detailing, and fish-scale shingles—in period-appropriate color palette. This item will also includes spot repairs, mitigation of water intrusion, and patching/repainting of plaster-clad foundation of house along north and northeast elevations. Work will be planned and directed by a contractor with experience in historic preservation.

Repairs to wood will retain original materials to the maximum extent practicable. Should repairs be infeasible due to deterioration, replacement will be in-kind to match existing in materials, appearance, patterning, finishes/texture, and size/profile. Finishes will match existing or reflect a period-appropriate palette. Character-defining materials that **are not presently painted will not be painted but rather finished in accordance with the present finish**. Treatments will avoid abrasive cleaning methods and use the gentlest methods possible—contractors will not use power-washing or machine sanding for wood features. **See Appendix B, 2017 *Standards for Rehabilitation*, Wood, for additional guidance.**

Overview of exterior wood shingles, sheathing, framing, and plaster features











Appendix A

Excerpts from the Secretary of the Interior's Standards for Rehabilitation, National Park Service, 2017

STANDARDS FOR REHABILITATION & GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

Rehabilitation

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.



Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

INTRODUCTION

In **Rehabilitation,** historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings** to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only **Rehabilitation** allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

Identify, Retain, and Preserve Historic Materials and Features

The guidance for the treatment **Rehabilitation** begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained to preserve that character. Therefore, guidance on ***identifying, retaining, and preserving*** character-defining features is always given first.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of **Rehabilitation** work, then ***protecting and maintaining*** them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and during rehabilitation work. A historic building undergoing rehabilitation will often require more extensive work. Thus, an overall evaluation of its physical condition should always begin at this level.

Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work, ***repairing*** is recommended. **Rehabilitation** guidance for the repair of historic materials, such as masonry, again begins with the least degree of intervention possible. In rehabilitation, repairing also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of features when there are surviving prototypes features that can be substantiated by documentary and physical evidence. Although using the same kind of material is always the preferred option, a substitute material may be an acceptable alternative if the form, design, and scale, as well as the substitute material itself, can effectively replicate the appearance of the remaining features.

Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, **Rehabilitation** guidance is provided for ***replacing*** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair. If the missing feature is character defining or if it is critical to the survival of the building (e.g., a roof), it should be replaced to match the historic feature based on physical or his-

toric documentation of its form and detailing. As with repair, the preferred option is always replacement of the entire feature in kind (i.e., with the same material, such as wood for wood). However, when this is not feasible, a compatible substitute material that can reproduce the overall appearance of the historic material may be considered.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, the guidelines never recommend removal and replacement with new material of a feature that could reasonably be repaired and, thus, preserved.

Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing, such as a porch, it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historic appearance. If the feature is not critical to the survival of the building, allowing the building to remain without the feature is one option. But if the missing feature is important to the historic character of the building, its replacement is always recommended in the **Rehabilitation** guidelines as the first, or preferred, course of action. If adequate documentary and physical evidence exists, the feature may be accurately reproduced. A second option in a rehabilitation treatment for replacing a missing feature, particularly when the available information about the feature is inadequate to permit an accurate reconstruction, is to ***design*** a new feature that is compatible with the overall historic character of the building. The new design should always take into account the size, scale, and material of the building itself and should be clearly differentiated from the authentic historic features. For properties that have changed over time, and where those changes have acquired significance, reestablishing missing historic features generally should not be undertaken if the missing features did not coexist with the features currently on the building. Juxtaposing historic features that did not exist concurrently will result in a false sense of the building's history.

Alterations

Some exterior and interior alterations to a historic building are generally needed as part of a **Rehabilitation** project to ensure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include changes to the site or setting, such as the selective removal of buildings or other features of the building site or setting that are intrusive, not character defining, or outside the building's period of significance.

Code-Required Work: Accessibility and Life Safety

Sensitive solutions to meeting code requirements in a **Rehabilitation** project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building, its site, and setting.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a **Rehabilitation** project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when considering new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

Sustainability

Sustainability should be addressed as part of a **Rehabilitation** project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. Only sustainability treatments should be considered that will have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings.*

New Exterior Additions and Related New Construction

Rehabilitation is the only treatment that allows expanding a historic building by enlarging it with an addition. However, the **Rehabilitation** guidelines emphasize that new additions should be considered only after it is determined that meeting specific new needs cannot be achieved by altering non-character-defining interior spaces. If the use cannot be accommodated in this way, then an attached exterior addition may be considered. New additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. Generally, a new addition should be subordinate to the historic building. A new addition should be compatible, but differentiated enough so that it is not confused as historic or original to the building. The same guidance applies to new construction so that it does not negatively impact the historic character of the building or its site.

Rehabilitation as a Treatment. *When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.*

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining and preserving masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.	Removing or substantially changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing or rebuilding a major portion of exterior masonry walls that could be repaired, thereby destroying the historic integrity of the building. Applying paint or other coatings (such as stucco) to masonry that has been historically unpainted or uncoated to create a new appearance. Removing paint from historically-painted masonry.
Protecting and maintaining masonry by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of masonry deterioration, such as leaking roofs and gutters or rising damp.
Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.	Cleaning masonry surfaces when they are not heavily soiled to create a "like-new" appearance, thereby needlessly introducing chemicals or moisture into historic materials.
Carrying out masonry cleaning tests when it has been determined that cleaning is appropriate. Test areas should be examined to ensure that no damage has resulted and, ideally, monitored over a sufficient period of time to allow long-range effects to be predicted.	Cleaning masonry surfaces without testing or without sufficient time for the testing results to be evaluated.



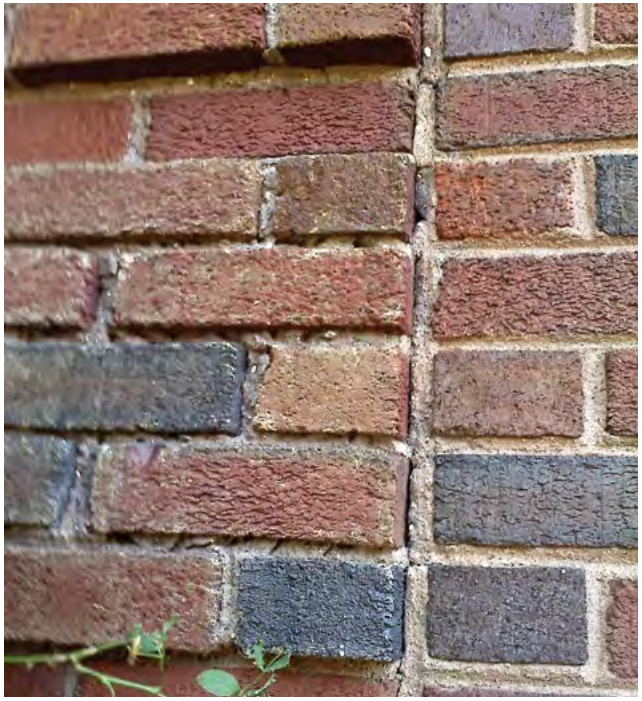
[1] An alkaline-based product is appropriate to use to clean historic marble because it will not damage the marble, which is acid sensitive.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Cleaning soiled masonry surfaces with the gentlest method possible, such as using low-pressure water and detergent and natural bristle or other soft-bristle brushes.	Cleaning or removing paint from masonry surfaces using most abrasive methods (including sandblasting, other media blasting, or high-pressure water) which can damage the surface of the masonry and mortar joints. Using a cleaning or paint-removal method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures. Cleaning with chemical products that will damage some types of masonry (such as using acid on limestone or marble), or failing to neutralize or rinse off chemical cleaners from masonry surfaces.



[3] **Not Recommended:**
The white film on the upper corner of this historic brick row house is the result of using a scrub or slurry coating, rather than traditional repointing by hand, which is the recommended method.



[4] **Not Recommended:**
The quoins on the left side of the photo show that high-pressure abrasive blasting used to remove paint can damage even early 20th-century, hard-baked, textured brick and erode the mortar, whereas the same brick on the right, which was not abrasively cleaned, is undamaged.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Allowing only trained conservators to use abrasive or laser-cleaning methods, when necessary, to clean hard-to-reach, highly-carved, or detailed decorative stone features.	
Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.	Removing paint that is firmly adhered to masonry surfaces, unless the building was unpainted historically and the paint can be removed without damaging the surface.
Applying compatible paint coating systems to historically-painted masonry following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting masonry features.
Repainting historically-painted masonry features with colors that are appropriate to the historic character of the building and district.	Using paint colors on historically-painted masonry features that are not appropriate to the historic character of the building and district.
Protecting adjacent materials when cleaning or removing paint from masonry features.	Failing to protect adjacent materials when cleaning or removing paint from masonry features.
Evaluating the overall condition of the masonry to determine whether more than protection and maintenance, such as repairs to masonry features, will be necessary.	Failing to undertake adequate measures to ensure the protection of masonry features.
Repairing masonry by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes, such as terra-cotta brackets or stone balusters.	Removing masonry that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials. Replacing an entire masonry feature, such as a cornice or balustrade, when repair of the masonry and limited replacement of deteriorated or missing components are feasible.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior.	Removing non-deteriorated mortar from sound joints and then repointing the entire building to achieve a more uniform appearance.
Removing deteriorated lime mortar carefully by hand raking the joints to avoid damaging the masonry.	
Using power tools only on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry.	Allowing unskilled workers to use masonry saws or mechanical tools to remove deteriorated mortar from joints prior to repointing.
Duplicating historic mortar joints in strength, composition, color, and texture when repointing is necessary. In some cases, a lime-based mortar may also be considered when repointing Portland cement mortar because it is more flexible.	Repointing masonry units with mortar of high Portland cement content (unless it is the content of the historic mortar). Using "surface grouting" or a "scrub" coating technique, such as a "sack rub" or "mortar washing," to repoint exterior masonry units instead of traditional repointing methods. Repointing masonry units (other than concrete) with a synthetic caulking compound instead of mortar.
Duplicating historic mortar joints in width and joint profile when repointing is necessary.	Changing the width or joint profile when repointing.
Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.	Removing sound stucco or repairing with new stucco that is different in composition from the historic stucco. Patching stucco or concrete without removing the source of deterioration. Replacing deteriorated stucco with synthetic stucco, an exterior finish and insulation system (EFIS), or other non-traditional materials.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using mud plaster or a compatible lime-plaster adobe render, when appropriate, to repair adobe.	Applying cement stucco, unless it already exists, to adobe.
Sealing joints in concrete with appropriate flexible sealants and backer rods, when necessary.	
Cutting damaged concrete back to remove the source of deterioration, such as corrosion on metal reinforcement bars. The new patch must be applied carefully so that it will bond satisfactorily with and match the historic concrete.	Patching damaged concrete without removing the source of deterioration.



[5] Rebars in the reinforced concrete ceiling have rusted, causing the concrete to spall. The rebars must be cleaned of rust before the concrete can be patched.

[6] Some areas of the concrete brise soleil screen on this building constructed in 1967 are badly deteriorated. If the screen cannot be repaired, it may be replaced in kind or with a composite substitute material with the same appearance as the concrete.



MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using a non-corrosive, stainless-steel anchoring system when replacing damaged stone, concrete, or terra-cotta units that have failed.	
Applying non-historic surface treatments, such as water-repellent coatings, to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.	Applying waterproof, water-repellent, or non-original historic coatings (such as stucco) to masonry as a substitute for repointing and masonry repairs.
Applying permeable, anti-graffiti coatings to masonry when appropriate.	Applying water-repellent or anti-graffiti coatings that change the historic appearance of the masonry or that may trap moisture if the coating is not sufficiently permeable.
Replacing in kind an entire masonry feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a masonry feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the masonry feature.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new masonry feature that is incompatible in size, scale, material, or color.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining and preserving wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints, finishes, and colors.	Removing or substantially changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material to achieve a uniform or "improved" appearance. Changing the type of finish, coating, or historic color of wood features, thereby diminishing the historic character of the exterior. Failing to renew failing paint or other coatings that are historic finishes. Stripping historically-painted surfaces to bare wood and applying a clear finish rather than repainting. Stripping paint or other coatings to reveal bare wood, thereby exposing historically-coated surfaces to the effects of accelerated weathering. Removing wood siding (clapboards) or other covering (such as stucco) from log structures that were covered historically, which changes their historic character and exposes the logs to accelerated deterioration.
Protecting and maintaining wood features by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of wood deterioration, such as faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungal infestation.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Applying chemical preservatives or paint to wood features that are subject to weathering, such as exposed beam ends, outriggers, or rafter tails.	Using chemical preservatives (such as creosote) which, unless they were used historically, can change the appearance of wood features.
Implementing an integrated pest management plan to identify appropriate preventive measures to guard against insect damage, such as installing termite guards, fumigating, and treating with chemicals.	
Retaining coatings (such as paint) that protect the wood from moisture and ultraviolet light. Paint removal should be considered only when there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate coatings.	Stripping paint or other coatings from wood features without recoating.



[8] Rotted clapboards have been replaced selectively with new wood siding to match the originals.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (e.g., hand scraping and hand sanding) prior to repainting.	Using potentially-damaging paint-removal methods on wood surfaces, such as open-flame torches, orbital sanders, abrasive methods (including sandblasting, other media blasting, or high-pressure water), or caustic paint-removers. Removing paint that is firmly adhered to wood surfaces.
Using chemical strippers primarily to supplement other methods such as hand scraping, hand sanding, and thermal devices.	Failing to neutralize the wood thoroughly after using chemical paint removers so that new paint may not adhere. Removing paint from detachable wood features by soaking them in a caustic solution, which may roughen the surface, split the wood, or result in staining from residual acids leaching out of the wood.
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using thermal devices (such as infrared heaters) carefully to remove paint when it is so deteriorated that total removal is necessary prior to repainting.	Using a thermal device to remove paint from wood features without first checking for and removing any flammable debris behind them. Using thermal devices without limiting the amount of time the wood feature is exposed to heat.
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Applying compatible paint coating systems to historically-painted wood following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting wood features.
Repainting historically-painted wood features with colors that are appropriate to the building and district.	Using paint colors on historically-painted wood features that are not appropriate to the building or district.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Protecting adjacent materials when working on other wood features.	Failing to protect adjacent materials when working on wood features.
Evaluating the overall condition of the wood to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary.	Failing to undertake adequate measures to ensure the protection of wood features.



[9] Smooth-surfaced cementitious siding (left) may be used to replace deteriorated wood siding only on secondary elevations that have minimal visibility.

[10] **Not Recommended:** Cementitious siding with a raised wood-grain texture is not an appropriate material to replace historic wood siding, which has a smooth surface when painted.



WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Repairing wood by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized conservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding.	Removing wood that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials. Replacing an entire wood feature, such as a cornice or balustrade, when repair of the wood and limited replacement of deteriorated or missing components is feasible.
Replacing in kind an entire wood feature that is too deteriorated to repair (if the overall form and detailing are still evident) using physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such wood features include a cornice, entablature, or a balustrade. If using wood is not feasible, then a compatible substitute material may be considered.	Removing a wood feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the wood feature.
Replacing a deteriorated wood feature or wood siding on a *primary or other highly-visible* elevation with a new matching wood feature.	Replacing a deteriorated wood feature or wood siding on a *primary or other highly-visible elevation* with a composite substitute material.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new wood feature that is incompatible in size, scale, material, or color.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paints, finishes, and colors. The type of metal should be identified prior to work because each metal has its own properties and may require a different treatment.	Removing or substantially changing metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic metal from a façade instead of repairing or replacing only the deteriorated metal, then reconstructing the façade with new material to achieve a uniform or "improved" appearance.
Protecting and maintaining metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.	Failing to identify and treat the causes of corrosion, such as moisture from leaking roofs or gutters. Placing incompatible metals together without providing an appropriate separation material. Such incompatibility can result in galvanic corrosion of the less noble metal (e.g., copper will corrode cast iron, steel, tin, and aluminum).
Cleaning metals when necessary to remove corrosion prior to repainting or applying appropriate protective coatings.	Leaving metals that must be protected from corrosion uncoated after cleaning.



[11] The stainless steel doors at the entrance to this Art Deco apartment building are important in defining its historic character and should be retained in place.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Identifying the particular type of metal prior to any cleaning procedure and then testing to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular metal.	Using cleaning methods which alter or damage the color, texture, or finish of the metal, or cleaning when it is inappropriate for the particular metal. Removing the patina from historic metals. The patina may be a protective layer on some metals (such as bronze or copper) as well as a distinctive finish.
Using non-corrosive chemical methods to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods.	Cleaning soft metals (such as lead, tinplate, terneplate, copper, and zinc) with abrasive methods (including sandblasting, other abrasive media, or high-pressure water) which will damage the surface of the metal.
Using the least abrasive cleaning method for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used as long as they do not abrade or damage the surface.	Using high-pressure abrasive techniques (including sandblasting, other media blasting, or high-pressure water) without first trying gentler cleaning methods prior to cleaning cast iron, wrought iron, or steel.
Applying appropriate paint or other coatings to historically-coated metals after cleaning to protect them from corrosion.	Applying paint or other coatings to metals (such as copper, bronze or stainless steel) if they were not coated historically, unless a coating is necessary for maintenance.
Repainting historically-painted metal features with colors that are appropriate to the building and district.	Using paint colors on historically-painted metal features that are not appropriate to the building or district.
Applying an appropriate protective coating (such as lacquer or wax) to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.	

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Protecting adjacent materials when cleaning or removing paint from metal features.	Failing to protect adjacent materials when working on metal features.
Evaluating the overall condition of metals to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary.	Failing to undertake adequate measures to ensure the protection of metal features.



[12] This historic steel window has been cleaned, repaired, and primed in preparation for painting and reglazing.



[13] The gold-colored, anodized aluminum geodesic dome of the former Citizen's State Bank in Oklahoma City, OK, built in 1958 and designed by Robert Roloff, makes this a distinctive mid-20th century building.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Repairing metal by reinforcing the metal using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes, such as column capitals or bases, storefronts, railings and steps, or window hoods.	Removing metals that could be stabilized, repaired, and conserved, or using improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.
Replacing in kind an entire metal feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include cast-iron porch steps or steel-sash windows. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Replacing an entire metal feature, such as a column or balustrade, when repair of the metal and limited replacement of deteriorated or missing components are feasible. Removing a metal feature that is unrepairable and not replacing it, or replacing it with a new metal feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the metal feature or that is physically or chemically incompatible.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement metal feature, such as a metal cornice or cast-iron column, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing metal feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new metal feature that is incompatible in size, scale, material, or color.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving roofs and their functional and decorative features that are important in defining the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning.	Removing or substantially changing roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic roof or roofing material that is repairable, then rebuilding it with new material to achieve a more uniform or "improved" appearance. Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse). Stripping the roof of sound historic material, such as slate, clay tile, wood, or metal.
Protecting and maintaining a roof by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.	Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof features, sheathing, and the underlying roof structure.
Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.	Allowing flashing, caps, and exposed fasteners to corrode, which accelerates deterioration of the roof.
Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.	Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials (such as masonry, wood, plaster, paint, and structural members) occurs.
Repainting a roofing material that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) as part of regularly-scheduled maintenance.	Failing to repaint a roofing material that requires a protective coating and was painted historically as part of regularly-scheduled maintenance.
Applying compatible paint coating systems to historically-painted roofing materials following proper surface preparation.	Applying paint or other coatings to roofing material if they were not coated historically.
Protecting a roof covering when working on other roof features.	Failing to protect roof coverings when working on other roof features.
Evaluating the overall condition of the roof and roof features to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.	Failing to undertake adequate measures to ensure the protection of roof features.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Repairing a roof by ensuring that the existing historic or compatible non-historic roof covering is sound and waterproof. Repair may include the limited replacement in kind or with a compatible substitute material of missing materials (such as wood shingles, slates, or tiles) on a main roof, as well as those extensively deteriorated or missing components of features when there are surviving prototypes, such as ridge tiles, dormer roofing, or roof monitors. Using corrosion-resistant roof fasteners (e.g., nails and clips) to repair a roof to help extend its longevity.	Replacing an entire roof feature when repair of the historic roofing materials and limited replacement of deteriorated or missing components are feasible.



[16] The deteriorated asphalt shingles of this porch roof are being replaced in kind with matching shingles.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire roof covering or feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a feature of the roof that is unrepairable and not replacing it, or replacing it with a new roof feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the roof covering or the surviving components of the roof feature or that is physically or chemically incompatible.
Replacing only missing or damaged roofing tiles or slates rather than replacing the entire roof covering.	Failing to reuse intact slate or tile in good condition when only the roofing substrate or fasteners need replacement.
Replacing an incompatible roof covering or any deteriorated non-historic roof covering with historically-accurate roofing material, if known, or another material that is compatible with the historic character of the building.	
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new roof covering for a missing roof or a new feature, such as a dormer or a monitor, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing roof feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new roof feature that is incompatible in size, scale, material, or color.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Alterations and Additions for a New Use	
Installing mechanical and service equipment on the roof (such as heating and air-conditioning units, elevator housing, or solar panels) when required for a new use so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.	Installing roof-top mechanical or service equipment so that it damages or obscures character-defining roof features or is conspicuous on the site or from the public right-of-way.
Designing rooftop additions, elevator or stair towers, decks or terraces, dormers, or skylights when required by a new or continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.	Changing a character-defining roof form, or damaging or destroying character-defining roofing material as a result of an incompatible rooftop addition or improperly-installed or highly-visible mechanical equipment.
Installing a green roof or other roof landscaping, railings, or furnishings that are not visible on the site or from the public right-of-way and do not damage the roof structure.	Installing a green roof or other roof landscaping, railings, or furnishings that are visible on the site and from the public right-of-way.



[17] New wood elements have been used selectively to replace rotted wood on the underside of the roof in this historic warehouse.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving windows and their functional and decorative features that are important to the overall character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.	Removing or substantially changing windows or window features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Changing the appearance of windows that contribute to the historic character of the building by replacing materials, finishes, or colors which noticeably change the sash, depth of the reveal, and muntin configurations; the reflectivity and color of the glazing; or the appearance of the frame. Obscuring historic wood window trim with metal or other material. Replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration. These conditions, in themselves, do not indicate that windows are beyond repair.
Protecting and maintaining the wood or metal which comprises the window jamb, sash, and trim through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain window materials on a cyclical basis so that deterioration of the window results.
Protecting windows against vandalism before work begins by covering them and by installing alarm systems that are keyed into local protection agencies.	Leaving windows unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected windows.
Making windows weathertight by recaulking gaps in fixed joints and replacing or installing weatherstripping.	
Protecting windows from chemical cleaners, paint, or abrasion during work on the exterior of the building.	Failing to protect historic windows from chemical cleaners, paint, or abrasion when work is being done on the exterior of the building.
Protecting and retaining historic glass when replacing putty or repairing other components of the window.	Failing to protect the historic glass when making window repairs.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Sustaining the historic operability of windows by lubricating friction points and replacing broken components of the operating system (such as hinges, latches, sash chains or cords) and replacing deteriorated gaskets or insulating units.	Failing to maintain windows and window components so that windows are inoperable, or sealing operable sash permanently. Failing to repair and reuse window hardware such as sash lifts, latches, and locks.
Adding storm windows with a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows. Storm windows improve energy efficiency and are especially beneficial when installed over wood windows because they also protect them from accelerated deterioration.	
Adding interior storm windows as an alternative to exterior storm windows when appropriate.	



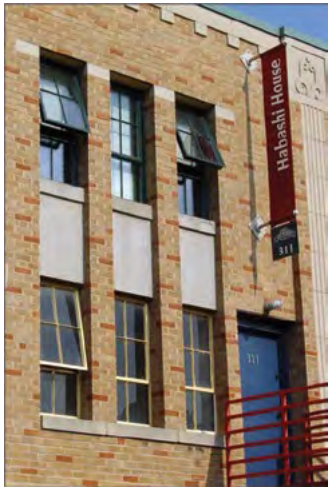
[18] The historic metal storm windows in this 1920s office building were retained and repaired during the rehabilitation project.

[19] Installing a mockup of a proposed replacement window can be helpful to evaluate how well the new windows will match the historic windows that are missing or too deteriorated to repair.



WINDOWS

RECOMMENDED	NOT RECOMMENDED
Installing sash locks, window guards, removable storm windows, and other reversible treatments to meet safety, security, or energy conservation requirements.	
Evaluating the overall condition of the windows to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary.	Failing to undertake adequate measures to ensure the protection of window features.
Repairing window frames and sash by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated, broken, or missing components of features when there are surviving prototypes, such as sash, sills, hardware, or shutters.	Removing window features that could be stabilized, repaired, or conserved using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to the historic materials. Replacing an entire window when repair of the window and limited replacement of deteriorated or missing components are feasible.
Removing glazing putty that has failed and applying new putty; or, if glass is broken, carefully removing all putty, replacing the glass, and reputtying.	
Installing new glass to replace broken glass which has the same visual characteristics as the historic glass.	
Replacing in kind an entire window that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining window that is unrepairable or is not needed for the new use and blocking up the opening, or replacing it with a new window that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the window or that is physically incompatible.



[21] The windows on the lower floor, which were too deteriorated to repair, were replaced with new steel windows matching the upper-floor historic windows that were retained.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Modifying a historic single-glazed sash to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter its appearance.	Modifying a historic single-glazed sash to accommodate insulated glass when it will jeopardize the soundness of the sash or significantly alter its appearance.
Using low-e glass with the least visible tint in new or replacement windows.	Using low-e glass with a dark tint in new or replacement windows, thereby negatively impacting the historic character of the building.
Using window grids rather than true divided lights on windows on the upper floors of high-rise buildings if they will not be noticeable.	Using window grids rather than true divided lights on windows in low-rise buildings or on lower floors of high-rise buildings where they will be noticeable, resulting in a change to the historic character of the building.
Ensuring that spacer bars in between double panes of glass are the same color as the window sash.	Using spacer bars in between double panes of glass that are not the same color as the window sash.
Replacing all of the components in a glazing system if they have failed because of faulty design or materials that have deteriorated with new material that will improve the window performance without noticeably changing the historic appearance.	Replacing all of the components in a glazing system with new material that will noticeably change the historic appearance.
Replacing incompatible, non-historic windows with new windows that are compatible with the historic character of the building; or reinstating windows in openings that have been filled in.	
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing window is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Installing replacement windows made from other materials that are not the same as the material of the original windows if they would have a noticeably different appearance from the remaining historic windows.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Alterations and Additions for a New Use	
Adding new window openings on rear or other secondary, less-visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.	Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building. Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features. Adding balconies at existing window openings or new window openings on primary or other highly-visible elevations where balconies never existed and, therefore, would be incompatible with the historic character of the building.
Replacing windows that are too deteriorated to repair using the same sash and pane configuration, but with new windows that operate differently, if necessary, to accommodate a new use. Any change must have minimal visual impact. Examples could include replacing hopper or awning windows with casement windows, or adding a realigned and enlarged operable portion of industrial steel windows to meet life-safety codes.	Replacing a window that contributes to the historic character of the building with a new window that is different in design (such as glass divisions or muntin profiles), dimensions, materials (wood, metal, or glass), finish or color, or location that will have a noticeably different appearance from the historic windows, which may negatively impact the character of the building.
Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows and does not damage them or negatively impact their character.	Installing impact-resistant glazing, when necessary for security, that is incompatible with the historic windows and that damages them or negatively impacts their character.
Using compatible window treatments (such as frosted glass, appropriate shades or blinds, or shutters) to retain the historic character of the building when it is necessary to conceal mechanical equipment, for example, that the new use requires be placed in a location behind a window or windows on a primary or highly-visible elevation.	Removing a character-defining window to conceal mechanical equipment or to provide privacy for a new use of the building by blocking up the opening.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Retaining the historic relationship between buildings and the landscape.	Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape. Removing or relocating buildings on a site or in a complex of related historic structures (such as a mill complex or farm), thereby diminishing the historic character of the site or complex. Moving buildings onto the site, thereby creating an inaccurate historic appearance. Changing the grade level of the site if it diminishes its historic character. For example, lowering the grade adjacent to a building to maximize use of a basement, which would change the historic appearance of the building and its relation to the site.
Protecting and maintaining buildings and site features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.	Failing to ensure that site drainage is adequate so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water does not drain properly.
Correcting any existing irrigation that may be wetting the building excessively.	Neglecting to correct any existing irrigation that may be wetting the building excessively.
Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Using heavy machinery or equipment in areas where it may disturb or damage important landscape features, archeological resources, other cultural or religious features, or burial grounds.
Surveying and documenting areas where the terrain will be altered to determine the potential impact to important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Failing to survey the building site prior to beginning work, which may result in damage or loss of important landscape features, archeological resources, other cultural or religious features, or burial grounds.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Protecting (e.g., preserving in place) important site features, archeological resources, other cultural or religious features, or burial grounds.	Leaving known site features or archeological material unprotected so that it is damaged during rehabilitation work.
Planning and carrying out any necessary investigation before rehabilitation begins, using professional archeologists and methods, when preservation in place is not feasible.	Allowing unqualified personnel to perform data recovery on archeological resources, which can result in damage or loss of important archeological material
Preserving important landscape features through regularly-scheduled maintenance of historic plant material.	Allowing important landscape features or archeological resources to be lost, damaged, or to deteriorate due to inadequate protection or lack of maintenance
Protecting the building site and landscape features against arson and vandalism before rehabilitation work begins by erecting temporary fencing and by installing alarm systems keyed into local protection agencies.	Leaving the property unprotected and subject to vandalism before work begins so that the building site and landscape features, archeological resources, other cultural or religious features, or burial grounds can be damaged or destroyed. Removing or destroying features from the site, such as fencing, paths or walkways, masonry balustrades, or plant material.
Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the site.
Providing continued protection and maintenance of buildings and landscape features on the site through appropriate grounds and landscape management.	Failing to protect and maintain materials and features from the restoration period on a cyclical basis so that deterioration of the site results.
Protecting buildings and landscape features when working on the site.	Failing to protect building and landscape features during work on the site or failing to repair damaged or deteriorated site features.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to site features, will be necessary.	Failing to undertake adequate measures to ensure the protection of the site.
Repairing historic site features which have been damaged, are deteriorated, or have missing components order reestablish the whole feature and to ensure retention of the integrity of the historic materials. Repairs may include limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of site features when there are surviving prototypes, such as paving, railings, or individual plants within a group (e.g., a hedge). Repairs should be physically and visually compatible.	Removing materials and features that could be repaired or using improper repair techniques. Replacing an entire feature of the site (such as a fence, walkway, or drive) when repair of materials and limited replacement of deteriorated or missing components are feasible.



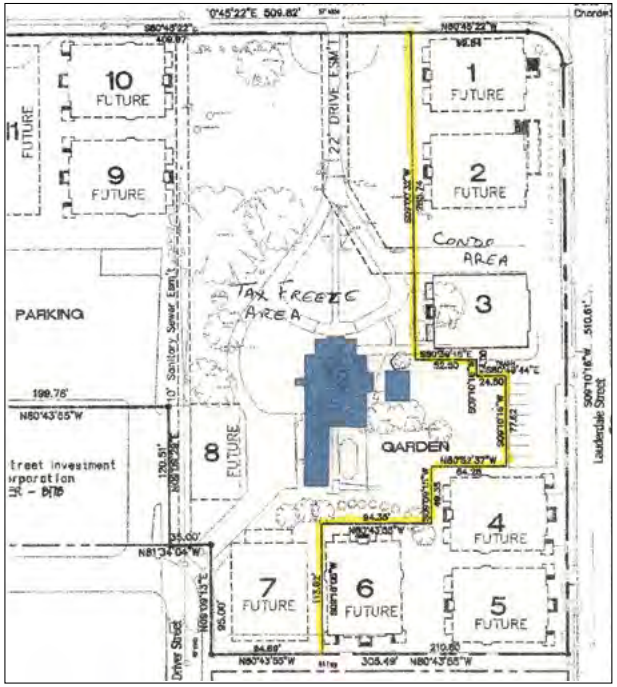
[43] The industrial character of the site was retained when this brewery complex was rehabilitated for residential use.



[44] **Not Recommended:** (a-b) The historic character of this plantation house (marked in blue on plan on opposite page) and its site was diminished and adversely impacted when multiple new buildings like this (#3 on plan) were constructed on the property (c).

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire feature of the site that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples could include a walkway or a fountain, a land form, or plant material. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining feature of the site that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving site feature or that is physically or ecologically incompatible. Adding conjectural landscape features to the site (such as period reproduction light fixtures, fences, fountains, or vegetation) that are historically inappropriate, thereby creating an inaccurate appearance of the site.







[45] Undertaking a survey to document archeological resources may be considered in some rehabilitation projects when a new exterior addition is planned.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new feature on a site when the historic feature is completely missing. This could include missing outbuildings, terraces, drives, foundation plantings, specimen trees, and gardens. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently on the site. Or, it may be a new design that is compatible with the historic character of the building and site.	Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature did not coexist with the features currently on the site. Introducing a new feature, including plant material, that is visually incompatible with the site or that alters or destroys the historic site patterns or use.
Alterations and Additions for a New Use	
Designing new onsite features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationship between the building or buildings and the landscape, and are compatible with the historic character of the property.	Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the building site if landscape features and plant materials are removed.
Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape.	Introducing new construction on the building site which is visually incompatible in terms of size, scale, design, material, or color, which destroys historic relationships on the site, or which damages or destroys important landscape features, such as replacing a lawn with paved parking areas or removing mature trees to widen a driveway.
Removing non-significant buildings, additions, or site features which detract from the historic character of the site.	Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.
Locating an irrigation system needed for a new or continuing use of the site where it will not cause damage to historic buildings.	Locating an irrigation system needed for a new or continuing use of the site where it will damage historic buildings.

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

CITY OF SOUTH PASADENA
City Clerk
1414 Mission Street
South Pasadena, California 91030

ATTN: City Clerk

Recording Fee: Exempt pursuant to
California Govt. Code Section 27383

SPACE ABOVE THIS LINE IS RESERVED FOR
RECORDER'S USE

TITLE(S)

AMENDED AND RESTATED MILLS ACT CONTRACT

THIS AMENDED AND RESTATED MILLS ACT CONTRACT is made and entered into this 7th day of October 2026, by and between the CITY OF SOUTH PASADENA, CALIFORNIA, a municipal corporation ("City"), and Peter and Samantha Knight ("Owner") and combines, amends and restates the original Mills Act Contract dated December 15, 2010 entered into the by the parties. Collectively the original Mills Act Contract and this Amended and Restated Mills Act Contract shall be referred to as the "Agreement."

RECITALS

(i) California Government Code Section 50280 et seq., authorizes cities to enter into contracts with the Owner of qualified historical property to provide for the use, maintenance, and restoration of such historical property so as to retain its characteristics as property of historical significance;

(ii) Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at 851 Lyndon Street, South Pasadena, California, Assessor's Parcel Number 5314-020-015 ("Historic Property"). A legal description of the Historic Property is attached hereto, marked as "Exhibit A" and is incorporated herein as if fully set forth;

(iii) The Historic Property is listed on the National Register of Historic Places and identified as City Landmark No. 6, attached hereto marked "Exhibit B". The Victorian-style residence was designed by architect W.R. Norton. It was the home of Donald M. Graham (South Pasadena's first mayor) and Graham's wife, Margaret Collier Graham who was a well-known writer and literary figure;

(iv) City and Owner, for their mutual benefit, originally entered into this Agreement on December 15, 2010 both to protect and preserve the characteristics of historical significance of the Historic Property, and to qualify the Historic Property for an assessment of valuation pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code and to carry out the purposes of Article 12 (commencing with Section 50280) of Chapter 1, Part 1, of Division 1 of Title 5 of the California Government Code.

NOW, THEREFORE, City and Owner, in consideration of the mutual covenants and conditions contained herein, do hereby agree as follows:

1. EFFECTIVE DATE AND TERM. The Agreement shall be effective and commence on December 15, 2010 and shall remain in effect for a minimum period of ten (10) years, unless the property owner is issued a notice of non-renewal as provided in Section 2.68(b)(1)(E)(v) of the South Pasadena Municipal Code.

2. AUTOMATIC RENEWAL. Unless a notice of non-renewal is issued, this Agreement shall automatically be extended by one (1) year for each anniversary date of the Agreement unless otherwise specified herein.

3. NON-RENEWAL. If recommended by the Cultural Heritage Commission and approved by the City Council, a notice of non-renewal may be issued six (6) years into the duration of this Agreement. The procedure for notice of non-renewal by the Owner of the City shall be in accordance with Government Code Section 50282 as it may be amended from time to time.

4. EFFECT OF NOTICE OF NON-RENEWAL. If either City or Owner serves timely notice to the other of non-renewal in any year, the Agreement shall remain in effect for the balance of the term then remaining.

5. APPEAL OF NOTICE OF NON-RENEWAL. The property owner shall have the right (per Government Code Section 50282) to appeal a notice of non-renewal to the City Council.

6. STANDARDS FOR HISTORIC PROPERTY. During the term of this Agreement, the Historic Property shall be subject to the following conditions, requirements, and restrictions:

a. Owner shall rehabilitate, preserve and maintain the historically significant Characteristics of the Historic Property. Attached hereto, marked as "Exhibit C" and incorporated herein by this reference is a list of those items for rehabilitation, restoration and maintenance planned for preservation of the Historic Property and a timeline for completion, which Owner shall carry out shall apply to such property throughout the term of this Agreement. In addition, Owner shall comply with the applicable provisions of the South Pasadena Municipal Code (See, Article IVH of the South Pasadena Municipal Code) and shall obtain any applicable permits necessary to protect, preserve, restore and rehabilitate the Historic Property so as to maintain its historical significance.

b. Owner shall additionally and where necessary, restore and rehabilitate the property according to the rules and regulations of the City, the State Office of Historic Preservation

of the Department of Parks and Recreation, the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the State Historical Building Code and shall maintain the entire property according to minimum standards and conditions, attached hereto, marked as "Exhibit D".

7. LIMITATIONS. Under Section 2.68(b)(1)(C)(iii)–(vi), the estimated tax benefit will not be used for: (1) any maintenance or alteration work that was previously completed or initiated before the Contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty; (2) routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements; (3) work within the interior of a Historic Property unless the Cultural Heritage Commission determines an exception should be made; and (4) landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

8. INSPECTIONS. The Owner shall allow reasonable inspections, by prior appointment given a minimum of at least 24 hours in advance, of the interior and exterior of the Historic Property by representatives of the County of Los Angeles Assessor, State Office of Historic Preservation, State Board of Equalization and the City, as may be necessary to determine Owner's compliance with the terms and conditions of this Agreement.

9. PROVISION OF COMPLIANCE INFORMATION. The Owner hereby agrees to furnish the City with any and all information requested by the City which may be reasonable and necessary to determine compliance with the terms and provisions of this Agreement. In addition, the Owner shall agree to provide to the City on the third year of the term of this Agreement and every third year thereafter a report describing the preservation tasks that are in progress and have been completed pursuant to this Agreement.

10. BINDING EFFECT OF AGREEMENT. This Agreement shall be binding on all successors-in interest of the Owner to the benefits and burdens of this Agreement. The Agreement shall stipulate escrow instructions that require a review and re-evaluation of the property every three years.

11. CANCELLATION. City following a duly noticed public hearing as set forth in California Code Section 50280 et seq., may cancel this Agreement if City determines that the Owner has breached any of the conditions or covenants of the Agreement or has allowed the Historic Property to deteriorate to the point that it no longer meets the significance criteria under which it was designated. City may also cancel this Agreement if it determines Owner has failed to restore or rehabilitate the Historic Property in the manner specified in Paragraph 5 of this Agreement. The City may also cancel this Agreement if, upon consultation with the State of California Office of Historic Preservation, the preservation, rehabilitation, or restoration becomes infeasible due to damage caused by natural disaster. City's right to cancel this Agreement pursuant to this paragraph shall in no way limit or restrict its rights or legal remedies arising from City's Cultural Heritage Ordinance and Municipal Code.

12. CANCELLATION FEE. In the event of cancellation, Owner shall be subject to payment of those cancellation fees set forth in California Government Code Section 50280 et seq., described herein. Upon cancellation, Owner shall pay a cancellation fee equal to twelve and one-half percent (12.5%) of the current fair market value of the property as determined by the County Assessor as though the Historic Property were free of the contractual restriction pursuant to this Agreement. The Owner shall pay the cancellation fee to the County Auditor in the time and manner prescribed by the County Auditor.

13. ENFORCEMENT OF AGREEMENT. In lieu of and/ or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of the terms of this Agreement. In the event of a breach by Owner under the provisions of this Agreement, City shall give written notice to Owner by registered or certified mail to the address stated in this Agreement, which notice shall specifically identify the alleged breach and the proposed action which City recommends to Owner to cure said alleged breach. Owner shall hereafter have sixty (60) days within which to cure such breach to the reasonable satisfaction of the City. Upon completion by Owner of the cure of the breach, City shall withdraw its notice of breach. Should Owner not cure such breach within the time period specified above, then City may, without further notice, declare a default under the terms of this Agreement and may bring any action necessary to specifically enforce the obligations of Owner arising out of the terms of this Agreement, apply to any court, state or federal, for injunctive relief against any violation by Owner or apply for such other relief as may be appropriate. City may at its sole discretion extend the 60-day cure period. Such extension must be in writing.

14. WAIVER. City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All other remedies at law or in equity which are not otherwise provided for in this Agreement or in the City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

15. BINDING EFFECT OF AGREEMENT. Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restriction as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property. Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restriction expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument. City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

16. NOTICE. Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

City: City of South Pasadena
Community Development Director
1414 Mission Street
South Pasadena, California 91030

Owner: Peter and Samantha Knight
851 Lyndon Street
South Pasadena, California 91030

17. EFFECT OF AGREEMENT. None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto and any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

18. INDEMNITY OF CITY. Owner agrees to protect, defend, indemnify, and shall hold City and its elected officials, officers, agents, and employees harmless from liability for claims, loss, proceedings, damages, causes of action, liability, costs or expense, including reasonable attorney's fees in connection with damage for personal injuries, including death, and claims for property damage which may arise from the direct or indirect use or operations of such Owner or those of its contractor, subcontractor, agent, employee or other person acting on its behalf which relate to the use, operation, capital improvement and/or maintenance of the Historic Property and/or Owner's activities in connection with the Historic Property. Owner hereby agree to and shall defend the City and its elected officials, officers, agents, and employees with respect to any and all actions for damages caused by, or alleged to have been suffered, by reason of the operations referred to in this Agreement regardless of whether or not the City prepared, supplied or approved the plans, specifications or other documents for the Historic Property. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, attorney's fees and related costs or expenses, and the reimbursement of legal expenses and costs incurred by the City, its elected officials, employees or agendas. Owner's obligation to indemnify shall survive the termination, cancellation or expiration of this Agreement.

19. BINDING UPON SUCCESSORS. All of the agreements, rights, covenants, reservations, and restrictions contained in the Agreement shall be binding upon and shall inure to benefit of the parties herein, their heirs, successors, legal representative, assigns and all persons acquiring any part or portion of the Historic Property, whether by operation of law or in any manner whatsoever. A successor in interest shall have the same rights and obligations under the Agreement as the original owner who entered into the Agreement.

20. LEGAL COSTS. In the event legal proceedings are brought by any party or parties to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover all reasonable attorney's fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

21. SEVERABILITY. In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

22. GOVERNING LAW. This Agreement shall be construed and governed in accordance with the laws of the State of California. Venue shall be in Los Angeles County.

23. EMINENT DOMAIN PROCEDURES. Upon the filing of an action in eminent domain by a public agency for the condemnation of the fee title of any land described herein or of less than fee interest which will prevent the portion of land condemned or a portion of it which is the subject of this Agreement from being used for any authorized use, or upon the acquisition in lieu of eminent domain by a public agency for a public improvement, if the City Council determines that the condemnation or acquisition frustrates the purpose of this Agreement, the portions of this Agreement by which Owner agree to preserve and to restrict the use of property described herein shall be canceled and this Agreement shall be deemed null and void upon such filing as to the portion of the land condemned or acquired and to the additional land the use of which for an authorized purpose will be prevented as a result of condemnation or acquisition. In such event, no cancellation fee is imposed as set forth in Government Code Section 50286. If, subsequent to the filing of an action in eminent domain, the proposed condemnation is abandoned by the condemning agency as to all or a portion of the land subject to this Agreement, the restrictions on the use of the property included in this Agreement shall, without further agreement of the parties, be re-instituted and the terms of this Agreement shall be in full force and effect.

24. RECORDATION. No later than twenty (20) days after the parties execute this Agreement, the Owner or Owner's agent shall record this Agreement in the Office of the County Recorder of the County of Los Angeles.

25. AMENDMENTS. This Agreement may be amended, in whole or in part, by a written instrument executed by the parties that is thereafter recorded in the Office of the County Recorder of the County of Los Angeles.

26. NOTICE TO OFFICE OF HISTORIC PRESERVATION. The City shall provide written notice of this Agreement to the State Office of Historic Preservation within 180 days of entering into this Agreement.

IN WITNESS THEREOF, City and Owner have executed this Agreement on the day and year first above written.

CITY OF SOUTH PASADENA

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, City Clerk

APPROVED AS TO FORM

_____
Roxanne Diaz, City Attorney

OWNER:

_____
Peter Knight

OWNER:

_____
Samantha Knight

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (Seal)

EXHIBIT A

LEGAL DESCRIPTION

"Exhibit A"

EXHIBIT "A"

PARCEL 1:

THOSE PORTIONS OF THE RANCHO SAN PASCUAL AND DIVISION K OF THE SAN GABRIEL ORANGE GROVE ASSOCIATION LANDS, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 2 PAGE 556 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS A WHOLE AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE SOUTHERLY LINE OF LYNDON STREET, 42 FEET WIDE, AS SHOWN ON THE MAP OF TRACT NO. 11297 RECORDED IN BOOK 200 PAGES 44 AND 45 OF MAPS, RECORDS OF SAID COUNTY, WITH THE EASTERLY LINE OF LOT 4, IN BLOCK "A" OF MRS. A. N. FALL'S SUBDIVISION OF THE WESTERLY PORTION OF DIVISION K.S.G.O.G. ASSOCIATION, AS SHOWN ON THE MAP FILED IN BOOK 2 PAGE 99 OF RECORD OF SURVEYS OF SAID COUNTY; THENCE NORTH 89° 14' 00" EAST ALONG THE SOUTHERLY LINE OF SAID TRACT NO. 11297, A DISTANCE OF 75.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 0° 46' 00" EAST 283.00 FEET; THENCE SOUTH 89° 14' 00" WEST 77.03 FEET, MORE OR LESS, TO THE EASTERLY LINE OF THE LAND CONVEYED TO A. C. BILLICKE, BY DEED RECORDED IN BOOK 2628 PAGE 100 OF DEEDS, RECORDS OF SAID COUNTY; THENCE SOUTHERLY ALONG SAID LAST MENTIONED EASTERLY LINE TO THE NORTHERLY LINE OF TRACT NO. 14526, AS PER MAP RECORDED IN BOOK 306 PAGES 5 AND 6 OF MAPS, RECORDS OF SAID COUNTY; THENCE ALONG SAID NORTHERLY LINE NORTH 85° 15' 00" EAST 267.40 FEET, MORE OR LESS, TO AN ANGLE POINT THEREIN AND NORTH 83° 39' 00" EAST 45.61 FEET, MORE OR LESS, TO A POINT IN SAID NORTHERLY LINE, DISTANT THEREON 63° 39' 00" WEST 63.00 FEET FROM THE NORTHEASTERLY CORNER OF LOT 6 OF SAID TRACT NO. 14526; THENCE NORTH 1° 28' 00" WEST 106.00 FEET; THENCE NORTH 83° 39' 00" EAST 63.00 FEET, MORE OR LESS, TO A POINT IN THE WESTERLY LINE OF LOT 14 OF TRACT NO. 394, AS PER MAP RECORDED IN BOOK 14 PAGE 172 OF MAPS, RECORDS OF SAID COUNTY, SAID POINT BEING DISTANT ALONG SAID WESTERLY LINE OF LOT 14, NORTH 1° 38' 00" WEST 106.00 FEET FROM THE NORTHERLY LINE OF SAID TRACT NO. 14526; THENCE ALONG SAID WESTERLY LINE OF LOT 14, NORTH 1° 23' 00" WEST 241.75 FEET, MORE OR LESS, TO THE EASTERLY PROLONGATION OF SAID SOUTHERLY LINE OF LYNDON STREET, 42 FEET WIDE; THENCE SOUTH 89° 14' 00" WEST 293.14 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

EXCEPT THE INTEREST IN THE NORTHERLY 8 FEET OF SAID LAND WHICH WAS CONVEYED TO THE CITY OF SOUTH PASADENA, FOR STREET PURPOSES BY DEED RECORDED MAY 18, 1937 IN BOOK 14490 PAGE 140, OFFICIAL RECORDS.

ALSO EXCEPT FROM SAID LAND THAT PORTION DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION LINE OF LYNDON STREET, 42 FEET WIDE, AS SHOWN ON THE MAP OF TRACT NO. 11297, RECORDED IN BOOK 200 PAGE 44 OF MAPS, WITH THE EASTERLY LINE OF LOT 4 IN BLOCK "A" OF MRS. A. N. FALL'S SUBDIVISION, OF THE WESTERLY PORTION OF DIVISION K.S.G.O.G. ASSOCIATION, AS SHOWN ON THE MAP FILED IN BOOK 2 PAGE 29, RECORD OF SURVEY; THENCE NORTH 89° 14' 00" EAST ALONG THE SOUTHERLY LINE OF SAID TRACT NO. 11297, A DISTANCE OF 75.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 0° 46' 00" EAST 188.00 FEET; THENCE NORTHEASTERLY IN A DIRECT LINE TO A POINT IN A LINE PARALLEL WITH THE ABOVE MENTIONED COURSE, HAVING A BEARING OF SOUTH 0° 46' 00" EAST AND A LENGTH OF 188 FEET, SAID POINT

LEGAL DESCRIPTION CONTINUED

BEING DISTANT ALONG SAID PARALLEL LINE, SOUTH 0° 46' 00" EAST 138 FEET FROM SAID SOUTHERLY LINE OF LYNDON STREET, 42 FEET WIDE; THENCE ALONG SAID PARALLEL LINE NORTH 0° 46' 00" WEST 138 FEET TO THE SOUTHERLY LINE OF LYNDON STREET; THENCE WESTERLY ALONG SAID SOUTHERLY LINE OF LYNDON STREET, 125 FEET TO THE TRUE POINT OF BEGINNING.

EXCEPT THEREFROM ALL OIL, NAPHTHA, GAS, PETROLEUM, HYDROCARBON AND OTHER MINERAL AND CARBON SUBSTANCES DEPOSITED IN, LYING UNDER OR FLOWING THROUGH, OR THAT MAY BE PRODUCED FROM SAID LAND, AS GRANTED TO ANN L. WRIGHT, A MARRIED WOMAN AS HER SOLE AND SEPARATE PROPERTY, BY DEED RECORDED OCTOBER 10, 1963 AS INSTRUMENT NO. 5413, IN BOOK D-2214 PAGE 785, OFFICIAL RECORDS.

PARCEL 2:

AN EASEMENT FOR INGRESS AND EGRESS PURPOSES OVER THOSE PORTIONS OF THE RANCHO SAN PASQUAL AND DIVISION K OF THE SAN GABRIEL ORANGE GROVE ASSOCIATION LANDS, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 2 PAGE 556 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, INCLUDED WITHIN A STRIP OF LAND 20 FEET IN WIDTH EXTENDING FROM THAT CERTAIN COURSE DESCRIBED AS "NORTH 1° 28' 00" WEST 106.00 FEET IN THE EASTERLY BOUNDARY OF THE LAND DESCRIBED IN PARCEL 1 HEREINABOVE TO THE WESTERLY LINE OF LOT 14 OF TRACT NO. 394, AS PER MAP RECORDED IN BOOK 14 PAGE 172 OF MAPS, RECORDS OF SAID COUNTY, THE SOUTHERLY LINE OF SAID 20 FOOT STRIP BEING THE NORTHERLY LINE OF TRACT NO. 14526, AS PER MAP RECORDED IN BOOK 306 PAGES 5 AND 6 OF MAPS, RECORDS OF SAID COUNTY.

PARCEL 3:

AN EASEMENT FOR INGRESS AND EGRESS PURPOSES OVER THE EASTERLY 20 FEET OF THE NORTH 20 FEET OF LOT 6 OF TRACT NO. 14526, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 306 PAGES 5 AND 6 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXHIBIT B

LANDMARK NOMINATION FORM

CITY OF SOUTH PASADENA

1424 Mission Street • South Pasadena • California 91030 • 799-9101 682-2175

Cultural Heritage Commission

NOMINATION FORM FOR OFFICIAL HISTORICAL REGISTER

I. IDENTIFICATION #6

Name of building or site (condensed legal description):
"WYNYATE" (Welsh for vineyard)

Address (or location description):
851 Lyndon Street, South Pasadena

Date of construction (if known): 1887

Architect: W. R. Norton

Builder: J. J. Hall

Original owner: Donald M. Graham and Margaret Collier Graham

Significant intermediate owners: Miss Jennie Collier (sister of Mrs. Graham) 1910-1918 Mrs. Martha Mohr (sister of Mrs. Graham), 1918-1933; Mrs. Helen Collier Hill Wishart, 1933-1950; Mr. John Haufe, 1950-1959; Mrs. T. Piper, 1959-1964.

Intermediate significant uses if any:



Present owner: Mr. and Mrs. Wolfgang Klebel

Original use: Private residence

Present use: Private residence

II. DESCRIPTION (See enclosed page)

Style or period: Victorian

Construction materials: Redwood, stained
Brick work in cellar

Additions or modifications: 1909 - front porch enlarged; 1950-59 - porte-cochere removed, bathrooms and kitchen remodeled, large west sliding door added, north parlor window changed, vines removed and exterior painted grey and white.

Significant features (exterior): Rewiring; winding steps leading from street to front door; sundial part way up steps; crest with date 1887 is under eaves on east side; shingles of fish scale design completely cover second and third floors. Porches have lattice work; Romeo & Juliet balcony at northwest corner.

Significant features (interior): Intercommunication system (removed 1950-59) including speaking tubes and burglar alarm. High ceilings handsome moldings typical of period.

photograph or snapshot

Present condition:

Exterior: Excellent - gray and white paint

Interior: Excellent

Site: Excellent

Type of neighborhood (residential, commercial, etc.):
Residential

III. PRESERVATION STATUS

Is structure threatened with demolition or alteration by either public or private action?
Explain:
Site is directly in path of State proposed Long Beach Freeway (Meridian route)

IV. REASONS FOR INTEREST OR SIGNIFICANCE

Note any federal, state or county surveys or other recognition.
Architectural: Period? Style? Architect? Comments: Was one of first pretentious houses in South Pasadena. Fine example of elegant Victorian style and is one of few remaining of this period in the city.

Historical: Personages, social events, influences on history.
Comments: House was built by first mayor of South Pasadena, Donald M. Graham, whose wife, Margaret Collier Graham was well-known writer and literary figure in late 19th and early 20th century. "Wynyate" was frequently visited by such celebrities as John Muir, Mary Austin, Charles F. Lummis, Charles Dwight Willard, etc.

Other: Objects of natural, aesthetic or cultural significance. Botanical or geological
Comments: House occupies beautiful site overlooking town of South Pasadena in foreground and San Gabriel mountains to the north. Stone pine trees, live oaks, toyon cover the slopes; lemon eucalyptus tree planted by John Muir on hill above home to west. Some of the original large yellow rose bushes are still growing.

V. PUBLISHED REFERENCES

"On Old Rancho San Pascual", South Pasadena Branch of Security Trust and Savings Bank of Los Angeles, 1922
"6 Horses and 10 Head", Jane McCloskey, 1971

VI. REMARKS

(Nominee may submit additional information or photographs)

APPROVED BY: Chairman, Historical Committee
CULTURAL HERITAGE COMMISSION
Margaret L. Fay
Date 3-16-72

Secretary Velma Hershberger
3-16-72

Please Print
Applicant (Mrs.) Margaret Leslie Fay, A.I.D.

Address 517 Garfield Avenue
South Pasadena, Ca. 91030

Tel. No. 799-4828, 799-5891 Date 3-16-72

1553

CITY OF SOUTH PASADENA
1424 Mission Street • South Pasadena • California 91030 • 799-9101 682-2175
Cultural Heritage Commission

Between 1887 and 1950 few changes were made in the residence - the only significant one being the remodelling of the front porch apparently done in 1909. The growth of trees and shrubs and vines covering the house changed its appearance greatly, but the house remained essentially the same until it was sold by Mrs. Wishart to Mr. John Haufe. Mr. Haufe extensively remodelled the kitchen, installed the large sliding glass doors on the west side of the house, made two closets into bathrooms, and rewired the house. The porte-cochere was removed (the supports had been damaged) and changes were made on the east side as a result. The large north wall of windows on the first floor parlor was replaced by one single large pane.

Between 1959 and 1964 the southeast corner of the first floor was remodelled to include the porch, and the steps were changed.

Since 1964 extensive interior remodelling has been done. The third floor cupola covered porch was glazed in. In 1971, it was re-landscaped and a swimming pool was added on the west side. The large live oak, planted on the northwest corner in 1888, had to be removed in 1971.

EXHIBIT C

MILLS ACT APPLICATION & REHABILITATION PLAN





Mills Act Renewal Application

Wynyate Estate

851 Lyndon Street, South Pasadena

Prepared for:
City of South Pasadena
Department of Planning and Building
South Pasadena, CA 91030

Prepared by:
Debi Howell-Ardila, MHP
Peter and Samantha Knight
851 Lyndon Street
South Pasadena, CA 91030

March 20, 2026

Mills Act Renewal Application, Wynyate Estate
851 Lyndon Street, South Pasadena

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Appendices

A: Excerpts from the Secretary's Standards for Rehabilitation, National Park Service, 2017

1. Overview of Historic Landmark and Mills Act Contract

This application for a Mills Act Historic Property Contract renewal (Mills Act Renewal) was prepared by Debi Howell-Ardila, MHP, Historic Preservation Consulting Services, for Peter and Samantha Knight, owners of 851 Lyndon Street, South Pasadena. This document contains all items requested by the City of South Pasadena for a Mills Act Renewal, including an updated workplan for 2026 through 2035.

Constructed in 1887, 851 Lyndon Street, known as Wynyate, was designed by architect W.R. Norton for Donald Graham, South Pasadena's first mayor, and his wife Margaret Collier Graham, a well-known literary figure. Wynyate was among South Pasadena's earliest properties listed on the National Register of Historic Places and is City of South Pasadena Landmark No. 6. The property is a highly intact, rare example of a late 19th-century Victorian-style residence in South Pasadena. It occupies a hillside parcel with a guest house, garage, tennis court, pool, and front and backyard.



In 2009, when the Knights purchased 851 Lyndon Street as the primary residence for their family, the property had suffered from years of deferred maintenance. The complex, high-pitched roof leaked in multiple locations, and previous repairs had not addressed underlying issues. The use of composition shingles had also diminished the integrity of one of the property's signature characteristics, of the prominent, high-pitched, wood-shake roof. With the help of the Mills Act, the Knights were able to use a fire-resistant Cedar-shake shingle for the roof, to restore the appearance while offering a higher level of fire retardance.

Deferred maintenance had also led to the advanced deterioration of wood shingles, framing, and sheathing throughout the exterior, due to exposure and termite damage over time. The property had also never been structurally retrofitted; its footings were not pinned to the foundation, creating a hazard in the event of an earthquake. Other issues included failing concrete stairs and river-rock retaining walls, site drainage issues, inoperable wood-sash windows, cracking interior plaster, due to site settling issues, and mature trees that created safety issues due to lack of maintenance.



Following repairs to wood sheathing and features, the home was repainted in an appropriate color palette. Since that time, the Knights have re-painted the property two additional times.

The Knights initially applied for a Mills Act Historic Property Contract in 2009. At the time, with the City's Cultural Heritage Ordinance out of date, the City Council deferred a vote on the application and asked the Cultural Heritage Commission to refine and strengthen its Mills Act program.

In 2017, following years of outreach and consultation with the City Council and City planners, the Cultural Heritage Commission provided the updated Cultural Heritage Ordinance to the City Council for review and adoption. In terms of the Mills Act, the ordinance included expanded requirements for applicants; one of the most salient was the requirement for overall financial parity between the projected investment in the historic property and the estimated tax savings over the 10-year contract period.



In an acknowledgment of the exceptional investment required to maintain historic properties, the Mills Act in South Pasadena allows compliant contracts to run in perpetuity, a policy that is standard practice for cities with enacted Mills Act programs and for Certified Local Governments in California.

As of 2009, however, before the new ordinance was adopted, 851 Lyndon Street still needed a significant investment to stop the deterioration of its character-defining features and to ensure its structural stability. With this in mind, the Knights updated their application for the Mills Act in 2010, ensuring that their ambitious plan for the rehabilitation, preservation, and maintenance of this important landmark in South Pasadena reflected the new requirements for the program.

In the adopted contract, the projected investment exceeded the estimated tax savings by a significant amount. The contract included six capitalized projects: (1) structural retrofitting, (2) re-roofing and structural repairs to roof system, (3) exterior wood siding repairs, (4) re-painting exterior, (5) repairs/stabilization of historic concrete stairs, and (6) reconstruction of west-elevation chimney). Among these, **only the final project was not completed, due to other high-priority needs**. Following a fire on the property (during which emergency vehicles were unable to access the site, due to the narrow, curved driveway), the Knights invested in widening the driveway and reconsidered adding an operable chimney to the property, in light of fire hazards.



The Knight's Mills Act workplan also included 11 noncapitalized projects, all of which have been completed. In addition, the property has needed other emergency and time-sensitive upgrades over time. These include the fire-life safety upgrades referenced above (widening the driveway to accommodate emergency vehicles) and installing an independent sewer line.

With the help of the Mills Act, the extraordinary investment made by the Knights in South Pasadena Landmark #6, the Wynyate Estate, will help ensure that this nearly 140-year-old Victorian treasure continues to survive and thrive in South Pasadena for generations to come.

2. Mills Act Renewal: Schedule and Reporting System, 2026 – 2035

The following provides an overview of the Mills Act workplan projects for the 2026 through 2035 contract years, as well as the suggested reporting system.

Project	Est. Cost	Completion Year
1. Window Rehabilitation	$85,000	2028
2. Front porch spot carpentry repairs	$15,000	2030
3. Exterior Painting and Limited Carpentry Repairs	$85,000	2035
4. Maintenance: Termite inspections/mitigation	Annual inspection	
5. Maintenance: Roof inspections and repairs as needed	Triannual inspection	
6. Maintenance: Paint inspection and repairs as needed	Triannual inspection	

Modification of Original Mills Act Contract

The adopted Mills Act contract for Wynyate represented an investment that significantly exceeded the estimated tax savings. The contract included six capitalized projects: (1) structural retrofitting, (2) re-roofing and structural repairs to roof system, (3) exterior wood siding repairs, (4) re-painting exterior, (5) repairs/stabilization of historic concrete stairs, and (6) reconstruction of west-elevation chimney). Among these, **only the final project was not completed**, due to other high-priority needs.

For example, following a fire on the property grounds (during which South Pasadena Fire Department vehicles could not access the site, due to the narrow, curved driveway), the Knights invested in widening the driveway to avoid the near-miss they experienced as a result of the fire. Following the fire, they also reconsidered the wisdom of adding an operable chimney to the property, in light of the heightened fire hazards associated with the wooded grounds and nearly 140-year-old home. The cost of the widening the driveway, which was nearly $50,000, **exceeded the estimated cost of re-creating the chimney**.

In view of the current threat of wildfires, along with the lack of visibility of the west-elevation from the public right-of-way, the Knights are requesting that **this item on the original workplan be removed from their future workplan**. As documented in the Knight's status update, they have invested far more in Wynyate, in both capitalized and noncapitalized expenses, than their tax savings over time.

Reporting System

The property owners of 851 Lyndon Street will provide bi-annual written updates to the City of South Pasadena in the final quarter of the year, documenting progress and providing updates and photographs on the Mills Act work plan. Prior to commencement of work efforts, Certificates of Appropriateness (CoA) will be obtained by the property owners as required by the City of South Pasadena Cultural Heritage Ordinance. Progress reports will include detailed work descriptions, photographs of work completed, and copies of permits and CoAs/CHC guidance and input as applicable.

3. Mills Act Renewal: Workplan Priorities, 2026 – 2035

This section describes each work effort to be included in the Mills Act workplan for 2026 through 2035. All projects will be designed and implemented to comply with the *Secretary's Standards*.

Proposed Project & Description	Est. Cost	Schedule
1. Main Residence, Windows	**$85,000**	**2028**

Rehabilitation of historic windows to include (but not necessarily be limited to): repair of non-operational hardware and poorly sealing windows; re-weather stripping/re-sealing where needed; window frames, surrounds and sills will be prepped and repainted in a period-appropriate palette.

Treatment approach will include the gentlest methods possible, for window removal, glazing repairs, and repainting—**contractors will not use power-washing or machine sanding** for any character-defining features. Work will be planned and directed by a contractor with experience in historic preservation.

This workplan item will prioritize **repair** over replacement, emphasizing retention of original sash, glazing, and profiles, and with the understanding that most historic wood windows can be made fully functional through repairs. Weatherstripping and improved maintenance will also be prioritized as effective, minimally invasive strategies to enhance energy performance without altering historic fabric. Where needed, any deteriorated features that cannot be repaired will be replaced in-kind, matching materials, design, and finishes.

See Appendix A, 2017 *Standards for Rehabilitation*, Windows, for additional guidance.

Overview of windows, condition and repair issues



Overview of windows, condition and repair issues





Overview of windows, condition and repair issues







Overview of windows, condition and repair issues







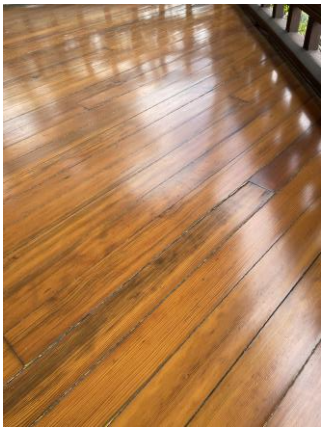
3. Mills Act Renewal: Workplan Priorities (continued)

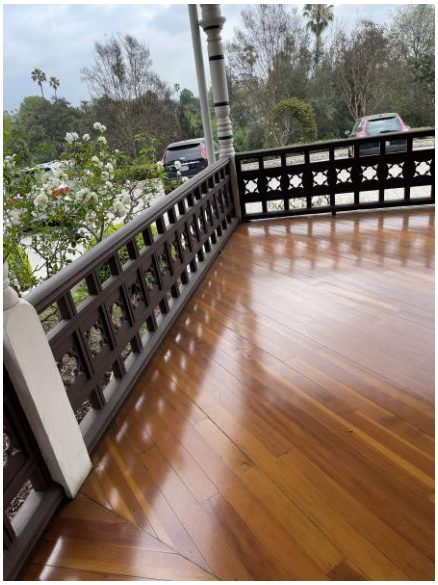
Proposed Project & Description	Est. Cost	Schedule
2. Front Porch Limited Carpentry Repairs	**$15,000**	**2030**

Spot repairs and carpentry needed at front porch, to address deteriorated wood features. Maintain original materials, dimensions, detailing, and finishes. Selective removal and in-kind replacement of deteriorated boards. Prime and paint repaired areas to match existing historic palette. Avoid pressure washing or machine sanding. Work will be planned and directed by a contractor with experience in historic preservation.

The gentlest means possible will be used for paint removal and surface preparation, given that methods such as power-washing or abrasive sanding could permanently damage historic wood. Where needed, repairs will prioritize retention of sound historic material, using epoxy consolidants or in-kind wood patches only deterioration must be addressed in small areas. Where needed, replacement materials and features will match the original in grain orientation, dimensions, and finish. **See Appendix A, 2017 *Standards for Rehabilitation*, Wood, for additional guidance.**

Overview of front porch wood components, condition and repair issues




3. Mills Act Renewal: Workplan Priorities (continued)

Proposed Project & Description	Est. Cost	Schedule

3. Repainting Exterior **$85,000** **2035**

This item includes repainting the exterior of the house—including wood horizontal siding, framing, ornamental detailing, and fish-scale shingles—in period-appropriate color palette. This item will also includes spot repairs, mitigation of water intrusion, and patching/repainting of plaster-clad foundation of house along north and northeast elevations. Work will be planned and directed by a contractor with experience in historic preservation.

Repairs to wood will retain original materials to the maximum extent practicable. Should repairs be infeasible due to deterioration, replacement will be in-kind to match existing in materials, appearance, patterning, finishes/texture, and size/profile. Finishes will match existing or reflect a period-appropriate palette. Character-defining materials that **are not presently painted will not be painted but rather finished in accordance with the present finish**. Treatments will avoid abrasive cleaning methods and use the gentlest methods possible—contractors will not use power-washing or machine sanding for wood features. **See Appendix B, 2017 *Standards for Rehabilitation*, Wood, for additional guidance.**

Overview of exterior wood shingles, sheathing, framing, and plaster features











Appendix A

Excerpts from the Secretary of the Interior's Standards for Rehabilitation, National Park Service, 2017

STANDARDS FOR REHABILITATION & GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

Rehabilitation

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.



Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

INTRODUCTION

In **Rehabilitation,** historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings** to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only **Rehabilitation** allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

Identify, Retain, and Preserve Historic Materials and Features

The guidance for the treatment **Rehabilitation** begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained to preserve that character. Therefore, guidance on ***identifying, retaining, and preserving*** character-defining features is always given first.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of **Rehabilitation** work, then ***protecting and maintaining*** them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and during rehabilitation work. A historic building undergoing rehabilitation will often require more extensive work. Thus, an overall evaluation of its physical condition should always begin at this level.

Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work, ***repairing*** is recommended. **Rehabilitation** guidance for the repair of historic materials, such as masonry, again begins with the least degree of intervention possible. In rehabilitation, repairing also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of features when there are surviving prototypes features that can be substantiated by documentary and physical evidence. Although using the same kind of material is always the preferred option, a substitute material may be an acceptable alternative if the form, design, and scale, as well as the substitute material itself, can effectively replicate the appearance of the remaining features.

Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, **Rehabilitation** guidance is provided for ***replacing*** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair. If the missing feature is character defining or if it is critical to the survival of the building (e.g., a roof), it should be replaced to match the historic feature based on physical or his-

toric documentation of its form and detailing. As with repair, the preferred option is always replacement of the entire feature in kind (i.e., with the same material, such as wood for wood). However, when this is not feasible, a compatible substitute material that can reproduce the overall appearance of the historic material may be considered.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, the guidelines never recommend removal and replacement with new material of a feature that could reasonably be repaired and, thus, preserved.

Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing, such as a porch, it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historic appearance. If the feature is not critical to the survival of the building, allowing the building to remain without the feature is one option. But if the missing feature is important to the historic character of the building, its replacement is always recommended in the **Rehabilitation** guidelines as the first, or preferred, course of action. If adequate documentary and physical evidence exists, the feature may be accurately reproduced. A second option in a rehabilitation treatment for replacing a missing feature, particularly when the available information about the feature is inadequate to permit an accurate reconstruction, is to ***design*** a new feature that is compatible with the overall historic character of the building. The new design should always take into account the size, scale, and material of the building itself and should be clearly differentiated from the authentic historic features. For properties that have changed over time, and where those changes have acquired significance, reestablishing missing historic features generally should not be undertaken if the missing features did not coexist with the features currently on the building. Juxtaposing historic features that did not exist concurrently will result in a false sense of the building's history.

Alterations

Some exterior and interior alterations to a historic building are generally needed as part of a **Rehabilitation** project to ensure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include changes to the site or setting, such as the selective removal of buildings or other features of the building site or setting that are intrusive, not character defining, or outside the building's period of significance.

Code-Required Work: Accessibility and Life Safety

Sensitive solutions to meeting code requirements in a **Rehabilitation** project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building, its site, and setting.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a **Rehabilitation** project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when considering new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

Sustainability

Sustainability should be addressed as part of a **Rehabilitation** project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. Only sustainability treatments should be considered that will have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings.*

New Exterior Additions and Related New Construction

Rehabilitation is the only treatment that allows expanding a historic building by enlarging it with an addition. However, the **Rehabilitation** guidelines emphasize that new additions should be considered only after it is determined that meeting specific new needs cannot be achieved by altering non-character-defining interior spaces. If the use cannot be accommodated in this way, then an attached exterior addition may be considered. New additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. Generally, a new addition should be subordinate to the historic building. A new addition should be compatible, but differentiated enough so that it is not confused as historic or original to the building. The same guidance applies to new construction so that it does not negatively impact the historic character of the building or its site.

Rehabilitation as a Treatment. *When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.*

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining and preserving masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.	Removing or substantially changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing or rebuilding a major portion of exterior masonry walls that could be repaired, thereby destroying the historic integrity of the building. Applying paint or other coatings (such as stucco) to masonry that has been historically unpainted or uncoated to create a new appearance. Removing paint from historically-painted masonry.
Protecting and maintaining masonry by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of masonry deterioration, such as leaking roofs and gutters or rising damp.
Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.	Cleaning masonry surfaces when they are not heavily soiled to create a "like-new" appearance, thereby needlessly introducing chemicals or moisture into historic materials.
Carrying out masonry cleaning tests when it has been determined that cleaning is appropriate. Test areas should be examined to ensure that no damage has resulted and, ideally, monitored over a sufficient period of time to allow long-range effects to be predicted.	Cleaning masonry surfaces without testing or without sufficient time for the testing results to be evaluated.



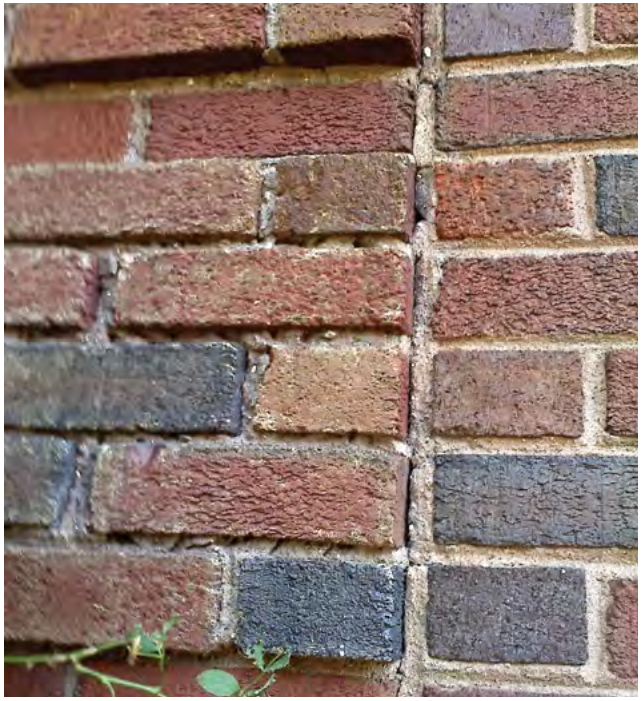
[1] An alkaline-based product is appropriate to use to clean historic marble because it will not damage the marble, which is acid sensitive.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Cleaning soiled masonry surfaces with the gentlest method possible, such as using low-pressure water and detergent and natural bristle or other soft-bristle brushes.	Cleaning or removing paint from masonry surfaces using most abrasive methods (including sandblasting, other media blasting, or high-pressure water) which can damage the surface of the masonry and mortar joints. Using a cleaning or paint-removal method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures. Cleaning with chemical products that will damage some types of masonry (such as using acid on limestone or marble), or failing to neutralize or rinse off chemical cleaners from masonry surfaces.



[3] **Not Recommended:**
The white film on the upper corner of this historic brick row house is the result of using a scrub or slurry coating, rather than traditional repointing by hand, which is the recommended method.



[4] **Not Recommended:**
The quoins on the left side of the photo show that high-pressure abrasive blasting used to remove paint can damage even early 20th-century, hard-baked, textured brick and erode the mortar, whereas the same brick on the right, which was not abrasively cleaned, is undamaged.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Allowing only trained conservators to use abrasive or laser-cleaning methods, when necessary, to clean hard-to-reach, highly-carved, or detailed decorative stone features.	
Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.	Removing paint that is firmly adhered to masonry surfaces, unless the building was unpainted historically and the paint can be removed without damaging the surface.
Applying compatible paint coating systems to historically-painted masonry following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting masonry features.
Repainting historically-painted masonry features with colors that are appropriate to the historic character of the building and district.	Using paint colors on historically-painted masonry features that are not appropriate to the historic character of the building and district.
Protecting adjacent materials when cleaning or removing paint from masonry features.	Failing to protect adjacent materials when cleaning or removing paint from masonry features.
Evaluating the overall condition of the masonry to determine whether more than protection and maintenance, such as repairs to masonry features, will be necessary.	Failing to undertake adequate measures to ensure the protection of masonry features.
Repairing masonry by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes, such as terra-cotta brackets or stone balusters.	Removing masonry that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials. Replacing an entire masonry feature, such as a cornice or balustrade, when repair of the masonry and limited replacement of deteriorated or missing components are feasible.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior.	Removing non-deteriorated mortar from sound joints and then repointing the entire building to achieve a more uniform appearance.
Removing deteriorated lime mortar carefully by hand raking the joints to avoid damaging the masonry.	
Using power tools only on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry.	Allowing unskilled workers to use masonry saws or mechanical tools to remove deteriorated mortar from joints prior to repointing.
Duplicating historic mortar joints in strength, composition, color, and texture when repointing is necessary. In some cases, a lime-based mortar may also be considered when repointing Portland cement mortar because it is more flexible.	Repointing masonry units with mortar of high Portland cement content (unless it is the content of the historic mortar). Using "surface grouting" or a "scrub" coating technique, such as a "sack rub" or "mortar washing," to repoint exterior masonry units instead of traditional repointing methods. Repointing masonry units (other than concrete) with a synthetic caulking compound instead of mortar.
Duplicating historic mortar joints in width and joint profile when repointing is necessary.	Changing the width or joint profile when repointing.
Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.	Removing sound stucco or repairing with new stucco that is different in composition from the historic stucco. Patching stucco or concrete without removing the source of deterioration. Replacing deteriorated stucco with synthetic stucco, an exterior finish and insulation system (EFIS), or other non-traditional materials.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using mud plaster or a compatible lime-plaster adobe render, when appropriate, to repair adobe.	Applying cement stucco, unless it already exists, to adobe.
Sealing joints in concrete with appropriate flexible sealants and backer rods, when necessary.	
Cutting damaged concrete back to remove the source of deterioration, such as corrosion on metal reinforcement bars. The new patch must be applied carefully so that it will bond satisfactorily with and match the historic concrete.	Patching damaged concrete without removing the source of deterioration.



[5] Rebars in the reinforced concrete ceiling have rusted, causing the concrete to spall. The rebars must be cleaned of rust before the concrete can be patched.



[6] Some areas of the concrete brise soleil screen on this building constructed in 1967 are badly deteriorated. If the screen cannot be repaired, it may be replaced in kind or with a composite substitute material with the same appearance as the concrete.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using a non-corrosive, stainless-steel anchoring system when replacing damaged stone, concrete, or terra-cotta units that have failed.	
Applying non-historic surface treatments, such as water-repellent coatings, to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.	Applying waterproof, water-repellent, or non-original historic coatings (such as stucco) to masonry as a substitute for repointing and masonry repairs.
Applying permeable, anti-graffiti coatings to masonry when appropriate.	Applying water-repellent or anti-graffiti coatings that change the historic appearance of the masonry or that may trap moisture if the coating is not sufficiently permeable.
Replacing in kind an entire masonry feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a masonry feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the masonry feature.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new masonry feature that is incompatible in size, scale, material, or color.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining and preserving wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints, finishes, and colors.	Removing or substantially changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material to achieve a uniform or "improved" appearance. Changing the type of finish, coating, or historic color of wood features, thereby diminishing the historic character of the exterior. Failing to renew failing paint or other coatings that are historic finishes. Stripping historically-painted surfaces to bare wood and applying a clear finish rather than repainting. Stripping paint or other coatings to reveal bare wood, thereby exposing historically-coated surfaces to the effects of accelerated weathering. Removing wood siding (clapboards) or other covering (such as stucco) from log structures that were covered historically, which changes their historic character and exposes the logs to accelerated deterioration.
Protecting and maintaining wood features by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of wood deterioration, such as faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungal infestation.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Applying chemical preservatives or paint to wood features that are subject to weathering, such as exposed beam ends, outriggers, or rafter tails.	Using chemical preservatives (such as creosote) which, unless they were used historically, can change the appearance of wood features.
Implementing an integrated pest management plan to identify appropriate preventive measures to guard against insect damage, such as installing termite guards, fumigating, and treating with chemicals.	
Retaining coatings (such as paint) that protect the wood from moisture and ultraviolet light. Paint removal should be considered only when there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate coatings.	Stripping paint or other coatings from wood features without recoating.



[8] Rotted clapboards have been replaced selectively with new wood siding to match the originals.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (e.g., hand scraping and hand sanding) prior to repainting.	Using potentially-damaging paint-removal methods on wood surfaces, such as open-flame torches, orbital sanders, abrasive methods (including sandblasting, other media blasting, or high-pressure water), or caustic paint-removers. Removing paint that is firmly adhered to wood surfaces.
Using chemical strippers primarily to supplement other methods such as hand scraping, hand sanding, and thermal devices.	Failing to neutralize the wood thoroughly after using chemical paint removers so that new paint may not adhere. Removing paint from detachable wood features by soaking them in a caustic solution, which may roughen the surface, split the wood, or result in staining from residual acids leaching out of the wood.
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using thermal devices (such as infrared heaters) carefully to remove paint when it is so deteriorated that total removal is necessary prior to repainting.	Using a thermal device to remove paint from wood features without first checking for and removing any flammable debris behind them. Using thermal devices without limiting the amount of time the wood feature is exposed to heat.
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Applying compatible paint coating systems to historically-painted wood following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting wood features.
Repainting historically-painted wood features with colors that are appropriate to the building and district.	Using paint colors on historically-painted wood features that are not appropriate to the building or district.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Protecting adjacent materials when working on other wood features.	Failing to protect adjacent materials when working on wood features.
Evaluating the overall condition of the wood to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary.	Failing to undertake adequate measures to ensure the protection of wood features.



[9] Smooth-surfaced cementitious siding (left) may be used to replace deteriorated wood siding only on secondary elevations that have minimal visibility.

[10] **Not Recommended:** Cementitious siding with a raised wood-grain texture is not an appropriate material to replace historic wood siding, which has a smooth surface when painted.



WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Repairing wood by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized conservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding.	Removing wood that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials. Replacing an entire wood feature, such as a cornice or balustrade, when repair of the wood and limited replacement of deteriorated or missing components is feasible.
Replacing in kind an entire wood feature that is too deteriorated to repair (if the overall form and detailing are still evident) using physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such wood features include a cornice, entablature, or a balustrade. If using wood is not feasible, then a compatible substitute material may be considered.	Removing a wood feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the wood feature.
Replacing a deteriorated wood feature or wood siding on a *primary or other highly-visible* elevation with a new matching wood feature.	Replacing a deteriorated wood feature or wood siding on a *primary or other highly-visible elevation* with a composite substitute material.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new wood feature that is incompatible in size, scale, material, or color.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paints, finishes, and colors. The type of metal should be identified prior to work because each metal has its own properties and may require a different treatment.	Removing or substantially changing metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic metal from a façade instead of repairing or replacing only the deteriorated metal, then reconstructing the façade with new material to achieve a uniform or "improved" appearance.
Protecting and maintaining metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.	Failing to identify and treat the causes of corrosion, such as moisture from leaking roofs or gutters. Placing incompatible metals together without providing an appropriate separation material. Such incompatibility can result in galvanic corrosion of the less noble metal (e.g., copper will corrode cast iron, steel, tin, and aluminum).
Cleaning metals when necessary to remove corrosion prior to repainting or applying appropriate protective coatings.	Leaving metals that must be protected from corrosion uncoated after cleaning.



[11] The stainless steel doors at the entrance to this Art Deco apartment building are important in defining its historic character and should be retained in place.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Identifying the particular type of metal prior to any cleaning procedure and then testing to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular metal.	Using cleaning methods which alter or damage the color, texture, or finish of the metal, or cleaning when it is inappropriate for the particular metal. Removing the patina from historic metals. The patina may be a protective layer on some metals (such as bronze or copper) as well as a distinctive finish.
Using non-corrosive chemical methods to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods.	Cleaning soft metals (such as lead, tinplate, terneplate, copper, and zinc) with abrasive methods (including sandblasting, other abrasive media, or high-pressure water) which will damage the surface of the metal.
Using the least abrasive cleaning method for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used as long as they do not abrade or damage the surface.	Using high-pressure abrasive techniques (including sandblasting, other media blasting, or high-pressure water) without first trying gentler cleaning methods prior to cleaning cast iron, wrought iron, or steel.
Applying appropriate paint or other coatings to historically-coated metals after cleaning to protect them from corrosion.	Applying paint or other coatings to metals (such as copper, bronze or stainless steel) if they were not coated historically, unless a coating is necessary for maintenance.
Repainting historically-painted metal features with colors that are appropriate to the building and district.	Using paint colors on historically-painted metal features that are not appropriate to the building or district.
Applying an appropriate protective coating (such as lacquer or wax) to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.	

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Protecting adjacent materials when cleaning or removing paint from metal features.	Failing to protect adjacent materials when working on metal features.
Evaluating the overall condition of metals to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary.	Failing to undertake adequate measures to ensure the protection of metal features.



[12] This historic steel window has been cleaned, repaired, and primed in preparation for painting and reglazing.



[13] The gold-colored, anodized aluminum geodesic dome of the former Citizen's State Bank in Oklahoma City, OK, built in 1958 and designed by Robert Roloff, makes this a distinctive mid-20th century building.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Repairing metal by reinforcing the metal using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes, such as column capitals or bases, storefronts, railings and steps, or window hoods.	Removing metals that could be stabilized, repaired, and conserved, or using improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.
Replacing in kind an entire metal feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include cast-iron porch steps or steel-sash windows. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Replacing an entire metal feature, such as a column or balustrade, when repair of the metal and limited replacement of deteriorated or missing components are feasible. Removing a metal feature that is unrepairable and not replacing it, or replacing it with a new metal feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the metal feature or that is physically or chemically incompatible.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement metal feature, such as a metal cornice or cast-iron column, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing metal feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new metal feature that is incompatible in size, scale, material, or color.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving roofs and their functional and decorative features that are important in defining the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning.	Removing or substantially changing roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic roof or roofing material that is repairable, then rebuilding it with new material to achieve a more uniform or "improved" appearance. Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse). Stripping the roof of sound historic material, such as slate, clay tile, wood, or metal.
Protecting and maintaining a roof by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.	Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof features, sheathing, and the underlying roof structure.
Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.	Allowing flashing, caps, and exposed fasteners to corrode, which accelerates deterioration of the roof.
Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.	Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials (such as masonry, wood, plaster, paint, and structural members) occurs.
Repainting a roofing material that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) as part of regularly-scheduled maintenance.	Failing to repaint a roofing material that requires a protective coating and was painted historically as part of regularly-scheduled maintenance.
Applying compatible paint coating systems to historically-painted roofing materials following proper surface preparation.	Applying paint or other coatings to roofing material if they were not coated historically.
Protecting a roof covering when working on other roof features.	Failing to protect roof coverings when working on other roof features.
Evaluating the overall condition of the roof and roof features to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.	Failing to undertake adequate measures to ensure the protection of roof features.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Repairing a roof by ensuring that the existing historic or compatible non-historic roof covering is sound and waterproof. Repair may include the limited replacement in kind or with a compatible substitute material of missing materials (such as wood shingles, slates, or tiles) on a main roof, as well as those extensively deteriorated or missing components of features when there are surviving prototypes, such as ridge tiles, dormer roofing, or roof monitors. Using corrosion-resistant roof fasteners (e.g., nails and clips) to repair a roof to help extend its longevity.	Replacing an entire roof feature when repair of the historic roofing materials and limited replacement of deteriorated or missing components are feasible.



[16] The deteriorated asphalt shingles of this porch roof are being replaced in kind with matching shingles.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire roof covering or feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a feature of the roof that is unrepairable and not replacing it, or replacing it with a new roof feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the roof covering or the surviving components of the roof feature or that is physically or chemically incompatible.
Replacing only missing or damaged roofing tiles or slates rather than replacing the entire roof covering.	Failing to reuse intact slate or tile in good condition when only the roofing substrate or fasteners need replacement.
Replacing an incompatible roof covering or any deteriorated non-historic roof covering with historically-accurate roofing material, if known, or another material that is compatible with the historic character of the building.	
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new roof covering for a missing roof or a new feature, such as a dormer or a monitor, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing roof feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new roof feature that is incompatible in size, scale, material, or color.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Alterations and Additions for a New Use	
Installing mechanical and service equipment on the roof (such as heating and air-conditioning units, elevator housing, or solar panels) when required for a new use so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.	Installing roof-top mechanical or service equipment so that it damages or obscures character-defining roof features or is conspicuous on the site or from the public right-of-way.
Designing rooftop additions, elevator or stair towers, decks or terraces, dormers, or skylights when required by a new or continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.	Changing a character-defining roof form, or damaging or destroying character-defining roofing material as a result of an incompatible rooftop addition or improperly-installed or highly-visible mechanical equipment.
Installing a green roof or other roof landscaping, railings, or furnishings that are not visible on the site or from the public right-of-way and do not damage the roof structure.	Installing a green roof or other roof landscaping, railings, or furnishings that are visible on the site and from the public right-of-way.



[17] New wood elements have been used selectively to replace rotted wood on the underside of the roof in this historic warehouse.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving windows and their functional and decorative features that are important to the overall character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.	Removing or substantially changing windows or window features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Changing the appearance of windows that contribute to the historic character of the building by replacing materials, finishes, or colors which noticeably change the sash, depth of the reveal, and muntin configurations; the reflectivity and color of the glazing; or the appearance of the frame. Obscuring historic wood window trim with metal or other material. Replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration. These conditions, in themselves, do not indicate that windows are beyond repair.
Protecting and maintaining the wood or metal which comprises the window jamb, sash, and trim through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain window materials on a cyclical basis so that deterioration of the window results.
Protecting windows against vandalism before work begins by covering them and by installing alarm systems that are keyed into local protection agencies.	Leaving windows unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected windows.
Making windows weathertight by recaulking gaps in fixed joints and replacing or installing weatherstripping.	
Protecting windows from chemical cleaners, paint, or abrasion during work on the exterior of the building.	Failing to protect historic windows from chemical cleaners, paint, or abrasion when work is being done on the exterior of the building.
Protecting and retaining historic glass when replacing putty or repairing other components of the window.	Failing to protect the historic glass when making window repairs.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Sustaining the historic operability of windows by lubricating friction points and replacing broken components of the operating system (such as hinges, latches, sash chains or cords) and replacing deteriorated gaskets or insulating units.	Failing to maintain windows and window components so that windows are inoperable, or sealing operable sash permanently. Failing to repair and reuse window hardware such as sash lifts, latches, and locks.
Adding storm windows with a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows. Storm windows improve energy efficiency and are especially beneficial when installed over wood windows because they also protect them from accelerated deterioration.	
Adding interior storm windows as an alternative to exterior storm windows when appropriate.	



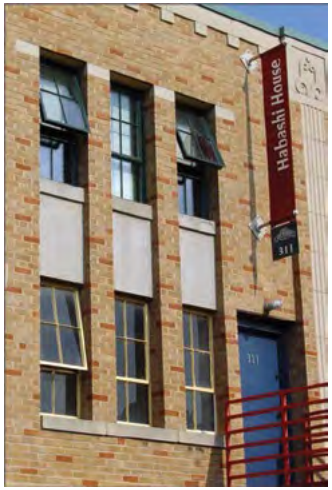
[18] The historic metal storm windows in this 1920s office building were retained and repaired during the rehabilitation project.

[19] Installing a mockup of a proposed replacement window can be helpful to evaluate how well the new windows will match the historic windows that are missing or too deteriorated to repair.



WINDOWS

RECOMMENDED	NOT RECOMMENDED
Installing sash locks, window guards, removable storm windows, and other reversible treatments to meet safety, security, or energy conservation requirements.	
Evaluating the overall condition of the windows to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary.	Failing to undertake adequate measures to ensure the protection of window features.
Repairing window frames and sash by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated, broken, or missing components of features when there are surviving prototypes, such as sash, sills, hardware, or shutters.	Removing window features that could be stabilized, repaired, or conserved using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to the historic materials. Replacing an entire window when repair of the window and limited replacement of deteriorated or missing components are feasible.
Removing glazing putty that has failed and applying new putty; or, if glass is broken, carefully removing all putty, replacing the glass, and reputtying.	
Installing new glass to replace broken glass which has the same visual characteristics as the historic glass.	
Replacing in kind an entire window that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining window that is unrepairable or is not needed for the new use and blocking up the opening, or replacing it with a new window that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the window or that is physically incompatible.



[21] The windows on the lower floor, which were too deteriorated to repair, were replaced with new steel windows matching the upper-floor historic windows that were retained.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Modifying a historic single-glazed sash to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter its appearance.	Modifying a historic single-glazed sash to accommodate insulated glass when it will jeopardize the soundness of the sash or significantly alter its appearance.
Using low-e glass with the least visible tint in new or replacement windows.	Using low-e glass with a dark tint in new or replacement windows, thereby negatively impacting the historic character of the building.
Using window grids rather than true divided lights on windows on the upper floors of high-rise buildings if they will not be noticeable.	Using window grids rather than true divided lights on windows in low-rise buildings or on lower floors of high-rise buildings where they will be noticeable, resulting in a change to the historic character of the building.
Ensuring that spacer bars in between double panes of glass are the same color as the window sash.	Using spacer bars in between double panes of glass that are not the same color as the window sash.
Replacing all of the components in a glazing system if they have failed because of faulty design or materials that have deteriorated with new material that will improve the window performance without noticeably changing the historic appearance.	Replacing all of the components in a glazing system with new material that will noticeably change the historic appearance.
Replacing incompatible, non-historic windows with new windows that are compatible with the historic character of the building; or reinstating windows in openings that have been filled in.	
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing window is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Installing replacement windows made from other materials that are not the same as the material of the original windows if they would have a noticeably different appearance from the remaining historic windows.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Alterations and Additions for a New Use	
Adding new window openings on rear or other secondary, less-visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.	Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building. Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features. Adding balconies at existing window openings or new window openings on primary or other highly-visible elevations where balconies never existed and, therefore, would be incompatible with the historic character of the building.
Replacing windows that are too deteriorated to repair using the same sash and pane configuration, but with new windows that operate differently, if necessary, to accommodate a new use. Any change must have minimal visual impact. Examples could include replacing hopper or awning windows with casement windows, or adding a realigned and enlarged operable portion of industrial steel windows to meet life-safety codes.	Replacing a window that contributes to the historic character of the building with a new window that is different in design (such as glass divisions or muntin profiles), dimensions, materials (wood, metal, or glass), finish or color, or location that will have a noticeably different appearance from the historic windows, which may negatively impact the character of the building.
Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows and does not damage them or negatively impact their character.	Installing impact-resistant glazing, when necessary for security, that is incompatible with the historic windows and that damages them or negatively impacts their character.
Using compatible window treatments (such as frosted glass, appropriate shades or blinds, or shutters) to retain the historic character of the building when it is necessary to conceal mechanical equipment, for example, that the new use requires be placed in a location behind a window or windows on a primary or highly-visible elevation.	Removing a character-defining window to conceal mechanical equipment or to provide privacy for a new use of the building by blocking up the opening.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Retaining the historic relationship between buildings and the landscape.	Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape. Removing or relocating buildings on a site or in a complex of related historic structures (such as a mill complex or farm), thereby diminishing the historic character of the site or complex. Moving buildings onto the site, thereby creating an inaccurate historic appearance. Changing the grade level of the site if it diminishes its historic character. For example, lowering the grade adjacent to a building to maximize use of a basement, which would change the historic appearance of the building and its relation to the site.
Protecting and maintaining buildings and site features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.	Failing to ensure that site drainage is adequate so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water does not drain properly.
Correcting any existing irrigation that may be wetting the building excessively.	Neglecting to correct any existing irrigation that may be wetting the building excessively.
Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Using heavy machinery or equipment in areas where it may disturb or damage important landscape features, archeological resources, other cultural or religious features, or burial grounds.
Surveying and documenting areas where the terrain will be altered to determine the potential impact to important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Failing to survey the building site prior to beginning work, which may result in damage or loss of important landscape features, archeological resources, other cultural or religious features, or burial grounds.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Protecting (e.g., preserving in place) important site features, archeological resources, other cultural or religious features, or burial grounds.	Leaving known site features or archeological material unprotected so that it is damaged during rehabilitation work.
Planning and carrying out any necessary investigation before rehabilitation begins, using professional archeologists and methods, when preservation in place is not feasible.	Allowing unqualified personnel to perform data recovery on archeological resources, which can result in damage or loss of important archeological material
Preserving important landscape features through regularly-scheduled maintenance of historic plant material.	Allowing important landscape features or archeological resources to be lost, damaged, or to deteriorate due to inadequate protection or lack of maintenance
Protecting the building site and landscape features against arson and vandalism before rehabilitation work begins by erecting temporary fencing and by installing alarm systems keyed into local protection agencies.	Leaving the property unprotected and subject to vandalism before work begins so that the building site and landscape features, archeological resources, other cultural or religious features, or burial grounds can be damaged or destroyed. Removing or destroying features from the site, such as fencing, paths or walkways, masonry balustrades, or plant material.
Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the site.
Providing continued protection and maintenance of buildings and landscape features on the site through appropriate grounds and landscape management.	Failing to protect and maintain materials and features from the restoration period on a cyclical basis so that deterioration of the site results.
Protecting buildings and landscape features when working on the site.	Failing to protect building and landscape features during work on the site or failing to repair damaged or deteriorated site features.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to site features, will be necessary.	Failing to undertake adequate measures to ensure the protection of the site.
Repairing historic site features which have been damaged, are deteriorated, or have missing components order reestablish the whole feature and to ensure retention of the integrity of the historic materials. Repairs may include limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of site features when there are surviving prototypes, such as paving, railings, or individual plants within a group (e.g., a hedge). Repairs should be physically and visually compatible.	Removing materials and features that could be repaired or using improper repair techniques. Replacing an entire feature of the site (such as a fence, walkway, or drive) when repair of materials and limited replacement of deteriorated or missing components are feasible.



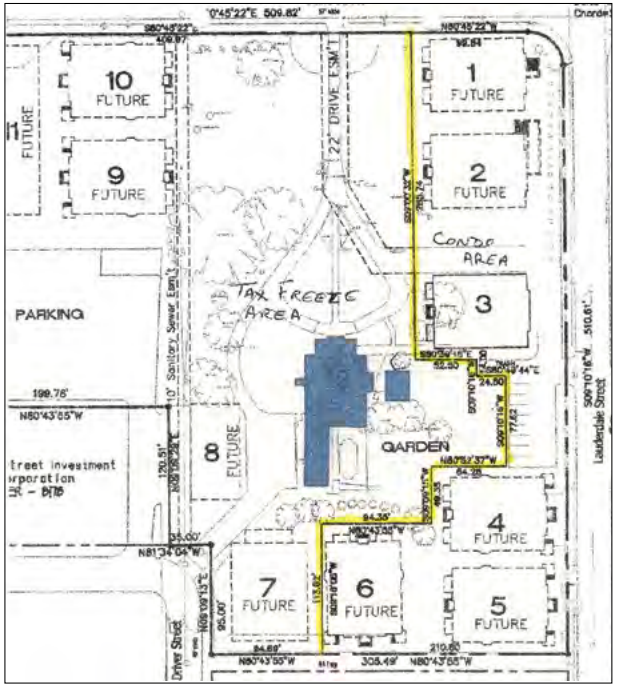
[43] The industrial character of the site was retained when this brewery complex was rehabilitated for residential use.



[44] **Not Recommended:** (a-b) The historic character of this plantation house (marked in blue on plan on opposite page) and its site was diminished and adversely impacted when multiple new buildings like this (#3 on plan) were constructed on the property (c).

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire feature of the site that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples could include a walkway or a fountain, a land form, or plant material. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining feature of the site that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving site feature or that is physically or ecologically incompatible. Adding conjectural landscape features to the site (such as period reproduction light fixtures, fences, fountains, or vegetation) that are historically inappropriate, thereby creating an inaccurate appearance of the site.







[45] Undertaking a survey to document archeological resources may be considered in some rehabilitation projects when a new exterior addition is planned.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new feature on a site when the historic feature is completely missing. This could include missing outbuildings, terraces, drives, foundation plantings, specimen trees, and gardens. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently on the site. Or, it may be a new design that is compatible with the historic character of the building and site.	Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature did not coexist with the features currently on the site. Introducing a new feature, including plant material, that is visually incompatible with the site or that alters or destroys the historic site patterns or use.
Alterations and Additions for a New Use	
Designing new onsite features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationship between the building or buildings and the landscape, and are compatible with the historic character of the property.	Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the building site if landscape features and plant materials are removed.
Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape.	Introducing new construction on the building site which is visually incompatible in terms of size, scale, design, material, or color, which destroys historic relationships on the site, or which damages or destroys important landscape features, such as replacing a lawn with paved parking areas or removing mature trees to widen a driveway.
Removing non-significant buildings, additions, or site features which detract from the historic character of the site.	Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.
Locating an irrigation system needed for a new or continuing use of the site where it will not cause damage to historic buildings.	Locating an irrigation system needed for a new or continuing use of the site where it will damage historic buildings.

EXHIBIT D

SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

The Secretary of the Interior

Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and the environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

City Council Agenda Report

ITEM NO. 22

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Jennifer Colby, Public Affairs Manager

SUBJECT: **CONSIDERATION OF ADOPTION RESOLUTION NO. 8037 TO AMEND THE MASTER FEE SCHEDULE TO UPDATE FILM OFFICE, FIRE DEPARTMENT, AND COMMUNITY SERVICES DEPARTMENT FEES**

Recommendation

It is recommended that the City Council adopt Resolution No. 8037 amending Resolution No. 8000, updating the Master Fee Schedule including Film Permit fees, Fire Department fees, and Community Services Department facility rental and program fees, as set forth in Exhibit A.

Executive Summary

The City periodically reviews and updates the Master Fee Schedule to ensure that fees charged for municipal services reasonably reflect the City's cost of providing those services. This report proposes updates to three fee categories:

- Film Office: Adding a previously approved 15% technology surcharge to permits processed through the new online permitting software, and clarifying the application of the Business Improvement Tax (BIT) to film permits while reflecting accurate overhead cost;
- Fire Department: Reinstating fees and correcting errors in several listed fees; and
- Community Services: Eliminating the non-resident and non-profit rates for Measure A-funded projects, including Camp Med, sports fields, open park spaces, and facility rentals at Orange Grove Park Rec Center, Garfield Youth House, and Eddie House, per grant requirements.

Background

On May 6, 2026, City Council approved Resolution No. 8000 establishing the Master Fee Schedule for FY 2026-2027, and related fee study justifying each fee.

Analysis

Staff periodically reviews and updates the Master Fee Schedule to ensure that fees charged for municipal services reasonably reflect the City's cost of providing those services. Based on operational changes since the Master Fee Schedule was adopted in May, staff is proposing updates to the following fee categories.

Film Office Fees

The current Master Fee Schedule lists daily permit rates for filming within the City of South Pasadena, which are calculated based on the cost of services provided by the City. In addition

to the permit fee, applicants are also charged Business Improvement Tax (BIT) for the following permits: Still Photography, Motion Picture Photography, and Handheld Video Crew with less than 20 people. While the BIT is charged separately, the current Master Fee Schedule incorrectly states that the permit fee includes the BIT amount.

After hiring a Film Liaison in June 2026, staff assessed the overhead cost associated with processing film permits, which justified the current rates listed within the fee schedule.

Additionally, in late 2025, the City entered a contract with Location Pro to launch an online film permitting software. The contract includes a 15% technology surcharge for all permits purchased. The City Council approved this via Resolution No. 7936 but this figure was not added to the current Master Fee Schedule. The software will become available to the public once this rate is added to the Master Fee Schedule.

Staff proposes the following changes:

- Add a 15% technology surcharge to all film permits processed through the City's new online permitting software. This surcharge was previously approved via Resolution No. 7936 but was not officially added to the current Master Fee Schedule.
- Remove the notation that the current fees include the BIT, which is an error. The BIT will still be applied in addition to the fee, as has been past practice. The previous fee erroneously indicated that it was part of the fee rather than in addition to it.
- Move film-related fees from Fire Department section to Film section.

Fee Description	Current Fee	Proposed Fee	Basis for Change
Film Permit Fees:			
Still photography – Per Day	166.00 inclusive of BIT	166.00	Remove the erroneous notation that the fee includes BIT.
Motion Picture Photography – Per Day	667.00 inclusive of BIT	667.00	Remove the erroneous notation that the fee includes BIT.
Handheld Video Crew with less than 20 people – Per Day	166.00 inclusive of BIT	166.00	Remove the erroneous notation that the fee includes BIT.
Technology processing fee (Applies to cost of permits)		15%	New fee in compliance with agreement
Film Production and Fire Permit Fees:			
Special Film Fueling Truck (Daily)	390.00	390.00	Moved from Fire section
Pyrotechnics and Special Effects (Daily)	351.00	351.00	Moved from Fire Section
Fire (Eight Hour Minimum) per hour	110.00	110.00	Moved from Fire Section

Fire Department Fees

In reviewing the current Master Fee Schedule against prior years' adopted schedules, staff identified a number of Fire Department fees that were entered incorrectly during a previous

update or inadvertently omitted altogether, resulting in the City either under-collecting or not collecting for certain services it continues to provide. Staff also identified additional services for which no fee currently exists.

Staff proposes the following changes to Fire Department fees:

- Correct a number of existing fees that were either entered incorrectly in the current Master Fee Schedule or inadvertently omitted from it, despite having been included in the City's fee schedules in previous years. These corrections are intended to restore the fee schedule to its intended, previously adopted amounts and are not intended to reflect a new cost-of-service methodology.
- Move Film Production and Fire Permit Fees from the Fire section to the City Manager/Filming section.
- Move fees within the Department to different sections of the Master Fee Schedule as appropriate.

Fee Description	Current Fee	Proposed Fee	Basis for Change
Emergency Medical Services:			
Other EMS Fees	LA County Fee	LA County Fee	Moved from "Noncompliance after Second Inspection"
Paramedic Program – Residential (6 months or less)		50.00	Reinstating existing fee that was omitted from current Master Fee Schedule
Paramedic Program – Business (6 months or less)		57.00	Reinstating existing fee that was omitted from current Master Fee Schedule
Fire Hazard Severity Zone:			
Abatement Enforcement Administrative Fee	750.00	750.00	Moved to "Noncompliance after Second Inspection"
Noncompliance after Second Inspection:			
Other EMS Fees	LA County Fee	LA County Fee	Moved to “Emergency Medical Services”
Abatement Enforcement Administrative Fee	750.00	750.00	Moved from line 230
Standby Fees:			
Engine Company – (Use or Standby)		1,491.32	New fee (adding existing fee that was omitted from current Master Fee Schedule)
Ambulance		353.74	New fee (adding existing fee that was omitted from current Master Fee Schedule)

Chief Officer Per Hr. - With 2 Hr. Min.		562.38	New fee (adding existing fee that was omitted from current Master Fee Schedule)
Fire Standby (per person)		176.87	New fee (adding existing fee that was omitted from current Master Fee Schedule)
Film Production and Permit Fees			
Special Film Fueling Truck	390.00	390.00	Moved to City Manager, Film Permit section
Pyrotechnics and Special Effects	351.00	351.00	Moved to City Manager, Film Permit section
Filming	343.00	343.00	Moved to City Manager, Film Permit section
Fire Safety Officer	156.00	156.00	Moved to City Manager, Film Permit section

Community Services Department Fees
Fees are charged for facility rentals, recreation programs, and other services which use staff time and City resources. These services typically have separate rates for residents, non-residents, and non-profit organizations.

The City of South Pasadena is a recipient of Los Angeles County Measure A funding. Projects funded by Measure A must be open and accessible to the public in perpetuity, and grantees must not charge fees that differentiate between residents and non-residents. Within the Community Services Department, Measure A-funded projects are associated with Camp Med, sports fields, open park spaces, and facility rentals at Orange Grove Park Recreation Center, Garfield Youth House, and Eddie Park House.

Staff proposes to remove the non-profit and non-resident fee rates from Measure A-funded projects, establishing a uniform fee for all applicants, as required by the grant agreement.

Fee Description	Current Fee	Proposed Fee	Basis for Change
Camp Med Fees:			
Camp Med – Five Day Rate – 1st Child - Resident	$180.00	N/A	Description update
Camp Med – Five Day Rate – Each Additional Child - Resident	$170.00	N/A	Description update
Camp Med - Five Day Rate - 1st Child - Non-Resident	200.00	N/A	Delete

Camp Med - Five Day Rate - Each Additional Child - Non-Resident	190.00	N/A	Delete
Camp Med – One Day Rate – 1st Child – Resident	$36.00	N/A	Description update
Camp Med – One Day Rate – Each Additional Child – Resident	$34.00	N/A	Description update
Camp Med - One Day Rate - 1st Child - Non-Resident	40.00	N/A	Delete
Camp Med - One Day Rate - Each Additional Child - Non-Resident	38.00	N/A	Delete
Field and Open Space Rental Fees:			
Sport Fields -- Non-Profit (per hr.)	55.00	N/A	Delete
Sport Field – Resident (per hr.)	$47.00	N/A	Description update
Sports Field - Non-Resident (per hr.)	62.00	N/A	Delete
Open Space - Groups < 50 Persons - Resident	25.00	N/A	Delete
Open Space – Groups < 50 Persons – Non-Resident	$40.00	N/A	Description update
Multi-Use Courts – OG & Garfield Parks – Resident (per hr.)	$30.00	N/A	Description update
Multi-Use Courts - OG & Garfield Parks - Non-Resident (per hr.)	35.00	N/A	Delete
Multi-Use Courts - OG & Garfield Parks - Non-Profit (per hr.)	50.00	N/A	Delete
Orange Grove Rec Center Rental Fees:			
Non-Profit (per hr.)	35.00	N/A	Delete
Orange Grove Rec. Center Hourly Rate	35.00	N/A	Description update
Non-Resident (per hr.)	50.00	N/A	Delete
Eddie Park House Rental Fees:			
Non-Profit (per hr.)	110.00	N/A	Delete
Eddie Park House – Hourly Rate	100.00	N/A	Description update

Non-Resident (per hr.)	120.00	N/A	Delete
Garfield Youth House Rental Fees:			
Non-Profit (per hr.)	85.00	N/A	Delete
Garfield Youth House – Hourly Rate	75.00	N/A	Description update
Non-Resident (per hr.)	120.00	N/A	Delete
Event (4 hr. block) Resident Only	200.00	N/A	Delete

Alternatives
City Council can choose to not approve the recommended amendments to the master fees schedule, and if so, the fees would remain the same.

Fiscal Impact
Adoption of the resolution has no significant fiscal impact, as the Master Fee Schedule is an administrative framework. There is no anticipated impact on the General Fund's expenditure budget as a result of this action.

Public Notification
Notice of the public hearing on this item was published and posted in accordance with Government Code Sections 66016 and 6062a at least ten (10) days prior to this meeting.

Attachment:
Attachment No. 1 - Resolution No. 8037
Attachment No. 2 - Notice of Public Hearing
Attachment No. 3 - Resolution No. 8000

CITY OF SOUTH PASADENA

RESOLUTION NO. 8037

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING RESOLUTION NO. 8000 TO UPDATE THE MASTER FEE SCHEDULE FOR FILM OFFICE, FIRE DEPARTMENT, AND COMMUNITY SERVICES DEPARTMENT FEES

WHEREAS, the City of South Pasadena has an adopted Master Fee Schedule, established by Resolution No. 8000, which sets forth the City's fees and charges for municipal services and was last comprehensively updated on May 6, 2026; and; and

WHEREAS, the City Council is cognizant that charges for municipal services should reasonably reflect the direct cost and/or value of providing those services, and periodically reviews and updates the Master Fee Schedule to that end; and

WHEREAS, in 2025, the City entered into a contract with Location Pro to launch an online film permitting software system, which contract includes a 15% technology surcharge applicable to all permits processed through the system; and

WHEREAS, the City Council previously approved the 15% technology surcharge via Resolution No. 7936, adopted on September 17, 2025, but the surcharge has not yet been incorporated into the Master Fee Schedule, and the online permitting software will not be made available to the public until it is so incorporated; and

WHEREAS, the current Master Fee Schedule incorrectly states that film permit fees for Still Photography, Motion Picture Photography, and Handheld Video Crew with fewer than 20 people include the City's Business Improvement Tax ("BIT"), when the BIT is in fact charged separately from the permit fee, and staff has recommended that this notation be removed from the Master Fee Schedule while maintaining current permit costs to accurately reflect the overhead associated with processing such permits; and

WHEREAS, in reviewing the current Master Fee Schedule against the City's fee schedules from prior years, staff identified a number of Fire Department fees that were entered incorrectly during a previous update, or inadvertently omitted altogether, resulting in the City either under-collecting or not collecting fees for certain services the Fire Department continues to provide; and

WHEREAS, staff recommends that certain Film Production and Fire Permit fees be relocated from the Fire Department section of the Master Fee Schedule to the City Manager/Film Permit section, consistent with the department that administers those permits; and

WHEREAS, the City of South Pasadena is a recipient of Los Angeles County Measure A funding, and projects funded by Measure A must remain open and accessible to the public in perpetuity, with grantees prohibited from charging fees that differentiate between residents and non-residents; and

WHEREAS, within the Community Services Department, Measure A-funded projects include Camp Med, sports fields, open park spaces, and facility rentals at Orange Grove Park Recreation Center, Garfield Youth House, and Eddie Park House, and staff recommends eliminating the non-resident and non-profit fee rates for these Measure A-funded projects and establishing a single, uniform fee for all applicants, as required under the applicable Measure A project agreement; and

WHEREAS, the City Council held a duly noticed public hearing on October 7, 2026, to consider the proposed amendments to the Master Fee Schedule, and desires to amend the Master Fee Schedule as set forth herein;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council hereby amends Resolution No. 8000 and the Master Fee Schedule adopted thereby to update the Film Office, Fire Department, and Community Services Department fees as set forth in the attached Exhibit A ("Fees"), including: (a) the addition of a 15% technology surcharge to film permits processed through the City's online permitting software, and the removal of the notation that the Business Improvement Tax is included within film permit fees; (b) the correction and reinstatement of Fire Department fees as necessary; and (c) the elimination of non-resident and non-profit fee rates for Measure A-funded Community Services Department projects and programs. The Fees set forth in Exhibit A shall be effective as of October 7, 2026, except as otherwise set forth herein.

SECTION 2. The Fees set forth in Exhibit A do not exceed the estimated reasonable cost to the City of providing the services for which the Fees are imposed.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED on this 7th day of October 2026.

_____
Sheila Rossi, Mayor

ATTEST: **APPROVED AS TO FORM:**

Nikima Newsome, Chief City Clerk Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of October 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nikima Newsome, Chief City Clerk

City of South Pasadena
Schedule of Fees - Fiscal Year 2026-2027

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
CITY CLERK			
1	Duplication - FPPC Regulations	0.10	
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	17.00	
3	Duplication - Photocopy	0.10	
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	25.00	
5	Filing Fees - Initiative Petition (Per CA Election Code 9103 (b))	200.00	
6	Notary Services	15.00	
COMMUNITY SERVICES			
	Camp Med Fees:		
7	Camp Med - Five Day Rate - 1st Child	180.00	Removed "resident"
8	Camp Med - Five Day Rate - Each Additional Child	170.00	Removed "resident"
9	Camp Med - Five Day Rate - 1st Child - Non-Resident	200.00	Deleted
10	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	190.00	Deleted
11	Camp Med - Extended Care - 1st Child (AM & PM)	45.00	
12	Camp Med - Extended Care - Each Additional Child (AM & PM)	40.00	
13	Camp Med - One Day Rate - 1st Child	36.00	Removed "resident"
14	Camp Med - One Day Rate - Each Additional Child	34.00	Removed "resident"
15	Camp Med - One Day Rate - 1st Child - Non-Resident	40.00	Deleted
16	Camp Med - One Day Rate - Each Additional Child - Non-Resident	38.00	Deleted
17	Camp Med After School - Five Day Rate - 1st Child	106.00	
18	Camp Med After School - Five Day Rate - Each Additional Child	101.00	
19	Camp Med After School - One Day Rate - 1st Child	25.00	
20	Camp Med After School - One Day Rate - Each Additional Child	24.00	
21	Camp Med - Late Fee After First 5 Minutes - per minute	3.50	
22	Camp Med - T-Shirt	10.00	
	Field and Open Space Rental Fees:		
23	Sport Fields -- Non-Profit (per hr.)	55.00	Deleted
24	Sport Fields (per hr.)	47.00	Removed "resident"
25	Sports Field - Non-Resident (per hr.)	62.00	Deleted
26	Sports Field - Commercial	75.00	
27	Sports Field - Lights (per hr.)	25.00	
28	Gazebo Rental - Resident (4 hr. block)	95.00	
29	Gazebo Rental - Non-Resident (4 hr. block)	140.00	
30	Open Space - Groups < 50 Persons - Resident	25.00	Deleted
31	Open Space - Groups < 50 Persons	40.00	Removed "non-resident"
32	Arroyo Park Amphitheater	25.00	
33	Multi-Use Courts - OG & Garfield Parks (per hr.)	30.00	Removed "resident"
34	Multi-Use Courts - OG & Garfield Parks - Non-Resident (per hr.)	38.00	Deleted
35	Multi-Use Courts - OG & Garfield Parks - Non-Profit (per hr.)	34.00	Deleted
36	Multi-Use Courts - OG & Garfield Parks - Commercial (per hr.)	45.00	
37	Multi-Use Courts - Tournament Fee	150.00	
	Orange Grove Rec Center Rental Fees:		
38	Security Deposit	300.00	
39	Non-Profit (per hr.)	35.00	Deleted
40	Orange Grove Rec. Center Hourly Rate	35.00	Description update
41	Non-Resident (per hr.)	50.00	Deleted
42	Girl & Boy Scouts - local (up to 2 hrs.)	15.00	
	Eddie Park House Rental Fees:		
43	Security Deposit	300.00	
44	Non-Profit (per hr.)	110.00	Deleted
45	Eddie Park House - Hourly Rate	100.00	Description update
46	Non-Resident (per hr.)	120.00	Deleted
47	Girl & Boy Scouts - local (up to 2 hrs.)	15.00	
	Garfield Youth House Rental Fees:		
48	Security Deposit	300.00	
49	Non-Profit (per hr.)	85.00	Deleted
50	Garfield Youth House - Hourly Rate	75.00	Description update
51	Non-Resident (per hr.)	120.00	Deleted
52	Event (4 hr. block) Resident Only	200.00	Deleted
53	Girl & Boy Scouts - local (up to 2 hrs.)	15.00	
	War Memorial Rental Fees:		

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
54	Security Deposit	600.00	
55	War Memorial - Non-Profits	210.00	
56	War Memorial - Resident / Local Business (per hr.)	195.00	
57	War Memorial - Non-Resident (per hr.)	235.00	
58	War Memorial - Lower Floor - Non-Profits (per hr.)	100.00	
59	War Memorial - Lower Floor - Resident (per hr.)	90.00	
60	War Memorial - Lower Floor - Non-Resident (per hr.)	120.00	
61	War Memorial - Kitchen Use (per event / use)	180.00	
62	War Memorial - AV/Sound System (per event / use)	150.00	
	Senior Center Rental Fees:		
63	Security Deposit	300.00	
64	Main Room - Non-Profits (per hr.)	110.00	
65	Main Room - Resident (per hr.)	100.00	
66	Main Room - Non-Resident (per hr.)	120.00	
67	Activity Room - Non- Profits (per hr.)	35.00	
68	Activity Room - Resident / Local Business (per hr.)	35.00	
69	Activity Room - Non-Resident (per hr.)	50.00	
70	Patio (per event / use)	35.00	
71	Kitchen Use (per event / use)	60.00	
72	AV/Sound System (per event / use)	50.00	
	Senior Center Programs:		
73	Hot Meals - Senior 55 & Over / Disabled Persons	3.00	
74	Hot Meals - Persons Under 55	5.00	
75	Home Delivered Meals - Senior 55 & Over / Disabled Persons	3.50	
76	Senior Center Membership - Single Person Over 55	25.00	
77	Senior Center Membership - Couples Over 55	35.00	
78	Computer Lab Printing (Black Ink)	0.25	
79	Computer Lab Printing (Color Ink)	0.50	
80	Leisure Classes - Seniors	Varies	
81	Coffee	0.50	
82	Excursions	Varies	
	Dial-A-Ride Fees:		
83	Senior Resident (Registered) 55>	0.50	
84	Disabled Resident (Registered)	0.50	
85	Caregiver	-	
	Miscellaneous Fees:		
86	Breakfast with Santa Event	25.00	
87	Spring Family Event - Presale	10.00	
88	Spring Family Event - Day of Event	15.00	
89	Fourth of July Sky Show - Pre Sale	15.00	
90	Fourth of July Sky Show - Day Of Event	20.00	
91	Booth Rental - All Facilities - per booth	59.00	
92	Event -Vendor/Catering Booth - per vendor/ booth	118.00	
93	Leisure Classes	Varies	
94	Refund Processing Fee	22.00	
95	Special Events Applications	250.00	
96	Facility/Event Staff (Supervision)	50.00	
97	Facility/Event Staff (Alcohol)	50.00	
	Mission Meridian Village Parking Fees		
98	Mission Meridian Village Parking	5.00	
99	Mission Meridian Village Parking (Monthly)	70.00	
100	Mission Meridian Village Parking (Monthly Senior)	16.00	
COMMUNITY DEVELOPMENT			
	Building Fees:		
101	Building Permit & Plan Check	See LA County Fee Schedule	
	Use Permits:		
102	Administrative Use Permit	6,467.00	
103	Conditional Use Permit	15,051.00	
104	CUP Modification	9,462.00	
105	Parking Use Permit	9,635.00	
106	Temporary Use Permit (non-profit)	1,000.00	
107	Temporary Use Permit	1,500.00	
108	Variance- First	9,470.50	

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
109	Variance - Each Add	3,542.50	
	Maps:		
110	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	3,211.50	
111	Tentative Parcel Map	13,670.00	
112	Tentative Tract Map	16,804.00	
	Design Review:		
113	ADU Review - Ministerial	633.00	
114	Director Design Review - Residential	735.50	
115	PC Chair Design Review - Residential	965.50	
116	Single Family Residence* (1-2 units)	5,879.50	
117	Director Sign Permit	500.00	
118	Sign Program	2,000.00	
	Multi Family:		
119	3-8 Units	9,272.50	
120	9-16 Units	10,316.50	
121	17-50 Units	11,407.50	
122	51-100 Units	12,411.00	
123	101 Units or More	19,993.00	
	Commercial:		
124	PC Chair - Commercial	1,437.00	
125	2,001 - 10,000 sq ft	11,134.00	
126	10,000 + sq ft	13,494.00	
	Cultural Heritage Commission Fees:		
127	Chair Review - Residential	1,267.50	
128	Cultural Hert. Comm. - Landmark Review	8,153.50	
	C.H.C. Cert. of Approp. (incl. Demo)		
129	Single-Family* (1-2 units)	5,587.50	
	Multi-Family:		
130	3-8 Units	9,784.50	
131	9-16 Units	10,829.50	
132	17-50 Units	12,805.00	
133	51-100 Units	14,103.50	
134	101 Units or More	15,932.00	
	Commercial:		
135	less than 2,000 sq ft	5,373.00	
136	2,001 - 10,000 sq ft	11,799.00	
137	10,000 + sq ft	13,097.00	
138	CHC Chair Review	5,282.00	
	Hilldside Permit Fees:		
139	Hillside Development Review	8,704.50	
	Environmental Analysis Fees:		
	Flat Fees:		
140	Negative Declaration Filing	2,468.00	
141	Negative Declaration (including Mitigated Neg. Dec)- contractor	Actual Cost	
142	Environmental Impact Fee - city admin fee	15% of consultant cost	
143	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost	
144	Categorical Exemption (CEQA) - Filing	536.00	
145	Class 32 Exemption - city admin fee	3,882.00	
146	Class 32 Exemption- contractor	Actual Cost	
	Deposit-Based Fees:		
147	Initial Environmental Study	5,894.00	
148	EIR	29,471.00	
	Appeals:		
149	Appeal	2,500.00	
	Deposits:		
150	Zoning Text & Map Amendments	17,390.00	
151	Specific Plan Application	18,650.00	
152	General Plan Amendment	23,937.00	
153	Specific Plan Amendment	18,614.00	
154	Development Agreement Review	31,061.00	
155	Planned Development	30,239.00	
	Other Planning Applications:		
156	Zoning Code Admin Modification	1,953.00	

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
157	Zoning Code Interpretation	2,500.00	
158	Zoning Verification Letter	800.00	
159	Zoning Clearance for Business License Review	74.00	
160	Discretionary Time Extension Request	2,000.00	
161	Covenants	922.00	
162	Mills Act Contract	5,877.50	
163	Changes / Modifications to Approved Plans (initiated by Applicant) - Administrative	1,271.50	
164	Changes / Modifications to Approved Plans (initiated by Applicant) - Public Hearing	3,579.00	
165	Temporary Banners - Per Banner, Per Permit	75.00	
166	Garage/Yard Sale Permit	20.00	
167	Historic Resource Evaluation	699.50	
168	After-the-fact Filing	2 x app fee	
169	Density Bonus & Affordable Agreement Review	7,425.00	
170	Projects with Combined Applciations (except Administrative Applications)	Each @ 100% of the highest fee and 50% of additional fee	
171	Preparation of Special/Technical Studies - admin fee	15% of consultant cost	
172	Preparation of Special/Technical Studies - contractor	Actual cost	
173	Fee for Service Contract Planner	consultant + 15%	
174	Pre-application fee	2,500.00	
175	Mills Act - Annual Review	500.00	
176	Zoning Clearance	250.00	
177	Landscape Plan Check	750.00	
178	Landscape Inspection	300.00	
179	Special Research by Planning Division Staff - in excess of 1 hour	200.00	
180	Major (new multi-family or mixed use)	648.00	
181	Major (new non-residential)	384.00	
182	Moderate (new single-family, non residential additions/alteration)	303.00	
183	Minor (single-family additions, accessory dwelling units, non-residential TI)	222.00	
	Miscellaneous Fees:		
184	Public Noticing Fee (Does Not Include Material / Mailing Costs)	537.00	
185	Newspaper Publishing Fee	Actual Cost	
186	Re-Review - Per hour	313.00	
187	Planning Inspection Per Hour	161.00	
188	City Architect Review Fee - New Single Family	484.00	
189	City Architect Review Fee - Multi-family	1,939.00	
190	Administrative Citation 1st Violation (per Ordinance #2383)	100.00	
191	Administrative Citation 2nd Violation (per Ordinance #2383)	200.00	
192	Administrative Citation 3rd Violation (per Ordinance #2383)	500.00	
193	Strong Motion Instrumentation Program - SMIP (California Public Resources Code)	Varies	
194	Amplified sound permit requirement	80.00	
	Surcharges:		
195	Technology Surcharge (percentage applied to fire, building, engineering, and planning permits)	0.10	
196	General Plan Update Surcharge Fee	0.15	
	Growth Requirement Capital Fees:		
197	Growth Mgmt.: Residential Development (SP Ordinance #1985)	$1.64 per Sq Ft	
198	Growth Mgmt.: Commercial/Industrial Development (SP Ordinance #1985)	$1.07 per Sq Ft	
199	Growth Mgmt.: Park Impact Fee - Residential NEW (Resolution # 7466)	$7.65 per Sq Ft	
200	Growth Mgmt.: Park Impact Fee - Residential REMODEL (Resolution # 7466)	$7.65 per Sq Ft >250 sq ft	
201	Growth Mgmt.: Park Impact Fee - Residential SENIOR HOUSING (Resolution # 7466)	$2.95 per Sq Ft	
	Public Art:		
202	Public Art Development Fee - On Site	1% of Total Building Valuation	
203	Public Art Development Fee - In Lieu	1.5% of Total Building Valuation	
CITY MANAGER			
	Film Permit Fees:		
204	Still photography - Per Day	166.00	
205	Motion Picture Photography - Per Day	667.00	
206	Student Films/ Public Service Announcements/ Educational Films - Per Day	24.00	
207	Handheld Video Crew with less than 20 people - Per Day	166.00	

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
	Technology processing fee (Applies to cost of permits)	15%	Reinstated from fee schedule FY 23-24 User Fee Schedule
	Location / Hourly Fees:		
208	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	93.00	
209	Student Filming On Public Right-of-way - per hour	18.00	
210	Street or Lane Closure - Per Hour	186.00	
211	Streets/Sidewalks/Alleys as Principal Site - Per Hour	186.00	
212	City Parking Lots - Per Hour	186.00	
213	City Building (Four Hour Minimum)/City Park - Per Hour	218.00	
214	Police (Eight Hour Minimum) - per hour	110.00	
215	Police Vehicles - per hour	25.00	
216	Fire (Eight Hour Minimum) - per hour	110.00	Moved to "Film Production and Fire Permit Fee" Section
217	Traffic Control Plan Review - per review	138.00	
218	Cancellation Fee	123.00	
219	Film Liaison Monitoring	70.00	
	Film Production and Fire Permit Fees		
	Special Film Fueling Truck (Daily)	390.00	Moved from Fire section
	Pyrotechnics and Special Effects (Daily)	351.00	Moved from Fire section
	Filming	343.00	Moved from Fire section
	Fire (Eight Hour Minimum) - per hour	110.00	Moved from "Location/hourly Fee"
FINANCE			
	Miscellaneous Fees:		
220	NSF Check Fee (CA Civil Code Section 1719)	30.00	
221	Credit Card Transaction Fee (Percentage of Transaction Cost)	3%	
222	Check Reissuance Fee	35.00	
FIRE			
	Emergency Medical Services		
223	BLS Flat Rate	4,673.00	
224	ALS Flat Rate	5,002.00	
	Other EMS Fees	LA County Fee	Moved from "Noncompliance after Second Inspection"
225	No Transport Assessment Fee	600.00	
226	Paramedic Subscription Fee (Residential)	100.00	
227	Paramedic Subscription Fee (Commercial)	115.00	
	Paramedic Program - Residential (6 months or less)	50.00	Reinstated from fee schedule FY 23-24 User Fee Schedule
	Paramedic Program - Business (6 months or less)	57.00	Reinstated from fee schedule FY 23-24 User Fee Schedule
	Fire Hazard Severity Zone		
228	New / Remodel Site Map Review	170.00	
229	Annual Defensible Space Inspection	227.50	
230	Abatement Enforcement Administrative Fee	750.00	Moved to "Noncompliance after Second Inspection"
	Noncompliance after Second Inspection		
231	Other EMS Fees	LA County Fee	Moved to "Emergency Medical Services"
	Abatement Enforcement Administrative Fee	750.00	Moved from line 230.
	Building Plan Review		
232	Residential, one and two-family	170.00	
	Multifamily residential		
233	3-10 units	687.00	
234	> 10 units	1,520.00	
235	Photovoltaic residential	456.00	
236	Photovoltaic commercial	456.00	
237	Commerical (B,S,F,M)	456.00	
238	Assembly Occupancy	600.00	
239	Educational / Insitutional Occupancy	1,582.00	
240	Hazardous Occupancy	600.00	
241	Mid-Rise Building 30-74 feet in height	2,564.00	
242	High-Rise Building over 75 feet in height	3,137.00	
243	Smoke-control rational analysis	1,412.00	
244	High-Piled Combustible Storage	313.00	
245	Site Plan Review - water and access	313.00	
	Sprinkler Plan Check		

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
	Residential		
246	NFPA 13D fire sprinkler one or two-family dwelling	250.00	
247	NFPA 13R fire sprinkler system multifamily dwellings	456.00	
248	Remodel	313.00	
	Commercial		
	New:		
249	0 - 10,000 sq ft.	456.00	
250	10,000 - 25,000 sq ft.	743.00	
251	25,000 - 50,000 sq ft.	1,458.00	
252	50,000+ sq ft.	1,745.00	
	Remodel/T.I.:		
253	0 - 5,000 sq ft.	456.00	
254	5,000 - 10,000 sq ft.	743.00	
255	10,000 - 25,000 sq ft.	1,172.00	
256	25,000+ sq ft.	1,458.00	
257	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	138.00	
	Additional Fire Protection Systems		
258	Standpipe System (Class I, II, III)	600.00	
259	Water Storage Tank	600.00	
260	Special Hazard Extinguishing System	600.00	
261	Fire Pump	743.00	
	Fire Alarms:		
	New: (# of Devices) - Commercial		
262	1 - 25 Devices	313.00	
263	26-50 Devices	600.00	
264	51-100 Devices	743.00	
265	100+ Devices	1,172.00	
	Remodel/ T.I.: Commercial		
266	1-5 Systems	313.00	
267	6-15 Systems	456.00	
268	16-50 Systems	600.00	
	Miscellaneous Plan Review		
269	Alternative materials, design, and methods of construction and equipment	553.00	
270	Additional Plan review after initial review and one resubmittal	156.00	
271	Expedited review	282.00	
272	Pre-submittal meeting	282.00	
273	Aboveground propane/butane tank installation (125-499 gallons)	565.00	
274	Commerical kitchen hood systems (UL300)	293.00	
275	Paint Spray Booth	293.00	
276	Medical gas storage system	390.00	
277	Fuel Cell power system	424.00	
278	Underground Storage Tank Removal	553.00	
279	Clean Up, 1st Responder	Actual Cost	
280	Extra Plan Check/Site Visits	170.00	
281	Hydrostatic Test and Alarm Test	170.00	
282	Any Plan Check Not listed	170.00	
	Hazmat Fees:		
283	Hazmat Disclosure Level I	LA County Fee	
284	Hazmat Disclosure Level II	LA County Fee	
285	Hazmat Disclosure Level III	LA County Fee	
286	Hazmat Placard Start Up Cost	LA County Fee	
287	Hazmat Placard Updates	LA County Fee	
	False Alarm Fees:		
288	False Alarm - 1st Response	-	
289	False Alarm - 2nd and 3rd responses	178.00	
290	False Alarm - 4th and beyond	911.00	
	Inspections:		
291	Dwelling, one and two-family	313.00	
292	Multifamily residence	456.00	
293	Photovoltaic residential	170.00	
294	Photovoltaic commercial	456.00	
295	Commercial (B,S,F,M)	600.00	
296	Assembly	600.00	
297	Educational/Institutional Occupancy	600.00	

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
298	Hazardous Occupancy	313.00	
299	Mid-Rise 30-74 feet in height	600.00	
300	High-rise over 75 feet in height	886.00	
301	Smoke Control acceptance testing	1,029.00	
302	High-piled combustible storage	600.00	
303	Petroleum/Chemical Unit inspection	456.00	
304	Above ground propane/butane storage tank (125-499 gallons)	170.00	
305	Tank installation or removal	456.00	
306	Any Other Inspection Not Listed	170.00	
	Sprinkler Inspections		
	NFPA 13D		
307	One or two-famiy dwelling	456.00	
308	Tract model one or two-family dwelling	456.00	
	NFPA 13R		
309	<100 heads per system	743.00	
310	>100 heads per system	1,172.00	
	Tenant Improvements to NFPA 13 system		
311	< 20 heads	385.00	
312	> 20 heads and < 100 heads	600.00	
313	> 100 heads per system	1,029.00	
314	5 year sprinkler recertification	385.00	
	Underground Fire Protection system		
315	1-4 connections for hydrants and/or risers	385.00	
316	> 5 connections for hydrants and/or risers	743.00	
317	Fire Flow Test witness/perform	313.00	
318	Water storage tank	170.00	
319	Fire pump acceptance test	673.00	
	Fire Alarm Field Inspection		
320	< 10 devices and/or fire sprinkler monitoring system	385.00	
321	11-50 devices	600.00	
322	51-90 devices	743.00	
323	91-130 devices	886.00	
324	> 130 devices	1,172.00	
	Special Systems Field Inspection		
325	Emergency responder communication Coverage	1,561.00	
326	Two-way communication system	242.00	
327	Commercial kitchen hood systems	456.00	
328	Special extinguishing systems CO2, foam, clean agent	456.00	
329	Gas detection system	456.00	
330	Medical gas storage system	242.00	
331	Energy Storage system	390.00	
332	Special/priority inspection (including after-hour, additional technical assistance, and other deemed necessary by the fire chief)	156.00	
	Annual Inspection of Apartments		
333	3-8 Units	170.00	
334	9-16 Units	242.00	
335	17-50 Units	313.00	
336	51-100 Units	385.00	
337	101 Units or More	600.00	
	Annual Inspection of Businesses		
338	less than 2,000 sq ft	134.00	
339	2,001 - 10,000 sq ft	313.00	
340	10,000 + sq ft	600.00	
341	Additional Inspection (3rd Visit, 2nd Reinspection)	166.00	
342	Inspection (4th Visit and Subsequent)	228.00	
	New Business Fire Inspection		
343	less than 2,000 sq ft	134.00	
344	2,001 - 10,000 sq ft	170.00	
345	10,000 + sq ft	313.00	
	Permits:		
346	Activities in High or Very High Fire Hazard Severity Zones	390.00	
347	Additive Manufacturing	390.00	
348	Aerosol Products	390.00	
349	Amusement Buildings	390.00	

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
350	Automobile Wrecking Yard	390.00	
351	Bonfire	390.00	
352	Carbon Dioxide Systems used in Beverage Dispensing Applications	390.00	
353	Carnivals and Fairs	390.00	
354	Cellulose Nitrate Film	390.00	
355	Combustible Dust Producing Operations	390.00	
356	Combustible Fibers	390.00	
357	Commercial Rubbish-Handling Operation	390.00	
358	Compressed Gases	390.00	
359	Cryogenic Fluids	390.00	
360	Cutting and Welding Permit	390.00	
361	Dry Cleaning Plants	390.00	
362	Energy Storage Systems	390.00	
363	Exhibits and Trade Shows	390.00	
364	Explosives	390.00	
365	Fireworks Display	620.00	
366	Flammable or Combustible Liquids	390.00	
367	Floor Finishing	390.00	
368	Fumigation and Insecticidal Fogging	390.00	
369	Hazardous Materials	390.00	
370	Special Events	390.00	
371	Spraying or Dipping	390.00	
372	Storage of Scrap Tires and Tire By-Products	390.00	
373	Temporary Sales Lots	390.00	
374	Temporary Membrane Structures and Tents*	390.00	
375	Tire Storage	390.00	
376	Waste Handling	390.00	
377	Wood Products	390.00	
378	Permits - Any Other Required by Chief	390.00	
	Standby Fees		
	Engine Company - (Use or Standby)	1,491.32	Reinstated from fee schedule FY 23-24 User Fee Schedule
	Ambulance	353.74	Reinstated from fee schedule FY 23-24 User Fee Schedule
	Chief Officer Per Hr. - With 2 Hr. Min.	562.38	Reinstated from fee schedule FY 23-24 User Fee Schedule
	Fire Standby (per person)	176.87	Reinstated from fee schedule FY 23-24 User Fee Schedule
	Film Production and Permit Fees		
379	Special Film Fueling Truck	390.00	Moved to City Manager, Film Permit section
380	Pyrotechnics and Special Effects	351.00	Moved to City Manager, Film Permit section
381	Filming	343.00	Moved to City Manager, Film Permit section
382	Fire Safety Officer	156.00	Deleted
	Fire Reports:		
383	Redacted	53.00	
384	Non-Redacted	9.00	
	Miscellaneous Fees:		
385	Investigation Cost Recovery & Report	Actual Cost	Updating description
386	Witness Fees	178.00	
387	Record Research: Intensive, Interpretive - Per Half Hour	53.00	
388	Records: Duplication Per Page	0.11	
LIBRARY			
	Library Services Fees:		
389	Replacement of Library Item	Actual Cost	
390	Inter-Library Loan (Per Title)	5.00	
391	Library Asset Recovery Service	Actual Cost	
	Printing / Reproduction Fees:		
392	Black & White	0.15	
393	Color Copies	0.50	
	Community Room Rental Fees:		
394	Community Room - Non-Profit Groups (Min. 2 Hrs.)	195.00	
395	Community Room - Resident / Local Business - (Min. 2 Hrs.)	180.00	
396	Community Room -Non-Resident - (Min 2 Hrs.)	220.00	
397	Community Room - Staff (Cleanup and Supervision)	50.00	

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
398	Community Room - Staff (Alcohol)	50.00	
399	Community Room - Security Deposit	300.00	
	Equipment Rental Fees:		
400	Audio/Visual Equipment Rental	75.00	
401	Equipment Rental - Baldwin Piano	75.00	
POLICE			
	Penalties:		
402	Display Vehicle for Sale	90.00	
403	Parking in Red Zone	90.00	
404	Parking in Yellow Zone	90.00	
405	Parking in White Zone	90.00	
406	Parking in Green Zone	90.00	
407	Parked on Parkway	90.00	
408	Parking Prohibited by Sign	90.00	
409	1 HR, 2 HR, 4HR Time Limited Parking	90.00	
410	Parking Outside Spaces	90.00	
411	Parked Over 72 Hours	90.00	
412	Parking Vehicle for Sale	90.00	
413	Washing, Servicing or Repairing Vehicle	90.00	
414	Selling from Motor Vehicle	90.00	
415	Parking Left Side of Roadway	90.00	
416	Parking Adjacent to Schools	90.00	
417	Exceeding 3% Grade/ Wheels Not Curbed	90.00	
418	Emergency No Parking	90.00	
419	Alley Parking - Sign Posted	90.00	
420	Parked on Private Property	90.00	
421	Parking on Public Property	90.00	
422	Parking on City Owned Off-street Facility	90.00	
423	Oversized Vehicle	200.00	
424	Unattended Trailer	90.00	
425	PARKED IN A HANDICAPPED SPACE	400.00	
426	BLOCKING DISABLED SPACE	400.00	
427	Double Parking	90.00	
428	Failure to Park Within 18" of Right Curb	90.00	
429	Parked Next to Fire Hydrant-No Operator	90.00	
430	Unattended Vehicle-Motor Running	90.00	
431	Car Alarm Sounding in Excess of 20 Min.	90.00	
432	Blocking Legally Parked Vehicle	90.00	
433	Expired Registration	90.00	
434	Foreign Registration	90.00	
435	Displaying Wrong License Plate	90.00	
436	Missing License Plate	108.00	
437	No Current Registration Tab	108.00	
438	Fire Lane	150.00	
439	Parked on Crosswalk	90.00	
440	All municipal code parking violations not listed	90.00	
441	Parked on Crosshatched Lines	400.00	
442	PARKED ON LINE 22507.8 C1 VC	400.00	
443	PARKED IN FRONT OF DRIVEWAY	90.00	
444	Overnight Parking	90.00	
445	City Parking Lot (2 HR Limit)	90.00	
446	PARKED ON SIDEWALK	90.00	
447	22500(n)1- Parked Within 20' of Crosswalk-Prohibited	90.00	
	Parking Pass Fees:		
448	Parking 1 Year	165.00	
449	Parking - Senior Citizens (65 Years old min.)	125.00	
450	Parking - Alternate Fuel Vehicles	125.00	
451	Parking - Monthly Pass	40.00	
452	Parking - Replacement/ Transfer	25.00	
453	Parking - Daily Pass	5.00	
	All Police Reports:		
454	Redacted	105.00	
455	Non-Redacted - Non-Resident	30.00	
456	Non-Redacted - Resident	30.00	

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
	False Alarm:		
457	False Alarm 1st	-	
458	False Alarm 2nd - 3rd	176.00	
459	False Alarm 4th and beyond	176.00	
	Reproduction:		
460	Photo Reproduction - Per Photo	30.00	
461	Video/Audio Reproduction	105.00	
	Miscellaneous Fees:		
462	DUI Emergency Response	Actual Cost	
463	Records Check/ Clearance Letter	50.00	
464	Special Business Background Check	614.00	
465	Impound Fee - Vehicle Release	200.00	
466	Impound Fee - DUI Vehicle Release	400.00	
467	Juvenile Recovery	Actual Cost	
468	Firearms Storage & Release	60.00	
469	Citation Corrections/ Inspection Service (resident)	25.00	
470	Citation Corrections/ Inspection Service (non-resident)	50.00	
471	Civil Subpoena	Fee set by Courts	
472	Duces Tecum Subpoena (Per CA Evidence Code)	15.00	
473	Tow Franchise Fee - per year	2,500.00	
474	CCW Application Fee	317.00	
475	CCW Clerical Fee	35.00	
476	Psychological Evaluation	150.00	
477	CCW Amendment Fee	20.00	
478	Vehicle Boot -Release Fee	150.00	
479	Fingerprint Services -Ink Rolled Per Card	30.00	
PUBLIC WORKS			
	Water Fees:		
480	Water Turn Off (After Hours)	353.00	
481	Water Turn On (After Hours)	353.00	
482	Water 24 Hour Door Hanger Fee	90.50	
483	Water Turn Off for Non-Payment***	110.00	
484	Water - New/Change Account	144.00	
485	Water - Discontinue Service	144.00	
486	Water - Discontinue for Non-Compliance	228.00	
487	Water - Unauthorized Turn on	225.00	
488	Fire Flow Testing	701.00	
489	Temporary Meter Rental - Install	134.00	
490	Temporary Meter Rental - Move	118.00	
491	Temporary Meter Rental - Rental	119.50	
492	Inspection of Backflow Prevention Device	331.00	
493	Backflow Prevention Review	94.00	
494	Backflow Prevention Program Penalty	353.00	
495	Water Installation Inspection Fee	426.00	
	Deposit-Based Fees:		
496	Water Service Installation	9,147.00	
497	Water Meter installation	1,200.00	
498	Temporary Meter Rental	3,000.00	
	Sewer Fees:		
499	Sewer Connection/Inspection, Existing Lateral	510.00	
500	Sewer Connection/Inspection, Existing WYE	510.00	
501	Sewer Connection/Inspection, Saddle Connect	510.00	
502	Capping of Sewer Lateral	510.00	
503	Sewer Construction Fee - New Construction	859.00	
504	Sewer Spill in Public ROW	Actual Cost	
505	Fats, Oils, & Grease Permit Fee (annual)	577.00	
506	Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost	
507	Fats, Oils, & Grease Mitigation Penalty (annual)	1,101.00	
	PW Engineering:		
508	Excavate - Utility Trenches <= 100 l.f.	748.00	
509	Excavations-Utility Trenches >= 100 l.f.	969.00	
510	Excavations-Utility Trenches > 100 l.f. - per 100 l.f.	433.32	
511	Excavation-Utility Patches	510.00	
512	Concrete Sidewalk / Driveway Parkway / Permit	250.50	

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)	Proposed Changes
513	Concrete Sidewalk / Driveway / Parkway Inspection	354.50	
514	Curb & Gutter Permit	250.50	
515	Curb & Gutter Inspection Flat Fee	354.50	
516	Curb Coring Base Permit	288.00	
517	Curb Coring Inspection Flat Fee	324.50	
518	Pavement Street & Alley	950.00	
519	Pavement Street & Alley Inspections Flat Fee	838.50	
520	Street/ROW Vacation/ Abandonment	12,808.00	
521	Public Improvement Inspection (Per Day)	1,786.00	
522	Public Works Plan Check Fee - Single Family*	1,160.00	
523	Public Works Plan Check Fee - Multi Family*	1,730.00	
524	Public Works Plan Check Fee - Mixed Use*	4,799.00	
525	Public Works Plan Check Fee - Commercial*	6,901.00	
526	Public Works Plan Check Fee - Other Uses**	4,148.50	
527	Additional Plan Check/ Reviews Beyond 2	402.50	
528	Public Works Plan Check Fee - Traffic Control Plan	918.00	
529	Final Parcel Map Review	5,159.00	
530	Final Tract Map Review	5,159.00	
531	Lot Line Adjustment/Lot Merger/ Parcel Split	4,000.00	
532	Final Map Amendment - Administrative	569.50	
533	Temp Encroachment - Dumpster	144.00	
534	Temp Encroachment - Signs/Goods	182.00	
535	Temp Encroachment - Southwest Hills	770.00	
536	Temp Encroachment - All Other	597.50	
	Deposits (Time and Material):		
537	Street Renaming Processing	9,345.00	
	Miscellaneous Fees:		
538	Sidewalk Vendor Permit	450.00	
539	House Number Change (SFR & ADU)	646.00	
540	House Number Change (Other)	354.00	
541	Oversized/Overloads Permits (Per Transportation Code)	16.00	
542	Block Party Street Closure - Initial	322.00	
543	Block Party Street Closure - Renewal	160.50	
544	Blueprint/ Map Reproduction	Actual Cost	
545	Banner Installation & Removal	1,044.00	
546	Banner Installation - Initial	167.00	
547	Parade/ Special Event Staffing	Hourly Rate	
548	No Parking Signs (temporary)	312.00	
	Trees:		
549	Tree Removal / Replacement Permit	284.00	
550	Tree Removal/Replacement for Developments	672.00	
551	Tree Trimming Permit	88.00	
552	Inspection For Trimming or Removal	80.00	
553	Inspection For Trimming or Removal (Development)	191.50	
554	Private Tree Trimming in Public ROW	Actual Cost	
555	Tree Replacement Deposit	462.00	
556	Standard Tree Permit Appeal Fee	1,182.00	

CITY OF SOUTH PASADENA
NOTICE OF PUBLIC HEARING **Attachment No. 2**

NOTICE IS HEREBY GIVEN that the City Council of the City of South Pasadena, California, will conduct a Public Hearing pertaining to the item(s) listed below:

DATE OF HEARING: Wednesday, October 7, 2026

TIME OF HEARING: 7:00 P.M., or soon thereafter

LOCATION OF HEARING: City Council Chambers
1424 Mission Street
South Pasadena, CA 91030

NOTICE ITEM(S): Adoption of a Resolution Amending Resolution No. 8000 updating the User Fee Schedule.

The proposed resolution amends or adopts new fees related to the Fire Department and Paramedic fees, as well as film permits and other related filming fees. In addition, the resolution makes clerical updates to certain Community Services fees and/or deletes fees.

Note: Additional information may be found at https://www.southpasadenaca.gov/Your-Government/Your-City-Council/City-Council-Agendas. Agendas are also available for public review and inspection at City Hall, 1414 Mission Street, South Pasadena, CA.

INVITATION TO BE HEARD
Members of the public may participate in person at the City Council Chambers, via Zoom, or via phone.

PUBLIC COMMENTS

Public Comments and Questions may be submitted as follows:
IN PERSON: Participate in-person at the City Council Chambers
EMAIL: ccpubliccomment@southpasadenaca.gov
ZOOM via "Raise Hand" function

Note:
- Reference the hearing title and date in any written correspondence.
- All written correspondence must be received by 12:00 p.m. on the hearing date (and as posted on the Agenda)

CONTACT INFORMATION
Further information may be obtained by contacting the following:
Finance Department
Financedepartment@Southpasadenaca.gov
(626) 403-7250

In compliance with the Americans with Disabilities Act (ADA), if you require special assistance, please contact the City Clerk's Division at least 48 hours prior to the meeting to inform us of your needs. The City will make every reasonable attempt to accommodate and assist you.
Dated: September 25, 2026

/s/
Nikima S. Newsome
Chief City Clerk
City of South Pasadena
September 25 2026, South Pasadena Review

1626

Docusign Envelope ID: 90EC2C50-1B6D-8C7D-8389-0065FFAC403C

CITY OF SOUTH PASADENA
RESOLUTION NO. 8000

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2026-2027 MASTER FEE SCHEDULE FOR THE CITY OF SOUTH PASADENA, EFFECTIVE JULY 6, 2026

WHEREAS, California Government Code Section 54985 et seq. authorizes cities to establish, by resolution, fees and charges for services provided to identifiable individuals or groups, provided that such fees do not exceed the reasonable cost of providing the service; and

WHEREAS, User fees and service charges are an appropriate and legally sound mechanism for ensuring that those who directly benefit from City services bear a proportionate share of the cost of those services, thereby reducing the burden on the General Fund and general tax revenues; and

WHEREAS, the City Council adopted the User Fee and Service Charge Cost Recovery Policy by Resolution No. 7999 on May 6, 2026, establishing the analytical and legal framework governing City fee-setting. The proposed fees in the FY 2026–27 Master Fee Schedule have been developed consistent with that Policy, and no proposed fee exceeds the full cost of providing the associated service as documented in the Willdan User Fee Study; and

WHEREAS, the City of South Pasadena currently administers a Master Fee Schedule adopted annually by the City Council; however, the City has not previously adopted a formal, written policy establishing the methodology, cost recovery targets, analytical framework, or legal basis governing how fees are set, reviewed, and administered; and

WHEREAS, the City Council has reviewed and considered the proposed FY 2026–27 Master Fee Schedule, the Willdan Comprehensive User Fee Study and Cost Allocation Plan Final Report and the adopted User Fee and Service Charge Cost Recovery Policy, and finds that adoption of the FY 2026–27 Master Fee Schedule is in the best interests of the City, consistent with applicable State law, and supported by adequate cost documentation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

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SECTION 1. The foregoing recitals are true and correct and are incorporated herein by reference as findings of the City Council.

SECTION 2. The City Council hereby adopts the FY 2026–27 Master Fee Schedule for the City of South Pasadena, attached hereto as Exhibit A and incorporated herein by this reference, setting forth the fees and charges for City services across all departments. The FY 2026–27 Master Fee Schedule supersedes the prior Master Fee Schedule and all prior resolutions establishing fees for the services listed in Exhibit A, to the extent inconsistent herewith.

SECTION 3. The FY 2026–27 Master Fee Schedule shall become effective July 6, 2026. Fees and charges for services not listed in Exhibit A shall remain as previously established until amended by the City Council.

SECTION 4. The City Manager, or designee, is authorized to establish fees on an interim basis for services not listed in the Master Fee Schedule, at an amount not to exceed the full cost of providing the service as determined consistent with the User Fee and Service Charge Cost Recovery Policy, subject to ratification by the City Council at the next available regular meeting.

SECTION 5. The City Manager, or designee, is hereby authorized and directed to implement the FY 2026–27 Master Fee Schedule, coordinate with all departments to ensure fees are collected in accordance with this Resolution, and maintain records documenting the cost basis for each fee consistent with applicable State law and the User Fee and Service Charge Cost Recovery Policy.

SECTION 6. The Master Fee Schedule shall be reviewed annually as part of the City's budget process. A comprehensive cost-of-service study should be conducted at least once every five years, consistent with the User Fee and Service Charge Cost Recovery Policy. In years between comprehensive studies, fees may be adjusted using a personnel-cost-based approach reflecting MOU-approved salary increases, provided no fee is set above the full cost of service.

SECTION 7. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED on this 6th day of May 2026.

Signed by:
Sheila Rossi
4D2802B852BE4C7...

Sheila Rossi, Mayor

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ATTEST:

Signed by:
Mark Perez
8C28A8A8EFB14A7...
Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

DocuSigned by:
Roxanne Diaz
A7800E5CA8A241F...
Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6th of May 2026 by the following vote:

AYES: Braun, Primuth, Cacciotti, Mayor Rossi

NOES: Ferguson

ABSENT: None.

ABSTAINED: None.

Signed by:
Mark Perez
8C28A8A8EFB14A7...
Nikima S. Newsome, Chief City Clerk

Docusign Envelope ID: 90EC2C50-1B6D-8C7D-8389-0065FFAC403C

EXHIBIT A

Docusign Envelope ID: 90EC2C50-1B6D-8C7D-8389-0065FFAC403C

City of South Pasadena
Schedule of Fees - Fiscal Year 2026-2027

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
CITY CLERK		
1	Duplication - FPPC Regulations	0.10
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	17.00
3	Duplication - Photocopy	0.10
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	25.00
5	Filing Fees - Initiative Petition (Per CA Election Code 9103 (b))	200.00
6	Notary Services	15.00
COMMUNITY SERVICES		
	Camp Med Fees:	
7	Camp Med - Five Day Rate - 1st Child - Resident	180.00
8	Camp Med - Five Day Rate - Each Additional Child - Resident	170.00
9	Camp Med - Five Day Rate - 1st Child - Non-Resident	200.00
10	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	190.00
11	Camp Med - Extended Care - 1st Child (AM & PM)	45.00
12	Camp Med - Extended Care - Each Additional Child (AM & PM)	40.00
13	Camp Med - One Day Rate - 1st Child - Resident	36.00
14	Camp Med - One Day Rate - Each Additional Child - Resident	34.00
15	Camp Med - One Day Rate - 1st Child - Non-Resident	40.00
16	Camp Med - One Day Rate - Each Additional Child - Non-Resident	38.00
17	Camp Med After School - Five Day Rate - 1st Child	106.00
18	Camp Med After School - Five Day Rate - Each Additional Child	101.00
19	Camp Med After School - One Day Rate - 1st Child	25.00
20	Camp Med After School - One Day Rate - Each Additional Child	24.00
21	Camp Med - Late Fee After First 5 Minutes - per minute	3.50
22	Camp Med - T-Shirt	10.00
	Field and Open Space Rental Fees:	
23	Sport Fields -- Non-Profit (per hr.)	55.00
24	Sport Fields - Resident (per hr.)	47.00
25	Sports Field - Non-Resident (per hr.)	62.00
26	Sports Field - Commercial	75.00
27	Sports Field - Lights (per hr.)	25.00
28	Gazebo Rental - Resident (4 hr. block)	95.00
29	Gazebo Rental - Non-Resident (4 hr. block)	140.00
30	Open Space - Groups < 50 Persons - Resident	25.00
31	Open Space - Groups < 50 Persons - Non-Resident	40.00
32	Arroyo Park Amphitheater	25.00
33	Multi-Use Courts - OG & Garfield Parks - Resident (per hr.)	30.00
34	Multi-Use Courts - OG & Garfield Parks - Non-Resident (per hr.)	38.00
35	Multi-Use Courts - OG & Garfield Parks - Non-Profit (per hr.)	34.00
36	Multi-Use Courts - OG & Garfield Parks - Commercial (per hr.)	45.00
37	Multi-Use Courts - Tournament Fee	150.00
	OG Rec Center Rental Fees:	

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
38	Security Deposit	300.00
39	Non-Profit (per hr.)	35.00
40	Resident (per hr.)	35.00
41	Non-Resident (per hr.)	50.00
42	Girl & Boy Scouts - local (up to 2 hrs.)	15.00
	Eddie Park House Rental Fees:	
43	Security Deposit	300.00
44	Non-Profit (per hr.)	110.00
45	Resident (per hr.)	100.00
46	Non-Resident (per hr.)	120.00
47	Girl & Boy Scouts - local (up to 2 hrs.)	15.00
	Garfield Youth House Rental Fees:	
48	Security Deposit	300.00
49	Non-Profit (per hr.)	85.00
50	Resident (per hr.)	75.00
51	Non-Resident (per hr.)	120.00
52	Event (4 hr. block) Resident Only	200.00
53	Girl & Boy Scouts - local (up to 2 hrs.)	15.00
	War Memorial Rental Fees:	
54	Security Deposit	600.00
55	War Memorial - Non-Profits	210.00
56	War Memorial - Resident / Local Business (per hr.)	195.00
57	War Memorial - Non-Resident (per hr.)	235.00
58	War Memorial - Lower Floor - Non-Profits (per hr.)	100.00
59	War Memorial - Lower Floor - Resident (per hr.)	90.00
60	War Memorial - Lower Floor - Non-Resident (per hr.)	120.00
61	War Memorial - Kitchen Use (per event / use)	180.00
62	War Memorial - AV/Sound System (per event / use)	150.00
	Senior Center Rental Fees:	
63	Security Deposit	300.00
64	Main Room - Non-Profits (per hr.)	110.00
65	Main Room - Resident (per hr.)	100.00
66	Main Room - Non-Resident (per hr.)	120.00
67	Activity Room - Non- Profits (per hr.)	35.00
68	Activity Room - Resident / Local Business (per hr.)	35.00
69	Activity Room - Non-Resident (per hr.)	50.00
70	Patio (per event / use)	35.00
71	Kitchen Use (per event / use)	60.00
72	AV/Sound System (per event / use)	50.00
	Senior Center Programs:	
73	Hot Meals - Senior 55 & Over / Disabled Persons	3.00
74	Hot Meals - Persons Under 55	5.00
75	Home Delivered Meals - Senior 55 & Over / Disabled Persons	3.50
76	Senior Center Membership - Single Person Over 55	25.00
77	Senior Center Membership - Couples Over 55	35.00

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
78	Computer Lab Printing (Black Ink)	0.25
79	Computer Lab Printing (Color Ink)	0.50
80	Leisure Classes - Seniors	Varies
81	Coffee	0.50
82	Excursions	Varies
	Dial-A-Ride Fees:	
83	Senior Resident (Registered) 55>	0.50
84	Disabled Resident (Registered)	0.50
85	Caregiver	-
	Miscellaneous Fees:	
86	Breakfast with Santa Event	25.00
87	Spring Family Event - Presale	10.00
88	Spring Family Event - Day of Event	15.00
89	Fourth of July Sky Show - Pre Sale	15.00
90	Fourth of July Sky Show - Day Of Event	20.00
91	Booth Rental - All Facilities - per booth	59.00
92	Event -Vendor/Catering Booth - per vendor/ booth	118.00
93	Leisure Classes	Varies
94	Refund Processing Fee	22.00
95	Special Events Applications	250.00
96	Facility/Event Staff (Supervision)	50.00
97	Facility/Event Staff (Alcohol)	50.00
	Mission Meridian Village Parking Fees	
98	Mission Meridian Village Parking	5.00
99	Mission Meridian Village Parking (Monthly)	70.00
100	Mission Meridian Village Parking (Monthly Senior)	16.00
COMMUNITY DEVELOPMENT		
	Building Fees:	
101	Building Permit & Plan Check	See LA County Fee Schedule
	Use Permits:	
102	Administrative Use Permit	6,467.00
103	Conditional Use Permit	15,051.00
104	CUP Modification	9,462.00
105	Parking Use Permit	9,635.00
106	Temporary Use Permit (non-profit)	1,000.00
107	Temporary Use Permit	1,500.00
108	Variance- First	9,470.50
109	Variance - Each Add	3,542.50
	Maps:	
110	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	3,211.50
111	Tentative Parcel Map	13,670.00
112	Tentative Tract Map	16,804.00
	Design Review:	
113	ADU Review - Ministerial	633.00

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
114	Director Design Review - Residential	735.50
115	PC Chair Design Review - Residential	965.50
116	Single Family Residence* (1-2 units)	5,879.50
117	Director Sign Permit	500.00
118	Sign Program	2,000.00
	Multi Family:	
119	3-8 Units	9,272.50
120	9-16 Units	10,316.50
121	17-50 Units	11,407.50
122	51-100 Units	12,411.00
123	101 Units or More	19,993.00
	Commercial:	
124	PC Chair - Commercial	1,437.00
125	2,001 - 10,000 sq ft	11,134.00
126	10,000 + sq ft	13,494.00
	Cultural Heritage Commission Fees:	
127	Chair Review - Residential	1,267.50
128	Cultural Hert. Comm. - Landmark Review	8,153.50
	C.H.C. Cert. of Approp. (incl. Demo)	
129	Single-Family* (1-2 units)	5,587.50
	Multi-Family:	
130	3-8 Units	9,784.50
131	9-16 Units	10,829.50
132	17-50 Units	12,805.00
133	51-100 Units	14,103.50
134	101 Units or More	15,932.00
	Commercial:	
135	less than 2,000 sq ft	5,373.00
136	2,001 - 10,000 sq ft	11,799.00
137	10,000 + sq ft	13,097.00
138	CHC Chair Review	5,282.00
	Hilldside Permit Fees:	
139	Hillside Development Review	8,704.50
	Environmental Analysis Fees: **Flat Fees:**	
140	Negative Declaration Filing	2,468.00
141	Negative Declaration (including Mitigated Neg. Dec)- contractor	Actual Cost
142	Environmental Impact Fee - city admin fee	15% of consultant cost
143	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost
144	Categorical Exemption (CEQA) - Filing	536.00
145	Class 32 Exemption - city admin fee	3,882.00
146	Class 32 Exemption- contractor	Actual Cost
	Deposit-Based Fees:	
147	Initial Environmental Study	5,894.00

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
148	EIR	29,471.00
	Appeals:	
149	Appeal	2,500.00
	Deposits:	
150	Zoning Text & Map Amendments	17,390.00
151	Specific Plan Application	18,650.00
152	General Plan Amendment	23,937.00
153	Specific Plan Amendment	18,614.00
154	Development Agreement Review	31,061.00
155	Planned Development	30,239.00
	Other Planning Applications:	
156	Zoning Code Admin Modification	1,953.00
157	Zoning Code Interpretation	2,500.00
158	Zoning Verification Letter	800.00
159	Zoning Clearance for Business License Review	74.00
160	Discretionary Time Extension Request	2,000.00
161	Covenants	922.00
162	Mills Act Contract	5,877.50
163	Changes / Modifications to Approved Plans (initiated by Applicant) - Administrative	1,271.50
164	Changes / Modifications to Approved Plans (initiated by Applicant) - Public Hearing	3,579.00
165	Temporary Banners - Per Banner, Per Permit	75.00
166	Garage/Yard Sale Permit	20.00
167	Historic Resource Evaluation	699.50
168	After-the-fact Filing	2 x app fee
169	Density Bonus & Affordable Agreement Review	7,425.00
170	Projects with Combined Applciations (except Administrative Applications)	Each @ 100% of the highest fee and 50% of additional fee
171	Preparation of Special/Technical Studies - admin fee	15% of consultant cost
172	Preparation of Special/Technical Studies - contractor	Actual cost
173	Fee for Service Contract Planner	consultant + 15%
174	Pre-application fee	2,500.00
175	Mills Act - Annual Review	500.00
176	Zoning Clearance	250.00
177	Landscape Plan Check	750.00
178	Landscape Inspection	300.00
179	Special Research by Planning Division Staff - in excess of 1 hour	200.00
180	Major (new multi-family or mixed use)	648.00
181	Major (new non-residential)	384.00
182	Moderate (new single-family, non residential additions/alteration)	303.00
183	Minor (single-family additions, accessory dwelling units, non-residential TI)	222.00
	Miscellaneous Fees:	
184	Public Noticing Fee (Does Not Include Material / Mailing Costs)	537.00

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
185	Newspaper Publishing Fee	Actual Cost
186	Re-Review - Per hour	313.00
187	Planning Inspection Per Hour	161.00
188	City Architect Review Fee - New Single Family	484.00
189	City Architect Review Fee - Multi-family	1,939.00
190	Administrative Citation 1st Violation (per Ordinance #2383)	100.00
191	Administrative Citation 2nd Violation (per Ordinance #2383)	200.00
192	Administrative Citation 3rd Violation (per Ordinance #2383)	500.00
193	Strong Motion Instrumentation Program - SMIP (California Public Resources Code)	Varies
194	Amplified sound permit requirement	80.00
	Surcharges:	
195	Technology Surcharge (percentage applied to fire, building, engineering, and planning permits)	0.10
196	General Plan Update Surcharge Fee	0.15
	Growth Requirement Capital Fees:	
197	Growth Mgmt.: Residential Development (SP Ordinance #1985)	$1.64 per Sq Ft
198	Growth Mgmt.: Commercial/Industrial Development (SP Ordinance #1985)	$1.07 per Sq Ft
199	Growth Mgmt.: Park Impact Fee - Residential NEW (Resolution # 7466)	$7.65 per Sq Ft
200	Growth Mgmt.: Park Impact Fee - Residential REMODEL (Resolution # 7466)	$7.65 per Sq Ft >250 sq ft
201	Growth Mgmt.: Park Impact Fee - Residential SENIOR HOUSING (Resolution # 7466)	$2.95 per Sq Ft
	Public Art:	
202	Public Art Development Fee - On Site	1% of Total Building Valuation
203	Public Art Development Fee - In Lieu	1.5% of Total Building Valuation
CITY MANAGER		
	Film Permit Fees:	
204	Still photography - Per Day	166.00
205	Motion Picture Photography - Per Day	667.00
206	Student Films/ Public Service Announcements/ Educational Films - Per Day	24.00
207	Handheld Video Crew with less than 20 people - Per Day	166.00
	Location / Hourly Fees:	
208	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	93.00
209	Student Filming On Public Right-of-way - per hour	18.00
210	Street or Lane Closure - Per Hour	186.00
211	Streets/Sidewalks/Alleys as Principal Site - Per Hour	186.00
212	City Parking Lots - Per Hour	186.00
213	City Building (Four Hour Minimum)/City Park - Per Hour	218.00
214	Police (Eight Hour Minimum) - per hour	110.00
215	Police Vehicles - per hour	25.00
216	Fire (Eight Hour Minimum) - per hour	110.00
217	Traffic Control Plan Review - per review	138.00
218	Cancellation Fee	123.00
219	Film Liaison Monitoring	70.00
FINANCE		

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
	Miscellaneous Fees:	
220	NSF Check Fee (CA Civil Code Section 1719)	30.00
221	Credit Card Transaction Fee (Percentage of Transaction Cost)	3%
222	Check Reissuance Fee	35.00
FIRE		
	Emergency Medical Services	
223	BLS Flat Rate	4,673.00
224	ALS Flat Rate	5,002.00
225	No Transport Assessment Fee	600.00
226	Paramedic Subscription Fee (Residential)	100.00
227	Paramedic Subscription Fee (Commercial)	115.00
	Fire Hazard Severity Zone	
228	New / Remodel Site Map Review	170.00
229	Annual Defensible Space Inspection	227.50
230	Abatement Enforcement Administrative Fee	750.00
	Noncompliance after Second Inspection	
231	Other EMS Fees	LA County Fee
	Building Plan Review	
232	Residential, one and two-family	170.00
	Multifamily residential	
233	3-10 units	687.00
234	> 10 units	1,520.00
235	Photovoltaic residential	456.00
236	Photovoltaic commercial	456.00
237	Commerical (B,S,F,M)	456.00
238	Assembly Occupancy	600.00
239	Educational / Insitutional Occupancy	1,582.00
240	Hazardous Occupancy	600.00
241	Mid-Rise Building 30-74 feet in height	2,564.00
242	High-Rise Building over 75 feet in height	3,137.00
243	Smoke-control rational analysis	1,412.00
244	High-Piled Combustible Storage	313.00
245	Site Plan Review - water and access	313.00
	Sprinkler Plan Check	
	Residential	
246	NFPA 13D fire sprinkler one or two-family dwelling	250.00
247	NFPA 13R fire sprinkler system multifamily dwellings	456.00
248	Remodel	313.00
	Commercial	
	New:	
249	0 - 10,000 sq ft.	456.00
250	10,000 - 25,000 sq ft.	743.00
251	25,000 - 50,000 sq ft.	1,458.00
252	50,000+ sq ft.	1,745.00
	Remodel/T.I.:	

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
253	0 - 5,000 sq ft.	456.00
254	5,000 - 10,000 sq ft.	743.00
255	10,000 - 25,000 sq ft.	1,172.00
256	25,000+ sq ft.	1,458.00
257	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	138.00
	Additional Fire Protection Systems	
258	Standpipe System (Class I, II, III)	600.00
259	Water Storage Tank	600.00
260	Special Hazard Extinguishing System	600.00
261	Fire Pump	743.00
	Fire Alarms: **New: (# of Devices) - Commercial**	
262	1 - 25 Devices	313.00
263	26-50 Devices	600.00
264	51-100 Devices	743.00
265	100+ Devices	1,172.00
	Remodel/ T.I.: Commercial	
266	1-5 Systems	313.00
267	6-15 Systems	456.00
268	16-50 Systems	600.00
	Miscellaneous Plan Review	
269	Alternative materials, design, and methods of construction and equipment	553.00
270	Additional Plan review after initial review and one resubmittal	156.00
271	Expedited review	282.00
272	Pre-submittal meeting	282.00
273	Aboveground propane/butane tank installation (125-499 gallons)	565.00
274	Commerical kitchen hood systems (UL300)	293.00
275	Paint Spray Booth	293.00
276	Medical gas storage system	390.00
277	Fuel Cell power system	424.00
278	Underground Storage Tank Removal	553.00
279	Clean Up, 1st Responder	Actual Cost
280	Extra Plan Check/Site Visits	170.00
281	Hydrostatic Test and Alarm Test	170.00
282	Any Plan Check Not listed	170.00
	Hazmat Fees:	
283	Hazmat Disclosure Level I	LA County Fee
284	Hazmat Disclosure Level II	LA County Fee
285	Hazmat Disclosure Level III	LA County Fee
286	Hazmat Placard Start Up Cost	LA County Fee
287	Hazmat Placard Updates	LA County Fee
	False Alarm Fees:	
288	False Alarm - 1st Response	-
289	False Alarm - 2nd and 3rd responses	178.00
290	False Alarm - 4th and beyond	911.00

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
	Inspections:	
291	Dwelling, one and two-family	313.00
292	Multifamily residence	456.00
293	Photovoltaic residential	170.00
294	Photovoltaic commercial	456.00
295	Commercial (B,S,F,M)	600.00
296	Assembly	600.00
297	Educational/Institutional Occupancy	600.00
298	Hazardous Occupancy	313.00
299	Mid-Rise 30-74 feet in height	600.00
300	High-rise over 75 feet in height	886.00
301	Smoke Control acceptance testing	1,029.00
302	High-piled combustible storage	600.00
303	Petroleum/Chemical Unit inspection	456.00
304	Above ground propane/butane storage tank (125-499 gallons)	170.00
305	Tank installation or removal	456.00
306	Any Other Inspection Not Listed	170.00
	Sprinkler Inspections **NFPA 13D**	
307	One or two-famiy dwelling	456.00
308	Tract model one or two-family dwelling	456.00
	NFPA 13R	
309	<100 heads per system	743.00
310	>100 heads per system	1,172.00
	Tenant Improvements to NFPA 13 system	
311	< 20 heads	385.00
312	> 20 heads and < 100 heads	600.00
313	> 100 heads per system	1,029.00
314	5 year sprinkler recertification	385.00
	Underground Fire Protection system	
315	1-4 connections for hydrants and/or risers	385.00
316	> 5 connections for hydrants and/or risers	743.00
317	Fire Flow Test witness/perform	313.00
318	Water storage tank	170.00
319	Fire pump acceptance test	673.00
	Fire Alarm Field Inspection	
320	< 10 devices and/or fire sprinkler monitoring system	385.00
321	11-50 devices	600.00
322	51-90 devices	743.00
323	91-130 devices	886.00
324	> 130 devices	1,172.00
	Special Systems Field Inspection	
325	Emergency responder communication Coverage	1,561.00
326	Two-way communication system	242.00
327	Commercial kitchen hood systems	456.00

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
328	Special extinguishing systems CO2, foam, clean agent	456.00
329	Gas detection system	456.00
330	Medical gas storage system	242.00
331	Energy Storage system	390.00
332	Special/priority inspection (including after-hour, additional technical assistance, and other deemed necessary by the fire chief)	156.00
	Annual Inspection of Apartments	
333	3-8 Units	170.00
334	9-16 Units	242.00
335	17-50 Units	313.00
336	51-100 Units	385.00
337	101 Units or More	600.00
	Annual Inspection of Businesses	
338	less than 2,000 sq ft	134.00
339	2,001 - 10,000 sq ft	313.00
340	10,000 + sq ft	600.00
341	Additional Inspection (3rd Visit, 2nd Reinspection)	166.00
342	Inspection (4th Visit and Subsequent)	228.00
	New Business Fire Inspection	
343	less than 2,000 sq ft	134.00
344	2,001 - 10,000 sq ft	170.00
345	10,000 + sq ft	313.00
	Permits:	
346	Activities in High or Very High Fire Hazard Severity Zones	390.00
347	Additive Manufacturing	390.00
348	Aerosol Products	390.00
349	Amusement Buildings	390.00
350	Automobile Wrecking Yard	390.00
351	Bonfire	390.00
352	Carbon Dioxide Systems used in Beverage Dispensing Applications	390.00
353	Carnivals and Fairs	390.00
354	Cellulose Nitrate Film	390.00
355	Combustible Dust Producing Operations	390.00
356	Combustible Fibers	390.00
357	Commercial Rubbish-Handling Operation	390.00
358	Compressed Gases	390.00
359	Cryogenic Fluids	390.00
360	Cutting and Welding Permit	390.00
361	Dry Cleaning Plants	390.00
362	Energy Storage Systems	390.00
363	Exhibits and Trade Shows	390.00
364	Explosives	390.00
365	Fireworks Display	620.00
366	Flammable or Combustible Liquids	390.00
367	Floor Finishing	390.00

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368	Fumigation and Insecticidal Fogging	390.00
369	Hazardous Materials	390.00
370	Special Events	390.00
371	Spraying or Dipping	390.00
372	Storage of Scrap Tires and Tire By-Products	390.00
373	Temporary Sales Lots	390.00
374	Temporary Membrane Structures and Tents*	390.00
375	Tire Storage	390.00
376	Waste Handling	390.00
377	Wood Products	390.00
378	Permits - Any Other Required by Chief	390.00
	Film Production and Permit Fees	
379	Special Film Fueling Truck	390.00
380	Pyrotechnics and Special Effects	351.00
381	Filming	343.00
382	Fire Safety Officer	156.00
	Fire Reports:	
383	Redacted	53.00
384	Non-Redacted	9.00
	Miscellaneous Fees:	
385	Investigation Cost Recovery	Actual Cost
386	Witness Fees	178.00
387	Record Research: Intensive, Interpretive - Per Half Hour	53.00
388	Records: Duplication Per Page	0.11
LIBRARY		
	Library Services Fees:	
389	Replacement of Library Item	Actual Cost
390	Inter-Library Loan (Per Title)	5.00
391	Library Asset Recovery Service	Actual Cost
	Printing / Reproduction Fees:	
392	Black & White	0.15
393	Color Copies	0.50
	Community Room Rental Fees:	
394	Community Room - Non-Profit Groups (Min. 2 Hrs.)	195.00
395	Community Room - Resident / Local Business - (Min. 2 Hrs.)	180.00
396	Community Room -Non-Resident - (Min 2 Hrs.)	220.00
397	Community Room - Staff (Cleanup and Supervision)	50.00
398	Community Room - Staff (Alcohol)	50.00
399	Community Room - Security Deposit	300.00
	Equipment Rental Fees:	
400	Audio/Visual Equipment Rental	75.00
401	Equipment Rental - Baldwin Piano	75.00
POLICE		
	Penalties:	
402	Display Vehicle for Sale	90.00

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#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
403	Parking in Red Zone	90.00
404	Parking in Yellow Zone	90.00
405	Parking in White Zone	90.00
406	Parking in Green Zone	90.00
407	Parked on Parkway	90.00
408	Parking Prohibited by Sign	90.00
409	1 HR, 2 HR, 4HR Time Limited Parking	90.00
410	Parking Outside Spaces	90.00
411	Parked Over 72 Hours	90.00
412	Parking Vehicle for Sale	90.00
413	Washing, Servicing or Repairing Vehicle	90.00
414	Selling from Motor Vehicle	90.00
415	Parking Left Side of Roadway	90.00
416	Parking Adjacent to Schools	90.00
417	Exceeding 3% Grade/ Wheels Not Curbed	90.00
418	Emergency No Parking	90.00
419	Alley Parking - Sign Posted	90.00
420	Parked on Private Property	90.00
421	Parking on Public Property	90.00
422	Parking on City Owned Off-street Facility	90.00
423	Oversized Vehicle	200.00
424	Unattended Trailer	90.00
425	PARKED IN A HANDICAPPED SPACE	400.00
426	BLOCKING DISABLED SPACE	400.00
427	Double Parking	90.00
428	Failure to Park Within 18" of Right Curb	90.00
429	Parked Next to Fire Hydrant-No Operator	90.00
430	Unattended Vehicle-Motor Running	90.00
431	Car Alarm Sounding in Excess of 20 Min.	90.00
432	Blocking Legally Parked Vehicle	90.00
433	Expired Registration	90.00
434	Foreign Registration	90.00
435	Displaying Wrong License Plate	90.00
436	Missing License Plate	108.00
437	No Current Registration Tab	108.00
438	Fire Lane	150.00
439	Parked on Crosswalk	90.00
440	All municipal code parking violations not listed	90.00
441	Parked on Crosshatched Lines	400.00
442	PARKED ON LINE 22507.8 C1 VC	400.00
443	PARKED IN FRONT OF DRIVEWAY	90.00
444	Overnight Parking	90.00
445	City Parking Lot (2 HR Limit)	90.00
446	PARKED ON SIDEWALK	90.00
447	22500(n)1- Parked Within 20' of Crosswalk-Prohibited	90.00

Docusign Envelope ID: 90EC2C50-1B6D-8C7D-8389-0065FFAC403C

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
	Parking Pass Fees:	
448	Parking 1 Year	165.00
449	Parking - Senior Citizens (65 Years old min.)	125.00
450	Parking - Alternate Fuel Vehicles	125.00
451	Parking - Monthly Pass	40.00
452	Parking - Replacement/ Transfer	25.00
453	Parking - Daily Pass	5.00
	All Police Reports:	
454	Redacted	105.00
455	Non-Redacted - Non-Resident	30.00
456	Non-Redacted - Resident	30.00
	False Alarm:	
457	False Alarm 1st	-
458	False Alarm 2nd - 3rd	176.00
459	False Alarm 4th and beyond	176.00
	Reproduction:	
460	Photo Reproduction - Per Photo	30.00
461	Video/Audio Reproduction	105.00
	Miscellaneous Fees:	
462	DUI Emergency Response	Actual Cost
463	Records Check/ Clearance Letter	50.00
464	Special Business Background Check	614.00
465	Impound Fee - Vehicle Release	200.00
466	Impound Fee - DUI Vehicle Release	400.00
467	Juvenile Recovery	Actual Cost
468	Firearms Storage & Release	60.00
469	Citation Corrections/ Inspection Service (resident)	25.00
470	Citation Corrections/ Inspection Service (non-resident)	50.00
471	Civil Subpoena	Fee set by Courts
472	Duces Tecum Subpoena (Per CA Evidence Code)	15.00
473	Tow Franchise Fee - per year	2,500.00
474	CCW Application Fee	317.00
475	CCW Clerical Fee	35.00
476	Psychological Evaluation	150.00
477	CCW Amendment Fee	20.00
478	Vehicle Boot -Release Fee	150.00
479	Fingerprint Services -Ink Rolled Per Card	30.00
PUBLIC WORKS		
	Water Fees:	
480	Water Turn Off (After Hours)	353.00
481	Water Turn On (After Hours)	353.00
482	Water 24 Hour Door Hanger Fee	90.50
483	Water Turn Off for Non-Payment***	110.00
484	Water - New/Change Account	144.00
485	Water - Discontinue Service	144.00

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Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
486	Water - Discontinue for Non-Compliance	228.00
487	Water - Unauthorized Turn on	225.00
488	Fire Flow Testing	701.00
489	Temporary Meter Rental - Install	134.00
490	Temporary Meter Rental - Move	118.00
491	Temporary Meter Rental - Rental	119.50
492	Inspection of Backflow Prevention Device	331.00
493	Backflow Prevention Review	94.00
494	Backflow Prevention Program Penalty	353.00
495	Water Installation Inspection Fee	426.00
	Deposit-Based Fees:	
496	Water Service Installation	9,147.00
497	Water Meter installation	1,200.00
498	Temporary Meter Rental	3,000.00
	Sewer Fees:	
499	Sewer Connection/Inspection, Existing Lateral	510.00
500	Sewer Connection/Inspection, Existing WYE	510.00
501	Sewer Connection/Inspection, Saddle Connect	510.00
502	Capping of Sewer Lateral	510.00
503	Sewer Construction Fee - New Construction	859.00
504	Sewer Spill in Public ROW	Actual Cost
505	Fats, Oils, & Grease Permit Fee (annual)	577.00
506	Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost
507	Fats, Oils, & Grease Mitigation Penalty (annual)	1,101.00
	PW Engineering:	
508	Excavate - Utility Trenches <= 100 l.f.	748.00
509	Excavations-Utility Trenches >= 100 l.f.	969.00
510	Excavations-Utility Trenches > 100 l.f. - per 100 l.f.	433.32
511	Excavation-Utility Patches	510.00
512	Concrete Sidewalk / Driveway Parkway / Permit	250.50
513	Concrete Sidewalk / Driveway / Parkway Inspection	354.50
514	Curb & Gutter Permit	250.50
515	Curb & Gutter Inspection Flat Fee	354.50
516	Curb Coring Base Permit	288.00
517	Curb Coring Inspection Flat Fee	324.50
518	Pavement Street & Alley	950.00
519	Pavement Street & Alley Inspections Flat Fee	838.50
520	Street/ROW Vacation/ Abandonment	12,808.00
521	Public Improvement Inspection (Per Day)	1,786.00
522	Public Works Plan Check Fee - Single Family*	1,160.00
523	Public Works Plan Check Fee - Multi Family*	1,730.00
524	Public Works Plan Check Fee - Mixed Use*	4,799.00
525	Public Works Plan Check Fee - Commercial*	6,901.00
526	Public Works Plan Check Fee - Other Uses**	4,148.50
527	Additional Plan Check/ Reviews Beyond 2	402.50

Docusign Envelope ID: 90EC2C50-1B6D-8C7D-8389-0065FFAC403C

Note: This fee schedule was adopted on May 6, 2026, Resolution No. 8000. Effective July 6, 2026

#	DESCRIPTION	FY 2026 ADOPTED FEE ($)
528	Public Works Plan Check Fee - Traffic Control Plan	918.00
529	Final Parcel Map Review	5,159.00
530	Final Tract Map Review	5,159.00
531	Lot Line Adjustment/Lot Merger/ Parcel Split	4,000.00
532	Final Map Amendment - Administrative	569.50
533	Temp Encroachment - Dumpster	144.00
534	Temp Encroachment - Signs/Goods	182.00
535	Temp Encroachment - Southwest Hills	770.00
536	Temp Encroachment - All Other	597.50
	Deposits (Time and Material):	
537	Street Renaming Processing	9,345.00
	Miscellaneous Fees:	
538	Sidewalk Vendor Permit	450.00
539	House Number Change (SFR & ADU)	646.00
540	House Number Change (Other)	354.00
541	Oversized/Overloads Permits (Per Transportation Code)	16.00
542	Block Party Street Closure - Initial	322.00
543	Block Party Street Closure - Renewal	160.50
544	Blueprint/ Map Reproduction	Actual Cost
545	Banner Installation & Removal	1,044.00
546	Banner Installation - Initial	167.00
547	Parade/ Special Event Staffing	Hourly Rate
548	No Parking Signs (temporary)	312.00
	Trees:	
549	Tree Removal / Replacement Permit	284.00
550	Tree Removal/Replacement for Developments	672.00
551	Tree Trimming Permit	88.00
552	Inspection For Trimming or Removal	80.00
553	Inspection For Trimming or Removal (Development)	191.50
554	Private Tree Trimming in Public ROW	Actual Cost
555	Tree Replacement Deposit	462.00
556	Standard Tree Permit Appeal Fee	1,182.00

City Council Agenda Report

ITEM NO. 23

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **DISCUSS A REQUEST FROM STAFF REGARDING A CITY COUNCIL AD HOC COMMITTEE RELATED TO THE CITY'S PREPARATION FOR THE 2028 OLYMPIC AND PARALYMPIC GAMES AND THE SCOPE OF THE COMMITTEE**

Recommendation

It is recommended that the City Council:

a. Discuss Staff's request to have a City Council ad hoc committee to develop recommendations for City Council consideration regarding the City's preparation for Olympic Games; and
b. Discuss the ad hoc committee's scope of work.

Executive Summary

The 2028 Olympic Games are scheduled for July 14 through July 30, 2028, and the 2028 Paralympic Games for August 15 through August 27, 2028. Regional planning for the Games is underway through LA28, the Southern California Association of Governments (SCAG), Metro, Caltrans, the City of Los Angeles, and other local cities hosting events. Decisions being made through those processes on transportation demand management, spectator routing, security perimeters, and community activations will affect South Pasadena streets, businesses, public safety services, and residents.

The City does not currently have a designated body to receive that information, set priorities, and return recommendations to the City Council. To facilitate Staff's work in preparing for the Olympic Games, Staff is requesting that two members of the City Council volunteer to be on an ad hoc committee to develop local activations and programming during the Games, identify the City's interests and obligations related to the Games, coordinate with regional partners, and develop and return recommendations for City Council consideration. Such an ad hoc committee would be a temporary advisory committee not subject to the Brown Act, and as set forth in this report, the ad hoc committee would sunset upon the commencement of the 2028 Olympic Games.

Background

In September 2017, the International Olympic Committee awarded the 2028 Olympic and Paralympic Games to Los Angeles. LA28, the private organizing committee, is responsible for delivering the Games, with venues located across Los Angeles County and other Southern California jurisdictions.

SCAG established the LA28 Games Mobility Program and convenes the Games Mobility Executives committee, which includes LA28, the Los Angeles Mayor's Office, Metro, the Los Angeles Department of Transportation, Caltrans, Metrolink, and other agencies.

SCAG is developing a community hub activation toolkit expected in early 2027. LA28 has convened quarterly working groups on community business and procurement, local hire and workforce development, and sustainability, and opened Games-time volunteer recruitment in 2026.

To date, the City of South Pasadena has participated in Games-related planning primarily through elected official and staff attendance at regional forums hosted by SCAG, LA28, and other regional planning bodies.

Analysis
South Pasadena is strategically located within relatively close proximity to a number of Olympic venues, including Downtown Los Angeles, Rose Bowl Stadium, and Santa Anita Race Track. This provides an opportunity to leverage the Games and provide localized activations that benefit both residents and businesses. In an effort to begin planning for the impact of the Games and to maximize opportunities to participate, a City Council ad hoc committee could facilitate the planning process.

The proposed ad hoc committee is intended to provide a forum through which two members of the City Council alongside staff can review Games-related information as it is released, identify the City's interests, engage local and regional partners, and develop recommendations for City Council action in advance of the Games.

Staff has identified the following subject areas for the ad hoc committee's scope of work leading up the Olympic Games, in no particular order:

- Transportation and traffic management.
- Public safety and emergency management.
- Community engagement and events.
- Economic and business activity.
- Regional coordination.
- Funding and fiscal considerations.

The ad hoc committee would meet on a schedule set by its members, with staff support coordinated through the City Manager's Office. Staff anticipates involvement from the Police Department, Fire Department, Public Works, Community Development, Community Services, and Finance, depending on the topic. The committee would provide periodic updates and action items to the City Council for consideration, as appropriate. The ad hoc committee would sunset upon the commencement of the 2028 Olympic Games.

The ad hoc committee would be temporary and solely advisory; all policy decisions, budget appropriations, and agreements would be presented to City Council for consideration.

Fiscal Impact
There is no direct fiscal impact associated with having an ad hoc committee. Staff support would be provided within existing FY 2026-27 work plan in the City Manager's Office,

Management Intern, and affected departments. Any recommendations developed by the ad hoc committee that involve expenditures, staffing, grant applications, or agreements would be brought to the City Council for separate consideration and, if approved, incorporated in the budget.

City Council Agenda Report

ITEM NO. 24

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION TO RECEIVE AND FILE OF THE CITY COUNCIL 2026 SCORECARD UPDATE REPORT**

Recommendation

It is recommended that the City Council receive and file the City Council 2026 Scorecard Update Report.

Executive Summary

On March 18, 2026, the City Council adopted Resolution No. 7990, formally adopting the City Council priorities for the 2026 calendar year after holding a Special Study Session in February 2026 to review the status of the City's existing priorities and discuss potential new priorities to guide the City's work program and Fiscal Year 2026-2027 budget development. Those priorities were formally established under Resolution No. 7990. This report and its attachment provides a status update to the FY 2026-2027 priorities.

Background

On March 18, 2026, the South Pasadena City Council formally adopted the City Council Goals and Priorities for Calendar Year 2026, establishing a strategic framework to guide City operations, project planning, and budget development.

On June 17, 2026, the City Council adopted the FY 2026-2027 Budget, which included funding for Department Work Plans and enhancements to advance City Council priorities.

Analysis

The annual adoption of City Council goals and priorities in advance of the budget process establishes a clear statement of the Council's policy direction that guides the development of the operating and capital budgets. By identifying its priorities before staff begins preparing the proposed budget, the Council provides a framework for allocating limited resources, evaluating competing service and project demands, and aligning departmental work plans with the outcomes the Council intends to achieve. The adopted goals also serve as a reference point for the public and the organization throughout the fiscal year, allowing progress to be measured and reported against a defined set of priorities rather than through the budget document alone.

The Fiscal Year 2026-2027 priorities reflect the Council’s commitment to advancing financial stability, infrastructure renewal, housing progress, governance improvements, and operational efficiency, all aligned with community needs and long-term city vision.

In response to Council direction, the City Manager's Office developed a comprehensive City Council Scorecard, a tracking tool that aligns each priority with responsible departments, commissions, and target deadlines. This Scorecard serves as the foundation for internal accountability, interdepartmental coordination, and quarterly reporting to the City Council. City departments have incorporated these priorities into their work plans and the proposed Fiscal Year 2026-2027 Budget. Staff efforts are being continuously tracked and assessed to ensure measurable progress and transparency.

The first update for FY 2026-2027 (Attachment 1) summarizes the work completed between March and September 2026, outlines key accomplishments, and identifies next steps for each goal area. This ongoing reporting process ensures that City Council and the public are regularly informed of the City's progress and allows staff to adjust strategies as needed to meet the established goals by year-end or as scheduled.

Highlights from March through September 2026 include presenting to the City Council an $80 million General Obligation Bond measure for street and sidewalk repair for the November 2026 ballot; completing two audited financial statements, bringing the City current on its financial reporting; City Council approval of a lease and development agreement to update and fund improvements at the Arroyo Seco Golf Course; and the sale of six former Caltrans properties in 2026, for a total of 11 since 2024.

The 2026 priorities also include three new strategic objectives: additional traffic mitigation and safety strategies, development of an Urban Forest Management Plan, and evaluation of Community Services programs using consistent data and performance measures. Progress on each is included in Attachment 1.

City staff also reviewed the Council goals as a team, and discussed how some of the language could be updated to reflect the work being done. At the time that the goals from 2025 were established, the City Council developed specific focus areas with goals, each with detailed strategic objectives to help achieve those goals under the focus areas. The City Council establishes the focus area and goals, while staff can make recommendations on the strategic objectives for those goals. Some of those strategic objectives have developed over time, and staff has provided those updated strategic objectives in this latest report.

Fiscal Impact
There is no fiscal impact associated with receiving and filing this report. Funding for the respective priorities is included in the FY 2026-2027 Adopted Budget and Department Work Plans.

Attachment:
Attachment No. 1- City Council Scorecard March- September Update Report
Attachment No. 2- Resolution No. 7990

CITY OF SOUTH PASADENA

Attachment No. 1

City Council Scorecard Scorecard 2026

March – September 2026



BACKGROUND

2026 City Council Goals and Priorities Update

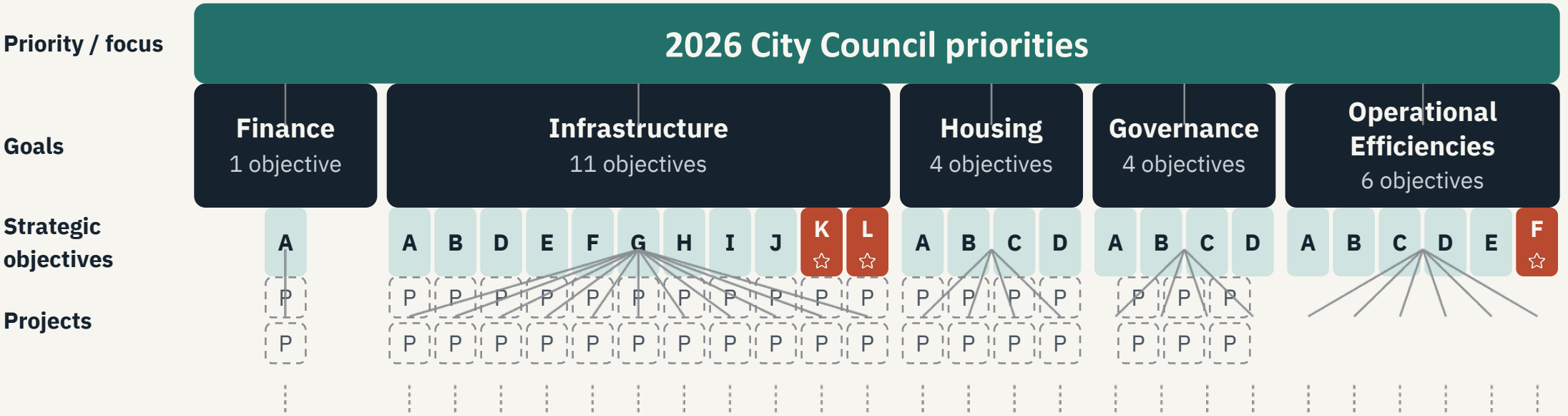
Resolution No. 7990 · Adopted March 18, 2026

On March 18, 2026, the City Council adopted Resolution No. 7990, formally adopting the City Council priorities for the 2026 calendar year, adding three new priorities. These priorities were developed at a Special Study Session in February 2026 where City Council reviewed the status of the City's existing priorities and discuss potential new priorities to guide the City's work program and Fiscal Year 2026-2027 budget development process. Those priorities were formally established under Resolution No. 7990.

This report provides a status update to the FY 2026-2027 priorities, from March through September 2026.

THE STRUCTURE

2026 at a Glance: From Priority to Project



DEFINITIONS

How we define each layer

Priority / focus area 2026 City Council	The overarching area of emphasis. Every goal falls under a priority.	5+ years
Goal 5 Council goals	A medium-term outcome we commit to within a priority.	2–5 years
Strategic objective 26 goal priorities	A specific objective that moves a goal forward, with a lead team.	1–2 years
Project Not in the scorecard yet	The initiative that delivers a strategic objective. Tasks sit in its work plan and are tracked by the team.	About 1 year
Tasks & Other Work Not in the scorecard yet	Specific tasks necessary to move a Project forward, or Other Work the teams do that is not tied to a goal, such as run work, requests and maintenance.	Shown for visibility

WHAT CHANGED

Three Strategic Objectives Added for 2026

New in 2026

INFRASTRUCTURE

Additional traffic mitigation and safety strategies

Lead: Public Works

New in 2026

INFRASTRUCTURE

Urban Forest Management Plan

Lead: Public Works

New in 2026

OPERATIONAL EFFICIENCIES ·

Evaluate Community Services programs with consistent data and performance measures

Lead: City Manager's Office, Community Services

The other 23 priorities are not highlighted as new

Finance 1 · Infrastructure 9 · Housing 4 · Governance 4 · Operational Efficiencies 5

WHAT CHANGED

How Our Objectives Have Evolved

Overview

Some strategic objectives were achieved between March and September 2026, so their language was updated to reflect the next phase of work

Objectives
Mar.–Sept. 2026

- **Achieved**
  - **Infrastructure C**: Arroyo Golf Course master plan presented and funding identified; public-private partnership approved
  - **Infrastructure F**: Corridor Transit Working Group established; staff meets regularly with neighboring agencies
- **Moved**
  - **Housing D**: Visioning South Pasadena 2050 transitioned to the Citywide Mobility Plan led by Public Works
- **Language updated**
  - **Finance A**: from “Establish and start meeting with the Infrastructure Financing Working Group…” to “Study options for financing infrastructure improvement projects”
  - **Infrastructure C**: now “Revitalize Arroyo Seco Golf Course based on the ASGC Master Plan”
  - **Infrastructure G**: from “Parks Master Plan… early 2026; begin construction on the 2 pocket parks” to “Parks Comprehensive Plan… end of 2026”
  - **Infrastructure H**: broadened to evacuation, alerts, preparedness, EOC, wildfire resilience and schools
  - **Operational Efficiencies E**: now focused on recruiting and retention; exit interviews no longer listed

FOCUS AREA 1

Finance

Priority / focus area
Long term, 5+ years

FINANCE

Goals
Medium term, 2–5 yrs

Accurate financial statements are needed to make decisions on all other priorities.

Strategic objectives
Lead team · target

A · Study options for financing infrastructure improvement projects

FOCUS AREA 1

Finance: Strategic Objectives & Projects & Other Work

Strategic objectives

A : Study options for financing infrastructure improvement projects

Projects

Report on progress

- Updated the user fee cost recovery policy and updated user fees to fully recover the cost of development related permits. Completed May 2026
- Awarded a contract to a consultant to prepare a Development Impact Fee study to mitigate the impact of new development. Estimated completion – December 2026
- Executed an administrative contract with a firm to study the feasibility of establishing infrastructure financing districts. Estimated presentation to City Council – Q1 2027
- Presented a Bond Measure to City Council for placement on the November 2026 ballot to consider $80 million General Obligation Bond for street and sidewalk repair. Estimated completion – November 2026
- Decommissioned the catch-all Capital Improvement Fund (Fund 400) and audited the fund balances for all special revenue funds to create a more clear accounting of how much funding is actually available for the City's Capital Improvement Plan.
- Awarded a contract to a Municipal Advisor to work with the City explore refunding the 2016 Water Bonds for savings, which could be used toward water infrastructure capital improvements. Estimated completion – Q1 2027

FOCUS AREA 1

Finance: Other Work

Focus area

Work supporting Finance that is not tied to a single strategic objective

By department

Other work

- **Finance Department**
  - Completed two audited financials in FY 2026; the City is now current on financial reports.
  - Monthly Budget Reports to the City Council and Finance Commission.
  - Completed full upgrade of the City's Finance System to a more robust cloud-based version of Springbrook.
  - Updated the City's Financial Policies and Procedures Manual.
  - City Council approved a comprehensive upgrade of the City's cybersecurity backbone to harden the City's digital infrastructure.
  - Revised the Vehicle Replacement Policy to allow non-EV purchases when a viable EV alternative is not available.
  - Completed 5-year forecast for the General Fund, updated at mid-year and year-end, to guide long-term financial decisions.
- **Fire Department (supporting)**
  - Maintain grant readiness for AFG, HMGP and other grants; coordinate quickly with Council and Finance if awarded.
  - Apparatus replacement funding: structured annual funding for apparatus and vehicle replacement, reviewed each budget cycle.
  - EMS revenue and cost recovery: ambulance billing, collections, PPGEMT reimbursement, fee adequacy and medication costs. Ongoing, reviewed annually.
  - Shared-command financial administration: San Marino shared-command billing quarterly; budget projection by May 1 each year.

FOCUS AREA 2

Infrastructure

Priority / focus area
Long term, 5+ years

INFRASTRUCTURE

Goals
Medium term, 2–5 yrs

The City has infrastructure needs that have not been addressed for decades. The proper planning for addressing the repair or replacement of many of these projects must begin with planning and financing.

Strategic objectives
Lead team · target

A & B· Aggressively pursue the comprehensive plan for streets and gutter repair, re-examine it to set goals for completion within 6 years along with a financing plan, and establish a sidewalk repair plan and program.

Lead: Public Works · Paving financing plan done; sidewalk program Spring 2027, pending bond

C · Revitalize Arroyo Seco Golf Course based on the ASGC Master Plan

Lead: City Manager's Office · Original objective achieved

D · Repair of the Westside Reservoir

Lead: Public Works · Target Winter 2029

FOCUS AREA 2

Infrastructure: Strategic Objectives & Projects & Other Work Work

Strategic objectives

Lead team · target

A & B· Aggressively pursue the comprehensive plan for streets and gutter repair, re-examine it to set goals for completion within 6 years along with a financing plan, and establish a sidewalk repair plan and program.

Lead: Public Works · Paving financing plan done; sidewalk program Spring 2027, pending bond

Projects

Report on progress

- FY 19-20 Street Improvement Project
- FY 24-27 Sidewalk and ADA Ramp Project (CDBG)
- FY 26-27 Residential Slurry Seal Project
- Indiana Avenue and Orange Zone Projects (design)
- Fremont Ave/Huntington Dr Corridor Improvement Project (also J)
- N-S Fair Oaks ITS deployment (also J)
- Updating the Pavement Management Plan
- 10-Year Street Paving Package Financing Plan complete
- Reduced fees for concrete permits
- On-call contracts awarded for asphalt, concrete and striping repair
- Applied for a $10M Caltrans ATP grant: Arroyo Drive Nature Trail and Cycle Track (also J)
- Developing a sidewalk rebate program with Finance

C · Revitalize Arroyo Seco Golf Course based on the ASGC Master Plan

Lead: City Manager's Office · Original objective achieved

- Public-private partnership approved to update and fund improvements
- Lease & Development Agreement with Grass Clippings/Troon approved July 2026
- Full execution est. Oct. 2026; construction Q4 2027
- Public Works supporting plan review

D · Repair of the Westside Reservoir

Lead: Public Works · Target Winter 2029

- In environmental phase; finalizing documents so the project can enter design
- Design complete by Summer 2028
- Construction complete by Winter 2029

FOCUS AREA 2

Infrastructure

Priority / focus area
Long term, 5+ years

INFRASTRUCTURE

Goals
Medium term, 2–5 yrs

The City has infrastructure needs that have not been addressed for decades. The proper planning for addressing the repair or replacement of many of these projects must begin with planning and financing.

Strategic objectives
Lead team · target

E · Sewer repair plan and timeline under the Consent Judgment

Lead: Public Works · Target 2028

F · Establish Corridor Transit Working Group for corridors connection with Alhambra/ Pasadena/ and Los Angeles and San Marino

Lead: Public Works · Achieved in 2026

G · Parks Comprehensive Plan completion and presentation at the end of 2026

Lead: Community Services · Target Dec. 2026

H · Enhance emergency and disaster readiness through evacuation planning, alert and warning, public preparedness, EOC modernization, wildfire resilience, school coordination, and periodic public status updates

FOCUS AREA 2

Infrastructure: Strategic Objectives & Projects & Other Work Work

Strategic objectives
Lead team · target

E · Sewer repair plan and timeline under the Consent Judgment	F · Establish Corridor Transit Working Group for corridors connection with Alhambra/ Pasadena/ and Los Angeles and San Marino	G · Parks Comprehensive Plan completion and presentation at the end of 2026	H · Enhance emergency and disaster readiness through evacuation planning, alert and warning, public preparedness, EOC modernization, wildfire resilience, school coordination, and periodic public status updates
Lead: Public Works · Target 2028	Lead: Public Works · Achieved in 2026	Lead: Community Services · Target Dec. 2026	

Projects
Report on progress

• Year 1 citywide sewer cleaning and CCTV complete; Year 2 underway • Advertise FY 26/27 Citywide Sewer Repair Project • Requested updates to LACSD on the Consent Judgment	• Regular meetings with neighboring cities on Fremont/Huntington • Regular meetings with Pasadena on traffic projects	• Needs, level-of-service and equity gap analyses complete • Draft plan being finalized for review by three commissions • Final plan to City Council Dec. 2026 · details on next slide	• Emergency Preparedness Community Fair • The update to the fire hazard maps • Evacuation Plans · 8 Fire projects on the Objective H slide

FOCUS AREA 2

Infrastructure: Parks Comprehensive Plan

Strategic objectives

G · Work on Parks Comprehensive Plan for completion and presentation at the end of 2026

- Lead: Community Services, Public Works · Target December 2026

Projects

Report on progress

- Completed the Access Needs and Level of Service Analysis to evaluate park access, amenities, service levels and community needs throughout South Pasadena.
- Completed Equity Mapping and Gap Analysis to identify service gaps, underserved areas and opportunities to improve equitable access to parks, recreation facilities and programs.
- Hosted a Department Visioning Session with the project consultants on August 17, 2026, to refine the Community Services Department's vision, mission, values and strategic objectives.
- Reviewed program assessment findings and recommendations on existing recreation programs, service delivery and future program development.
- Reviewed and provided input on proposed funding and revenue strategies to support implementation, including potential funding sources and long-term financial considerations.
- Finalizing the plan and presentation materials with the consultant team for the Community Services, Public Works and Infrastructure, and Natural Resources and Environmental Commissions.
- Next step: after commission review, the final Parks Comprehensive Plan goes to City Council, anticipated December 2026.
- **Other related work**
  - Public Works is supporting Community Services with preparation of the plan.
  - With Public Works, continued resident-requested improvements at Dr. Beatriz Solis Memorial Park, including work on the park's walls and other site enhancements.

FOCUS AREA 2

Infrastructure: Emergency and Disaster Readiness

Strategic objectives

H · Enhance community and organizational emergency and disaster readiness through evacuation planning, alert and warning, public preparedness, EOC modernization, wildfire resilience, school coordination, and periodic public status updates

Projects

Report on progress

- Launching Ready South Pas, the all-hazards public preparedness program (Know, Prepare, Act). Initial launch – October 2026; ongoing
- Modernizing emergency alert and warning: setup, testing, message templates, staff training and public enrollment. Estimated completion – within 6 months
- Continuing the Monterey Hills Resiliency Plan: vegetation, access, evacuation-route and defensible-space work. Current phase – 0–6 months; ongoing through FY 2026-27
- Reviewing the targeted grazing pilot for effectiveness, cost, access limits, impacts and alternatives. Estimated completion – 6–18 months
- Planning a Monterey Hills evacuation drill on routes, traffic, notification and resident actions. Estimated completion – 6–18 months
- Modernizing the Emergency Operations Center: updated procedures, staff training, and Veoci tasking and documentation. Estimated completion – 6–18 months, then recurring training
- Finalizing school emergency reunification planning with SPUSD: roles, accountability, training and exercises. Estimated completion – 6–18 months
- Exploring fire service accreditation: requirements, resources, value and an implementation path. Initial evaluation – 6–18 months
- Public Works is supporting Fire with tree trimming and removal in High and Very High fire severity zones
- Public Works is supporting Police with the radio tower upgrade project

FOCUS AREA 2

Infrastructure

Priority / focus area
Long term, 5+ years

INFRASTRUCTURE

Goals
Medium term, 2–5 yrs

The City has infrastructure needs that have not been addressed for decades. The proper planning for addressing the repair or replacement of many of these projects must begin with planning and financing.

Strategic objectives
Lead team · target

I · Electrification and sustainable or alternative energy infrastructure

Lead: Public Works · Ongoing

New in 2026

J · Additional traffic mitigation and safety strategies to address traffic safety concerns, improve mobility and enhance neighborhood quality of life

Lead: Public Works · Ongoing

New in 2026

K · Plan to guide the long-term maintenance, preservation, and expansion of the City's urban tree canopy and support environmental sustainability and climate resilience.

Lead: Public Works, Community Services · Spring 2028

FOCUS AREA 2

Infrastructure: Strategic Objectives & Projects & Other Work Work

Strategic objectives

Lead team · target

I · Electrification and sustainable or alternative energy infrastructure

Lead: Public Works · Ongoing

New in 2026

J · Additional traffic mitigation and safety strategies to address traffic safety concerns, improve mobility and enhance neighborhood quality of life

Lead: Public Works · Ongoing

New in 2026

K · Plan to guide the long-term maintenance, preservation, and expansion of the City's urban tree canopy and support environmental sustainability and climate resilience.

Lead: Public Works, Community Services · Spring 2028

Projects

Report on progress

- Level 2 EV chargers at Stoney Drive yard complete (Fall 2026)
- PD Level 3 chargers (Summer 2027); Hope/Mound solar canopy (Winter 2027)
- Vehicle Policy was implemented

- Traffic Calming Toolbox; 60 flashing red stop signs approved
- RFP for Citywide Mobility Plan and Safety Action Plan
- Traffic safety request map on the City website

- RFP for Urban Forest Management Plan (budget adopted)
- Municipal Code updated to lower private tree maintenance costs
- Tree permit review; fire-zone trimming support

FOCUS AREA 2

Infrastructure: Energy, Traffic Safety and Urban Forest

Strategic objectives

I–K · Projects and status for objectives I, J and K

Projects

Report on progress

- **J · Traffic mitigation and safety (new in 2026)**
  - Lead: Public Works · Ongoing
  - Created a traffic safety map on the City website to track requests received and completed
  - Presented a Traffic Calming Toolbox of street-design strategies to slow traffic
  - Completed several stop sign analysis studies; installed red curb and flashing red stop signs; Council approved 60 more flashing red stop signs citywide
  - Improved several intersections near schools and high-volume corridors
  - Designing the Fremont Ave and Huntington Dr Corridor project: roundabouts, bulb-outs, upgraded signs, RRFBs and bike lanes
  - RRFB designs at Grevelia/Park, El Centro/Cawston, Meridian/Bank, Mission/Diamond and Mission/Fairview
  - Started planning the Mission/Arroyo/Pasadena Intersection Improvement Project
  - Evaluating a dual right-turn configuration at Fair Oaks and Grevelia with a consultant
  - Preparing an RFP for a Citywide Mobility Plan and Safety Action Plan
- **I · Electrification and alternative energy**
  - Lead: Public Works · Ongoing
  - Completed Level 2 EV chargers at the Stoney Drive Storage Yard (Fall 2026)
  - Level 3 EV chargers at the Police Department lot: design, complete by Summer 2027
  - Hope/Mound Solar Canopy Parking Lot: design, complete by Winter 2027
  - Applied for a grant for two solar-powered EV chargers; awaiting results
  - Continuing fleet electrification planning as options become available
- **K · Urban forest (new in 2026)**
  - Lead: Public Works, Community Services · Spring 2028
  - Council adopted a budget for an Urban Forest Management Plan; RFP being prepared
  - Council updated the Municipal Code so property owners can maintain private trees at lower cost
  - Reviewing tree trimming and removal permits; supporting Fire and Community Services in High and Very High fire severity zones

FOCUS AREA 2

Infrastructure: Other Work (Public Works)

Focus area

Public Works work not tied to a Council strategic objective

By division

Other work

- **Engineering Division**
  - Review of land development permits: building, grading and conditional use permits, parcel and tract maps, parcel mergers
  - Review of right-of-way permits: encroachment, concrete, sewer connection and water connection
  - Standard plans for public right-of-way infrastructure
  - Coordination with SPUSD
  - Striping and signage requests for City parking lots, street parking and City parking structures
- **Transportation Division**
  - Responding to resident traffic safety requests
  - Coordination with SPUSD
  - Striping and signage requests for City parking
- **Capital Improvement Program (CIP) Division**
  - City facilities: Library, Fire Department, City Hall, War Memorial, Eddie Park House, PW Mission Yard and City parks
  - CIP budget and grant tracking with Finance
  - Storm water projects, such as the Arroyo Seco Water Reuse Project and the Hanscom Drive storm drain

FOCUS AREA 2

Infrastructure: Other Work (Fire, Community Services)

Focus area

Work supporting Infrastructure that is not tied to a single strategic objective

By department

Other work

- **Fire Department**
  - Fire hydrant testing and water-system coordination, including recurring hydrant-operation training for City staff and mutual-aid partners.
  - Fire apparatus access review and evacuation-route coordination for hillside areas and new development.
  - Station 81 maintenance with Public Works: apparatus floor, drywall, communications infrastructure and other needs.
  - Apparatus and vehicle lifecycle planning: the 2029 replacement engine on order, the ambulance replacement cycle and the Type III engine concept.
  - Regional coordination through Verdugo, Area C, Foothill Fire Chiefs, LAAFCA, San Marino shared command and automatic aid.
- **Community Services**
  - With Public Works, resident-requested improvements at Dr. Beatriz Solis Memorial Park, including the park's walls and other site enhancements.
- **Fire: ongoing run work**
  - Emergency response and EMS operations, fire prevention and inspections, plan review, training, and facilities, apparatus and technology maintenance.

FOCUS AREA 3

Housing

Priority / focus area
Long term, 5+ years

Goals
Medium term, 2–5 yrs

Strategic objectives
Lead team · target

HOUSING

Continue implementing housing goals and the acquisition and sale of CalTrans houses.

A · Finalize the Housing Element and zoning and other requirements, including appropriate height limits in the overlay zones and timely submit to the California Department of Housing and Community Development (HCD)

B · Acquire and sell vacant CalTrans houses, with consideration of any properties suitable for affordable housing projects

C · Finalize development agreement with Related California for the Mound/El Centro senior affordable housing development

D · Create a working group for Visioning South Pasadena 2050, including the "Mission Mile" and develop 3D models and drawings to represent the vision

Now part of the Public Works Mobility Plan

FOCUS AREA 3

Housing : Strategic Objectives & Projects & Other Work

	A · Finalize the Housing Element and zoning and other requirements, including appropriate height limits in the overlay zones and timely submit to the California Department of Housing and Community Development (HCD)	B · Acquire and sell vacant CalTrans houses, with consideration of any properties suitable for affordable housing projects	C · Finalize development agreement with Related California for the Mound/El Centro senior affordable housing development	D · Create a working group for Visioning South Pasadena 2050, including the "Mission Mile" and develop 3D models and drawings to represent the vision
Strategic objectives Lead team · target				Now part of the Public Works Mobility Plan
Projects **Report on progress**	• Develop Objective Design Standards • Implement SB 79 • Establish ADU Pre-Approved Program	• Close pending acquisitions: 215 Fairview & 535 Meridian • Housing feasibility review • 6 properties sold in 2026; 11 since 2024	• Complete due diligence (title, ESA, ALTA survey) • Planning entitlements review • Finalize development agreement terms	• Transitioned to the Public Works Mobility Plan

Other work

- Implementation of OpenGov workflows
- IHO templates & policies
- Code amendments

Development Review Committee

FOCUS AREA 3

Housing: Progress and Other Work

Focus area

Progress across the four Housing objectives

By objective

Report on progress

- Lead: Community Development, with the City Attorney on A–C

- **A · Housing Element**
  - Discussions with HCD are complete.
  - Planning expects to bring back an amendment to the DTSP in January to raise maximum heights by 5 feet.
  - Objective Design Standards, SB 79 implementation and the ADU Pre-Approved Program will be completed by the end of the fiscal year.
- **B · Caltrans houses**
  - **Close pending acquisitions**: expect to close escrow on 215 Fairview Ave and 535 Meridian Ave.
  - **Housing feasibility review**: evaluating former Caltrans properties for affordable housing, considering site conditions and feasibility.
  - **Sales**: six properties sold in 2026, 11 since 2024; revenue supports affordable housing priorities.
- **D · Visioning South Pasadena 2050**
  - Transitioned to the Citywide Mobility Plan led by Public Works.
- **C · Related California (Mound/El Centro)**
  - **Due diligence**: resolving title issues and completing environmental and survey work (title, ESA, ALTA).
  - **Planning entitlements**: the project is in planning review of its design and conditions of approval.
  - **Development agreement**: finalizing terms, financial commitments and milestones with Related and the City's financial consultant.
- **Other work · Community Development**
  - OpenGov permitting workflows, Inclusionary Housing Ordinance templates and policies, development code amendments, and development review committee coordination.
- **Fire (supporting)**
  - Fire and EMS review of major development and corridor density.

FOCUS AREA 4

Governance

Priority / focus area
Long term, 5+ years

GOVERNANCE

Goals
Medium term, 2–5 yrs

Implement municipal code requirements for governance of Commissions, consider amendments to clarify and combine commissions, and establish regular reporting and performance assessments.

Strategic objectives
Lead team · target

A · City Council sets annual priorities for the calendar year	B · Commission Chairs set agendas with staff and present to Council	C · Commissions set annual priorities and work plans aligned to Council	D · Study the City Treasurer role: elected or appointed

FOCUS AREA 4

Governance : Strategic Objectives & Projects & Other Work

Strategic objectives Lead team · target	A · City Council sets annual priorities for the calendar year	B · Commission Chairs set agendas with staff and present to Council	C · Commissions set annual priorities and work plans aligned to Council	D · Study the City Treasurer role: elected or appointed
Projects **Report on progress**	• Quarterly report cards on Council priorities • Council adopted 2026 goals and priorities in March 2026 • Goals and Priorities Study Session in February (now annual, in budget process)	• Each Commission established a regular meeting schedule • Each Commission developed a work plan based on these goals • Each Commission shared their workplans and updates with Council at the Commissioner Convening	• Staff worked with Commissions to establish workplans based on the City Council's focus areas • At the Commissioner Convening, each Commission shared their annual priorities • Commissioner Convening took place to celebrate the work by the Commissions	• Not started; to be explored after the Nov. 2026 election

Other work

- Launched South Pasadena University, a citywide development program for staff
- Developed citywide internal staff values to strengthen organizational culture
- Established one calendar for all Commission and City Council meetings and events, for transparency
- Held training for the City Council
- Fire: periodic public status reports on emergency readiness to Council, the Public Safety Commission and the community

FOCUS AREA 5

Operational Efficiencies

Priority / focus area
Long term, 5+ years

Operational Efficiencies

Goals
Medium term, 2–5 yrs

Work with the City Manager to establish improved operational efficiencies.

Strategic objectives
Lead team · target

A · Establish a Communications Strategy to better communicate with residents through newspapers, advertisements, social media, newsletter, and direct communications through organizations.

B · Establish a Project Management system to track progress and proper reporting and expense reimbursement system.

C · Explore personnel to assist with grants

FOCUS AREA 5

Operational Efficiencies : Strategic Objectives & Projects & Other Work

	A · Establish a Communications Strategy to better communicate with residents through newspapers, advertisements, social media, newsletter, and direct communications through organizations.	B · Establish a Project Management system to track progress and proper reporting and expense reimbursement system.	C · Explore personnel to assist with grants
Strategic objectives Lead team · target			
Projects **Report on progress**	• Quarterly newsletters • Proactive communications to the community about City projects • Held community meetings and used residents' feedback to make future meetings better • Learning how residents want to receive communication from the City, and building the strategy around it • Using all available media to reach residents • Staff received training on building the communications strategy	• Finance and Public Works meet monthly on reimbursements and project funding, to ensure grant funds are spent in accordance with the grant agreements • New internal controls: Public Works prepares reimbursement invoices, which Finance verifies and processes	• Monthly call with the City's grants consultant on retainer • The consultant also supports the City's legislative advocacy

Other work

- Updated the City's Grants Manual and presented it to the Finance Commission; staff training to follow
- A legislative advocacy firm meets with the City monthly to discuss funding opportunities for projects
- More department work is on the Operational Efficiencies: Other Work slide

FOCUS AREA 5

Operational Efficiencies

Priority / focus area
Long term, 5+ years

Operational Efficiencies

Goals
Medium term, 2–5 yrs

Work with the City Manager to establish improved operational efficiencies.

Strategic objectives
Lead team · target

D · Establish quantifiable Key Performance Indicators (KPIs) for each department

E · Review recruiting and retention practices to recruit, attract, and retain outstanding staff members

New in 2026

F · Evaluation of Community Services Programs using consistent data and performance measures to improve program evaluation, accountability, and data-informed decision making.

FOCUS AREA 5

Operational Efficiencies : Strategic Objectives & Projects & Other Work Work

Strategic objectives
Lead team · target

D · Establish quantifiable Key Performance Indicators (KPIs) for each department

Projects
Report on progress

- Library: monthly usage statistics (was annual)
- Fire: define KPIs through the CRA/SOC and strategic plan

E · Review recruiting and retention practices to recruit, attract, and retain outstanding staff members

- Citywide Employee Evaluation Program
- HR Policy Modernization | Claims Review & Risk Mitigation
- South Pasadena University training program

New in 2026

F · Evaluation of Community Services Programs using consistent data and performance measures to improve program evaluation, accountability, and data-informed decision making.

- Program assessment complete (Parks Comprehensive Plan)
- UCLA MPH study of adult and active-aging programs
- Consistent data and performance measures, in progress

FOCUS AREA 5

Operational Efficiencies: Recruiting and Retention

Strategic objectives

E · Review recruiting and retention practices to recruit, attract, and retain outstanding staff members

Projects

Report on progress

- Lead: City Manager's Office, Human Resources

- **Citywide Employee Evaluation Program**
  - Evaluation templates in NEOGOV, guides and FAQs completed July 2026
  - Trainings completed September 2026
  - Full rollout November 2026: full-time staff on NEOGOV; paper form for part-time staff only
- **HR Policy Modernization & Workflow Standardization**
  - Recommended changes to Personnel Rules and Regulations, est. April 2027
  - PD sworn and non-sworn recruitment workflow and SOP completed July 2026; citywide recruitment and selection SOP est. Sept. 30, 2026
  - Return to Work Policy approved by the union in August 2026; supplemental light-duty policy October 2026
- **Quarterly Claims Review & Risk Mitigation**
  - George Hills awarded General Liability third-party administration contract, June 2026
  - GL and WC comparison for FY 2025-26 and current year, August 2026; Risk Management training, September 2026
  - Subrogation training and monthly case reviews with St. George begin October 2026
  - Performance metrics and trend analysis begin at the 9-month mark in March
- **Employee Training & Development (South Pasadena University)**
  - First cohort finishes six modules December 2026 (four done; two in October); second cohort January 2027
  - Classification Plan update and NEOGOV training catalogue review, October 2026
  - Master Training Catalogue November 2026; single training repository April 2027

FOCUS AREA 5

Operational Efficiencies: Program Evaluation

Strategic objectives

F · Evaluation of Community Services Programs using consistent data and performance measures to improve program evaluation, accountability, and data-informed decision making

- Lead: City Manager's Office, Community Services

Projects

Report on progress

- As part of the Parks Comprehensive Plan, completed a program assessment of current recreation programs, service delivery, participation trends and opportunities for future program development.
- Partnered with UCLA Master of Public Health students on an assessment of programs and services for adults and active aging adults: community needs, service gaps and ways to strengthen programming.
- Began exploring additional consultants who specialize in recreation program evaluation for a fuller assessment of programming, performance measures, service delivery, participation and effectiveness.
- Continued using participant surveys and program feedback to understand customer satisfaction, program quality, community needs and opportunities for improvement.
- Evaluating consistent data collection and performance measures across programs, including participation, demand, cost recovery, community benefit, participant feedback and overall effectiveness.

FOCUS AREA 5

Operational Efficiencies: Other Work

Focus area

Work supporting Operational Efficiencies that is not tied to a single strategic objective

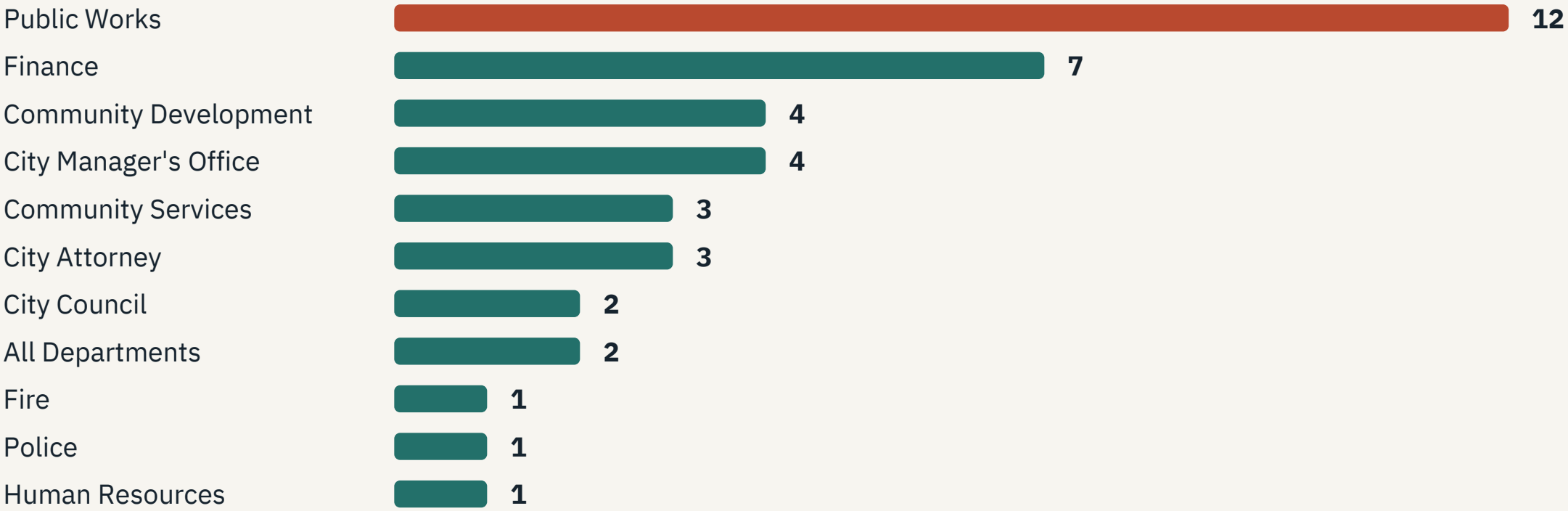
By department

Other work

- **Community Services**
  - Moved qualifying special events to the Temporary Use Permit process on the online permitting platform, for a more streamlined, standardized review across departments.
  - Developed and began implementing a new MOU and Partnership Agreements Policy to clarify approval authority and how partnerships with community organizations are formalized.
  - Reviewing and updating the Co-Sponsorship and Fee Waiver Policy for a clearer, more transparent process for requests for City support and fee reductions.
- **Fire Department**
  - **Firefighter Trainee progression**: support three trainees through probation and paramedic school toward Firefighter Paramedic. 0–18 months.
  - **Acting-rank and succession depth**: develop Acting Engineers, Captains and Division Chiefs using the Career Development Guide. 6–18 months, ongoing.
  - **Return-to-work program**: continue the program for the one employee on injury leave. Ongoing.

LEAD TEAMS

Who leads the 26 priorities



Each count is the number of priorities a team leads or co-leads. Many priorities have two or more leads, so counts add up to more than 26.

CITY OF SOUTH PASADENA
RESOLUTION NO. 7990

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING ADDITIONAL CITY COUNCIL PRIORITIES IDENTIFIED DURING FEBRUARY 25, 2026, SPECIAL CITY COUNCIL STUDY SESSION AND DIRECTING STAFF TO INCORPORATE THESE PRIORITIES INTO DEPARTMENTAL WORK PLANS AND FUTURE BUDGET DEVELOPMENT

WHEREAS, the City Council periodically establishes goals and priorities to guide the City's policy direction, organizational work program, and allocation of resources; and;

WHEREAS, on February 25, 2026, the City Council held a Special Study Session to review progress on the City's existing goals and priorities, review departmental work plans and community survey results, and discuss potential additional priorities to guide the City's work program; and

WHEREAS, during the Study Session the City Council engaged in a facilitated priority-setting exercise and discussed potential additional initiatives to address emerging community needs and policy objectives; and

WHEREAS, following discussion, the City Council reached consensus on several additional priority areas to be incorporated into the City's existing goals and priorities; and

WHEREAS, formally adopting these additional priorities will provide clear policy direction to staff and support alignment between the City Council's priorities, departmental work plans, and the development of the City's annual budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council hereby adopts the following additional City Council priorities identified during the February 25, 2026, Special Study Session:

1. Evaluation of Community Services Programs using consistent data and performance measures to improve program evaluation, accountability, and data-informed decision making

2. Exploration of Additional Traffic Mitigation Efforts and Safety Strategies to address traffic safety concerns, improve mobility, and enhance neighborhood quality of life.
3. Development of an Urban Forest Management Plan to guide the long-term maintenance, preservation, and expansion of the City's urban tree canopy and support environmental sustainability and climate resilience.

SECTION 2. City staff is directed to incorporate these priorities into departmental work plans and to evaluate potential funding strategies as part of the City's budget development process and future resource allocation decisions.

SECTION 3. City staff shall periodically report to the City Council regarding progress made toward the implementation of these priorities.

SECTION 4. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED on this 18th day of March 2026.

Sheila Rossi, Mayor

ATTEST:

Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY that Resolution No. 7990 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18th day of March 2026, by the following vote:

AYES: Braun, Primuth, Cacciotti, Ferguson, Mayor Rossi

NOES: None.

ABSENT: None.

ABSTAINED: None.

Nikima Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 25

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONTINUED PUBLIC COMMENT - GENERAL**
This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

City Council Agenda Report

ITEM NO. 26

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **COUNCILMEMBER COMMUNICATIONS**

City Council Agenda Report

ITEM NO. 27

DATE: October 7, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CITY MANAGER COMMUNICATIONS**