



Community Development

919 Palm Street, San Luis Obispo, CA 93401-3218
805.781.7170
slocity.org

Notice Requesting Proposals for Specification No. 91521

PLANNING REVIEW SERVICES

The City of San Luis Obispo is requesting sealed proposals for planning review services of development applications necessary to determine compliance with all applicable zoning, planning, and development codes and laws pursuant to Specification No. 91521. All proposals must be received by the Finance Division by **1:00 pm on Thursday, October 6, 2016** when they will be opened publicly in the City Hall Council Chambers, 990 Palm Street, San Luis Obispo, CA 93401.

Proposals received after said time will not be considered. To guard against premature opening, each proposal shall be submitted to the Finance Division in a sealed envelope plainly marked with the proposal title, specification number, proposer name, and time and date of the proposal opening. Proposals shall be submitted using the forms provided in the specification package.

A pre-proposal conference will be held at the Community Development Department, 919 Palm Street, San Luis Obispo, CA on *Thursday, September 22, 2016 at 2:00 p.m.* to answer any questions that the prospective proposers may have regarding the City's request for proposals.

Specification packages and additional information may be obtained by contacting Doug Davidson ddavidson@slocity.org at (805) 781-7177.



The City of San Luis Obispo is committed to including disabled persons in all of our services, programs and activities. Telecommunications Device for the Deaf (805) 781-7410.

Specification No. 91521

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Section A

DESCRIPTION OF WORK

I. INTRODUCTION

The City of San Luis Obispo (City) wishes to obtain the services of one or more professional governmental consulting firms (Consultant) to provide planning services for development projects and/or Plan Amendments necessary to determine compliance with all applicable City zoning and planning policies and standards. The selected firm(s) will be issued an open purchase order and projects will be assigned by the City's Deputy Director, Development Review.

II. DESCRIPTION OF PROJECT

The project, in general will consist of the thorough review of planning applications from the initial review, completeness determination, project management, meetings with staff and applicant, preparation of staff report(s), environmental review documentation, presentation(s) to decision makers, and other tasks as assigned. Projects could be straight development applications and/or General Plan/Specific Plan Amendments, or Zone Changes. Dependent upon the scope of each specific project assigned, each project may vary in its specific review requirements. The Deputy Director will review with the consultant the specific work scope and processing timing of each project. The City shall provide the consultant with copies of the Zoning Regulations, Subdivision Regulations, General Plan, Community Design Guidelines, and other policy documents, as necessary.

Projects shall be assigned at the sole discretion of the Deputy Director and the City. The City may use its own employees and/or other independent Consultants to perform plan reviews in addition to any such work assigned to Consultant. The volume of planning projects is dependent upon economic conditions that are outside the control of the City. Consequently, there is no guarantee provided as to the minimum or maximum volume of work that may be assigned to a Consultant within any given time period.

In the course of the plan review process, the Consultant shall avoid situations involving an actual or potential conflict of interest, shall act as an agent and a deputy of the Deputy Director, and shall act in the interests of the City and the citizens of San Luis Obispo. Consultants shall provide no services for any private client within the corporate boundaries of the City during the contract period.

Section B

GENERAL TERMS AND CONDITIONS

PROPOSAL REQUIREMENTS

1. **Requirement to Meet All Provisions.** Each individual or firm submitting a proposal (proposer) shall meet all of the terms, and conditions of the Request for Proposals (RFP) specifications package. By virtue of its proposal submittal, the proposer acknowledges agreement with and acceptance of all provisions of the RFP specifications.
2. **Proposal Submittal.** Each proposal must be submitted on the form(s) provided in the specifications and accompanied by any other required submittals or supplemental materials. Proposal documents shall be enclosed in an envelope that shall be sealed and addressed to the Department of Finance, City of San Luis Obispo, 990 Palm Street, San Luis Obispo, CA, 93401. In order to guard against premature opening, the proposal should be clearly labeled with the proposal title, specification number, name of proposer, and date and time of proposal opening. No FAX submittals will be accepted.
3. **Insurance Certificate.** Each proposal must include a certificate of insurance showing:
 - a. The insurance carrier and its A.M. Best rating.
 - b. Scope of coverage and limits.
 - c. Deductibles and self-insured retention.

The purpose of this submittal is to generally assess the adequacy of the proposer's insurance coverage during proposal evaluation; as discussed under paragraph 12 below, endorsements are not required until contract award. The City's insurance requirements are detailed in Section E.

4. **Proposal Quotes and Unit Price Extensions.** The extensions of unit prices for the quantities indicated and the lump sum prices quoted by the proposer must be entered in figures in the spaces provided on the Proposal Submittal Form(s). Any lump sum bid shall be stated in figures. The Proposal Submittal Form(s) must be totally completed. If the unit price and the total amount stated by any proposer for any item are not in agreement, the unit price alone will be considered as representing the proposer's intention and the proposal total will be corrected to conform to the specified unit price.
5. **Proposal Withdrawal and Opening.** A proposer may withdraw its proposal, without prejudice prior to the time specified for the proposal opening, by submitting a written request to the Director of Finance for its withdrawal, in which event the proposal will be returned to the proposer unopened. No proposal received after the time specified or at any place other than that stated in the "Notice Requesting Proposals" will be considered. All proposals will be opened and declared publicly. Proposers or their representatives are invited to be present at the opening of the proposals.
6. **Submittal of One Proposal Only.** No individual or business entity of any kind shall be allowed to make or file, or to be interested in more than one proposal, except an alternative proposal when specifically requested; however, an individual or business entity that has submitted a sub-proposal to a proposer submitting a proposal, or who has quoted prices on materials to such proposer, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other proposers submitting proposals.
7. **Cooperative Purchasing.** During the term of the contract, the successful proposer will extend all terms and conditions to any other local governmental agencies upon their request. These agencies will issue their own purchase orders, will directly receive goods or services at their place of business and will be directly billed by the successful proposer.
8. **Communications.** All timely requests for information submitted in writing will receive a written response from the City. Telephone communications with City staff are not encouraged, but will be permitted. However, any such oral communication shall not be binding on the City.

CONTRACT AWARD AND EXECUTION

9. **Proposal Retention and Award.** The City reserves the right to retain all proposals for a period of 60 days for examination and comparison. The City also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations. See the "special terms and conditions" in Section C of these specifications for proposal evaluation and contract award criteria.
10. **Competency and Responsibility of Proposer.** The City reserves full discretion to determine the competence and responsibility, professionally and/or financially, of proposers. Proposers will provide, in a timely manner, all information that the City deems necessary to make such a decision.
11. **Contract Requirement.** The proposer to whom award is made (Consultant) shall execute a written contract with the City within ten (10) calendar days after notice of the award has been sent by mail to it at the address given in its proposal. The contract shall be made in the form adopted by the City and incorporated in these specifications.
12. **Insurance Requirements.** The Consultant shall provide proof of insurance in the form, coverages and amounts specified in Section E of these specifications within 10 (ten) calendar days after notice of contract award as a precondition to contract execution.
13. **Business Tax.** The Consultant must have a valid City of San Luis Obispo business tax certificate before execution of the contract. Additional information regarding the City's business tax program may be obtained by calling (805) 781-7134.

CONTRACT PERFORMANCE

14. **Ability to Perform.** The Consultant warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all federal, state, county, city, and special district laws, ordinances, and regulations.
15. **Laws to be Observed.** The Consultant shall keep itself fully informed of and shall observe and comply with all applicable state and federal laws and county and City of San Luis Obispo ordinances, regulations and adopted codes during its performance of the work.
16. **Payment of Taxes.** The contract prices shall include full compensation for all taxes that the Consultant is required to pay.
17. **Permits and Licenses.** The Consultant shall procure all permits and licenses, pay all charges and fees, and give all notices necessary.
18. **Safety Provisions.** The Consultant shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.
19. **Public and Employee Safety.** Whenever the Consultant's operations create a condition hazardous to the public or City employees, it shall, at its expense and without cost to the City, furnish, erect and maintain such fences, temporary railings, barricades, lights, signs and other devices and take such other protective measures as are necessary to prevent accidents or damage or injury to the public and employees.
20. **Preservation of City Property.** The Consultant shall provide and install suitable safeguards, approved by the City, to protect City property from injury or damage. If City property is injured or damaged resulting from the Consultant's operations, it shall be replaced or restored at the Consultant's expense. The facilities shall be replaced or restored to a condition as good as when the Consultant began work.

21. **Immigration Act of 1986.** The Consultant warrants on behalf of itself and all sub-consultants engaged for the performance of this work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
22. **Consultant Non-Discrimination.** In the performance of this work, the Consultant agrees that it will not engage in, nor permit such sub-consultants as it may employ, to engage in discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, sexual orientation, or religion of such persons.
23. **Work Delays.** Should the Consultant be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the City, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions arising out of defense or war programs, then the time of completion may, at the City's sole option, be extended for such periods as may be agreed upon by the City and the Consultant. In the event that there is insufficient time to grant such extensions prior to the completion date of the contract, the City may, at the time of acceptance of the work, waive liquidated damages that may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.
24. **Payment Terms.** The City's payment terms are 30 days from the receipt of an original invoice and acceptance by the City of the materials, supplies, equipment or services provided by the Consultant (Net 30).
25. **Inspection.** The Consultant shall furnish City with every reasonable opportunity for City to ascertain that the services of the Consultant are being performed in accordance with the requirements and intentions of this contract. All work done and all materials furnished, if any, shall be subject to the City's inspection and approval. The inspection of such work shall not relieve Consultant of any of its obligations to fulfill its contract requirements.
26. **Audit.** The City shall have the option of inspecting and/or auditing all records and other written materials used by Consultant in preparing its invoices to City as a condition precedent to any payment to Consultant.
27. **Interests of Consultant.** The Consultant covenants that it presently has no interest, and shall not acquire any interest—direct, indirect or otherwise—that would conflict in any manner or degree with the performance of the work hereunder. The Consultant further covenants that, in the performance of this work, no sub-consultant or person having such an interest shall be employed. The Consultant certifies that no one who has or will have any financial interest in performing this work is an officer or employee of the City. It is hereby expressly agreed that, in the performance of the work hereunder, the Consultant shall at all times be deemed an independent Consultant and not an agent or employee of the City.
28. **Hold Harmless and Indemnification.** The Consultant agrees to defend, indemnify, protect and hold the City and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to the Consultant's employees, agents or officers that arise from or are connected with or are caused or claimed to be caused by the acts or omissions of the Consultant, and its agents, officers or employees, in performing the work or services herein, and all expenses of investigating and defending against same; provided, however, that the Consultant's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the City, its agents, officers or employees.
29. **Contract Assignment.** The Consultant shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City.

30. **Termination.** If, during the term of the contract, the City determines that the Consultant is not faithfully abiding by any term or condition contained herein, the City may notify the Consultant in writing of such defect or failure to perform. This notice must give the Consultant a 10 (ten) calendar day notice of time thereafter in which to perform said work or cure the deficiency.

If the Consultant has not performed the work or cured the deficiency within the ten days specified in the notice, such shall constitute a breach of the contract and the City may terminate the contract immediately by written notice to the Consultant to said effect. Thereafter, neither party shall have any further duties, obligations, responsibilities, or rights under the contract except, however, any and all obligations of the Consultant's surety shall remain in full force and effect, and shall not be extinguished, reduced, or in any manner waived by the termination thereof.

In said event, the Consultant shall be entitled to the reasonable value of its services performed from the beginning date in which the breach occurs up to the day it received the City's Notice of Termination, minus any offset from such payment representing the City's damages from such breach. "Reasonable value" includes fees or charges for goods or services as of the last milestone or task satisfactorily delivered or completed by the Consultant as may be set forth in the Agreement payment schedule; compensation for any other work, services or goods performed or provided by the Consultant shall be based solely on the City's assessment of the value of the work-in-progress in completing the overall workscope.

The City reserves the right to delay any such payment until completion or confirmed abandonment of the project, as may be determined in the City's sole discretion, so as to permit a full and complete accounting of costs. In no event, however, shall the Consultant be entitled to receive in excess of the compensation quoted in its proposal.

Section C

SPECIAL TERMS AND CONDITIONS

1. **Proposal Content.** Your proposal must include the following information:

Submittal Forms

- a. Proposal submittal summary.
- b. Certificate of insurance.
- c. References from at least three municipalities for whom you have provided similar services.
- d. Completion of the Technical Specification Sheet and Proposal Submittal Form.

Prospective consultants shall be qualified based upon experience, education, training, and professional registration and certification. Proposals shall indicate the following in a detailed manner:

2. **Qualifications**

- a. Experience of your firm in performing similar services.
- b. Education, training, experience, professional registration and certification of the principal and of staff members who will be involved in the project. Include resumes of the individuals who would be assigned to this project, including any sub-contractors.
- c. Statement and explanation of any instances where your firm has been removed from a project or disqualified from proposing on a project.
- d. Any additional capabilities of the firm or optional services that may be offered (e.g. inspection services, CASp services), which supplement the scope of the project description.

Work Program

- e. A brief narrative of the processes that will be employed to accomplish the project including a discussion of the quality control measures.
- f. Proposed Plan Review turn-around times.
- g. Any other information that would assist us in making this contract award decision.

Compensation

- h. Proposed compensation shall be delineated on the Proposal Submittal Form provided with this RFP.
- i. A standard hourly billing rate for the assigned plan reviews.

Proposal Length and Copies

- j. Proposals should not exceed 50 pages, including attachments and supplemental materials.
- k. Six copies of the proposal must be submitted.

3. **Proposal Evaluation and Selection.** Proposals will be evaluated by a review committee based on the following criteria:

- a. Understanding of the work required by the City.
- b. Quality, clarity and responsiveness of the proposal.
- c. Demonstrated competence and professional qualifications necessary for successfully performing the work required by the City.
- d. Recent experience in successfully performing similar services.
- e. Proposed approach in completing the work.
- f. References.
- g. Background and related experience of the specific individuals to be assigned to this project.
- h. Proposed compensation.

As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating the proposals and discussing them further with the finalists or the tentatively selected Consultant, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

4. **Proposal Review and Award Schedule.** The following is an outline of the anticipated schedule for proposal review and contract award:

a.	Issue RFP	9/7
b.	Conduct pre-proposal conference	9/22
c.	Receive proposals	10/6
d.	Complete proposal evaluation	10/14
e.	Conduct finalist interviews	10/20
f.	Finalize staff recommendation	10/31
g.	Award contract	11/3
h.	Execute contract	11/9
i.	Start work	11/10

5. **Pre-Proposal Conference.** An optional pre-proposal conference call (attendance optional) will be held at the following location, date, and time to answer any questions that prospective proposers may have regarding this RFP:

Thursday, September 22, 2016, 2:00 PM
Community Development Department
919 Palm Street, San Luis Obispo, CA 93401

Participants may contact Doug Davidson ddavidson@slocity.org at (805) 781-7177 for log-in information for the conference call, to be available at least 24 hours in advance.

6. **Ownership of Materials.** All original drawings, plan documents and other materials prepared by or in possession of the Consultant as part of the work or services under these specifications shall become the permanent property of the City, and shall be delivered to the City upon demand.

7. **Release of Reports and Information.** Any reports, information, data, or other material given to, prepared by or assembled by the Consultant as part of the work or services under these specifications shall be the property of City and shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

8. **Copies of Reports and Information.** If the City requests additional copies of reports, drawings, specifications, or any other material in addition to what the Consultant is required to furnish in limited quantities as part of the work or services under these specifications, the Consultant shall provide such additional copies as are requested, and City shall compensate the Consultant for the costs of duplicating of such copies at the Consultant's direct expense.

9. **Required Deliverable Products.** The Consultant will be required to provide:

- a. Planning Application reviews (staff reports, letters, forms, etc.) will be accompanied by a Transmittal Sheet which should include any relevant comments or instructions for City staff, and if the plan review was assigned on an hourly basis, the total hours to be billed. Failure to include the total hours to be billed, will result in forfeiture of any charges for hours not reported on the Transmittal Sheet.

b. When computers have been used to produce materials submitted to the City as a part of the workscope, the Consultant must provide the corresponding computer files to the City, compatible with the following programs whenever possible unless otherwise directed by the project manager:

- | | |
|---------------------------------|----------------------|
| • Word Processing | Word |
| • Spreadsheets | Excel |
| • Desktop Publishing | CorelDraw, PageMaker |
| • Computer Aided Drafting (CAD) | AutoCAD |

Computer files must be on 3½", high-density, write-protected diskettes, formatted for use on IBM-compatible systems. Each diskette must be clearly labeled and have a printed copy of the directory. Alternatively, files may be emailed to the City.

10. **Attendance at Meetings and Hearings.** As part of the workscope and included in the contract price is attendance by the Consultant at up to three public meetings to present the staff report and discuss its findings and recommendations before the Advisory Bodies and/or City Council, as necessary. Consultant shall attend as many "working" meetings with staff as necessary in performing workscope tasks.
11. **Alternative Proposals.** The proposer may submit an alternative proposal (or proposals) that it believes will also meet the City's project objectives but in a different way. In this case, the proposer must provide an analysis of the advantages and disadvantages of each of the alternatives, and discuss under what circumstances the City would prefer one alternative to the other(s). If an alternative proposal is submitted, the maximum length of the proposal may be expanded proportionately by the number of alternatives submitted.
12. **Accuracy of RFP.** The specifications for this project are believed by the City to be accurate and to contain no affirmative misrepresentation or any concealment of fact. Proposers are cautioned to undertake an independent analysis of any test results in the specifications, as City does not guaranty the accuracy of its interpretation of test results contained in the specifications package. In preparing its proposal, the proposer and all sub-consultants named in its proposal shall bear sole responsibility for proposal preparation errors resulting from any misstatements or omissions in the plans and specifications that could easily have been ascertained by examining either the project site or accurate test data in the City's possession. Although the effect of ambiguities or defects in the plans and specifications will be as determined by law, any patent ambiguity or defect shall give rise to a duty of proposer to inquire prior to proposal submittal. Failure to so inquire shall cause any such ambiguity or defect to be construed against the proposer. An ambiguity or defect shall be considered patent if it is of such a nature that the proposer, assuming reasonable skill, ability and diligence on its part, knew or should have known of the existence of the ambiguity or defect. Furthermore, failure of the proposer or sub-consultants to notify City in writing of specification or plan defects or ambiguities prior to proposal submittal shall waive any right to assert said defects or ambiguities subsequent to submittal of the proposal.

To the extent that these specifications constitute performance specifications, the City shall not be liable for costs incurred by the successful proposer to achieve the project's objective or standard beyond the amounts provided there for in the proposal.

In the event that, after awarding the contract, any dispute arises as a result of any actual or alleged ambiguity or defect in the plans and/or specifications, or any other matter whatsoever, Consultant shall immediately notify the City in writing, and the Consultant and all sub-consultants shall continue to perform, irrespective of whether or not the ambiguity or defect is major, material, minor or trivial, and irrespective of whether or not a change order, time extension, or additional compensation has been granted by City. Failure to provide the hereinbefore described written notice within one (1) working day of Consultant's becoming aware of the facts giving rise to the dispute shall constitute a waiver of the right to assert the causative role of the defect or ambiguity in the plans or specifications concerning the dispute.

Section D

FORM OF AGREEMENT

AGREEMENT

THIS AGREEMENT is made and entered into in the City of San Luis Obispo on DATE by and between the CITY OF SAN LUIS OBISPO, a municipal corporation, hereinafter referred to as City, and FIRM NAME hereinafter referred to as Consultant.

WITNESSETH

WHEREAS, on DATE, City requested proposals for TITLE Services PER Specification No. XXXXX.

WHEREAS, pursuant to said request, Consultant submitted a proposal that was accepted by City for said services.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

- 1. Term.** The term of this Agreement shall be for three years from the date this Agreement is made and entered, as first written above
- 2. Incorporation by Reference.** City Specification No. XXXXX and Consultant's proposal dated [date], are hereby incorporated in and made a part of this Agreement. To the extent that there are any conflicts between the City's specification and this Agreement and the Consultant's proposal, the terms of the City's specification and this Agreement shall prevail, unless specifically agreed otherwise in writing signed by both parties.
- 3. Start and Completion of Work.** Work on this project shall begin within five calendar days after contract execution. Individual projects shall be completed in accordance with approved project schedules.
- 4. Contract Term for On-Call Service Contracts.** The interim services requested will be contracted for by the City on as needed basis and as requested in writing by the City. The City reserves the right to use other contractors for the same or similar services or to request proposals for similar services as needed while Consultant provides services.
- 5. Work Delays.** Should the Consultant be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the City, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions arising out of defense or war programs, then the time of completion may, at the City's sole option, be extended for such periods as may be agreed upon by the City and the Consultant. In the event that there is insufficient time to grant such extensions prior to the completion date of the contract, the City may, at the time of acceptance of the work, waive liquidated damages that may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.
- 6. Termination.** If, during the term of the contract, the City determines that the Consultant is not faithfully abiding by any term or condition contained herein, or the Consultant's work is determined to be deficient, the City may notify the Consultant in writing of such defect or failure to perform. This notice will give the Consultant a 10 (ten) calendar day notice of time thereafter in which to perform said work or cure the deficiency.

If the Consultant has not performed the work or cured the deficiency within the ten days specified in the notice, such shall constitute a breach of the contract and the City may terminate the contract immediately by written notice to the Consultant to said effect. Thereafter, neither party shall have any further duties, obligations, responsibilities, or rights under the contract except, however, any and all obligations of the Consultant's surety shall remain in full force and effect, and shall not be extinguished, reduced, or in any manner waived by the termination thereof.

In said event, the Consultant shall be entitled to the reasonable value of its services performed from the beginning date in which the breach occurs up to the day it received the City's Notice of Termination, minus any offset from such payment representing the City's damages from such breach. "Reasonable value" includes fees or charges for goods or services as of the last milestone or task satisfactorily delivered or completed by the Consultant as may be set forth in the Agreement payment schedule; compensation for any other work, services or goods performed or provided by the Consultant shall be based solely on the City's assessment of the value of the work-in-progress in completing the overall work scope.

The City reserves the right to delay any such payment until completion or confirmed abandonment of the project, as may be determined in the City's sole discretion, so as to permit a full and complete accounting of costs. In no event, however, shall the Consultant be entitled to receive in excess of the compensation quoted in its proposal.

If, at any time during the term of the contract, the City determines that the proposed work is not feasible due to funding shortages or unforeseen circumstances, the City reserves the right to terminate the contract. Consultant will be paid compensation due and payable to the date of termination.

7. **Ability to Perform.** The Consultant warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all applicable federal, state, county, city, and special district laws, ordinances, and regulations.
8. **Sub-contract Provisions.** No portion of the work pertinent to this contract shall be subcontracted without written authorization by the City. Any substitution of sub-consultants must be approved in writing by the City. For any sub-contract for services in excess of \$25,000, the subcontract shall contain all provisions of this agreement.
9. **Contract Assignment.** The Consultant shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City.
10. **Inspection.** The Consultant shall furnish City with every reasonable opportunity for City to ascertain that the services of the Consultant are being performed in accordance with the requirements and intentions of this contract. All work done and all materials furnished, if any, shall be subject to the City's inspection and approval. The inspection of such work shall not relieve Consultant of any of its obligations to fulfill its contract requirements.
11. **Record Retention and Audit.** For the purpose of determining compliance with various laws and regulations as well as performance of the contract, the Consultant and sub-consultants shall maintain all books, documents, papers, accounting records and other evidence pertaining to the performance of the contract, including but not limited to the cost of administering the contract. Materials shall be made available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. Authorized representatives of the City shall have the option of inspecting and/or auditing all records. For Federally funded projects, access to records shall also include authorized representatives of the State and Federal government. Copies shall be furnished if requested.
12. **Conflict of Interest.** The Consultant shall disclose any financial, business, or other relationship with the City that may have an impact upon the outcome of this contract, or any ensuing construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing construction project which will follow.

The Consultant covenants that it presently has no interest, and shall not acquire any interest—direct, indirect or otherwise—that would conflict in any manner or degree with the performance of the work hereunder. The Consultant further covenants that, in the performance of this work, no sub-consultant or person having such an interest shall be employed. The Consultant certifies that no one who has or will have any financial interest in performing this work is an officer or employee of the City. It is hereby expressly agreed that, in the performance of the work hereunder, the Consultant shall at all times be deemed an independent Consultant and not an agent or employee of the City.
13. **Rebates, Kickbacks or Other Unlawful Consideration.** The Consultant warrants that this contract was not obtained or secured through rebates, kickbacks or other unlawful consideration, either promised or paid to any City employee. For breach or violation of the warranty, the City shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

14. **Covenant Against Contingent Fees.** The Consultant warrants by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Consultant for the purpose of securing business. For breach or violation of this warranty, the City has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
15. **Compliance with Laws and Wage Rates.** The Consultant shall keep itself fully informed of and shall observe and comply with all applicable state and federal laws and county and City of San Luis Obispo ordinances, regulations and adopted codes during its performance of the work.
16. **Payment of Taxes.** The contract prices shall include full compensation for all taxes that the Consultant is required to pay.
17. **Permits, Licenses and Filing Fees.** The Consultant shall obtain a City Business Registration and pay the appropriate fees.
18. **Safety Provisions.** The Consultant shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.
19. **Immigration Act of 1986.** The Consultant warrants on behalf of itself and all sub-consultants engaged for the performance of this work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
20. **Consultant Non-Discrimination.** In the award of subcontracts or in performance of this work, the Consultant agrees that it will not engage in, nor permit such sub-consultants as it may employ, to engage in discrimination in employment of persons on any basis prohibited by State or Federal law.
21. **Indemnification for Professional Liability.** *To the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.*
22. **Non-Exclusive Contract.** The City reserves the right to contract for the services listed in this proposal from other consultants during the contract term.
23. **Consultant Endorsement.** Technical reports, plans and specifications shall be stamped and signed by the Consultant where required.
24. **Ownership of Materials.** Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produced as part of this contract will automatically be vested in the City and no further agreement will be necessary to transfer ownership to the City. The Consultant shall furnish the City all necessary copies of data needed to complete the review and approval process.
25. **Release of Reports and Information.** Any reports, information, data, or other material given to, prepared by or assembled by the Consultant as part of the work or services under these specifications shall be the property of the City and shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

The Consultant shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by the City and receipt of the City's written permission.
26. **Consultant Invoices.** The Consultant shall deliver a monthly invoice to the City, itemized by project title, plan check number and address. Invoice must include a breakdown of charges by assigned project.
27. **Payment.** For providing services as specified in this Agreement, City will pay and Consultant shall receive therefore compensation in a total sum not to exceed the individual agreed upon project fee.

Charges shall be based on those quoted in the proposal. Charges for plan review shall be based on the percentage of the City plan review fee as stipulated in the proposal, unless the City explicitly assigns the project on an hourly basis. Charges for inspection services shall be based on the hourly rate as stipulated in the proposal, unless the City explicitly assigns the project on a percentage basis.

- 28. Payment Terms.** The City's payment terms are 30 days from the receipt of an original invoice and acceptance by the City of the materials, supplies, equipment or services provided by the Consultant (Net 30).
- 29. Resolution of Disputes.** Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of the City's Project Manager and the City Director of Community Development, who may consider written or verbal information submitted by the Consultant. Not later than thirty days after completion of all deliverables necessary to complete the plans, specifications and estimate, the Consultant may request review by the City Council of unresolved claims or disputes, other than audit, in accordance with Chapter 1.20 Appeals Procedure of the Municipal Code.

Any dispute concerning a question of fact arising under an audit of this contract that is not disposed of by agreement, shall be reviewed by the City's Chief Fiscal Officer. Not later than 30 days after issuance of the final audit report, the Consultant may request a review by the City's Chief Fiscal Officer of unresolved audit issues. The request for review must be submitted in writing.

Neither the pendency of a dispute, nor its consideration by the City will excuse the consultant from full and timely performance in accordance with the terms of this contract.

30. Agreement Parties.

City:	City Clerk City of San Luis Obispo 990 Palm Street San Luis Obispo, CA 93401	Consultant: FIRM NAME Attn: Principal authorized to sign Address
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All written notices to the parties hereto shall be sent by United States mail, postage prepaid by registered or certified mail addressed as shown above.

- 31. Incorporation by Reference.** Consultant's letter proposal dated December 30, 2015 is hereby incorporated in and made a part of this Agreement.
- 32. Amendments.** Any amendment, modification or variation from the terms of this Agreement shall be in writing and shall be effective only upon approval by the Community Development Director.
- 33. Working Out of Scope.** If, at any time during the project, the consultant is directed to do work by persons other than the City Project Manager and the Consultant believes that the work is outside of the scope of the original contract, the Consultant shall inform the Project Manager immediately. If the Project Manager and Consultant both agree that the work is outside of the project scope and is necessary to the successful completion of the project, then a fee will be established for such work based on Consultant's hourly billing rates or a lump sum price agreed upon between the City and the Consultant. Any extra work performed by Consultant without prior written approval from the City Project Manager shall be at Consultant's own expense.
- 34. Complete Agreement.** This written agreement, including all writings specifically incorporated herein by reference, shall constitute the complete agreement between the parties hereto. No oral agreement, understanding or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral agreement, understanding or representation be binding upon the parties hereto. For and in consideration of the payments and agreements hereinbefore mentioned to be made and performed by City, Consultant agrees with City to do everything required by this Agreement, the said specification and incorporated documents. Failure by the Consultant to carry out the requirements of this Agreement is a material breach of this agreement which may result in the termination of this Agreement or such other remedy as the City deems appropriate.

Authority to Execute Agreement. Both City and Consultant do covenant that each individual executing this agreement on behalf of each party is a person duly authorized and empowered to execute Agreements for such party.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

CITY OF SAN LUIS OBISPO:

Katie Lichtig, City Manager

APPROVED AS TO FORM:

CONSULTANT:

Christine Dietrick, City Attorney

By NAME
TITLE
FIRM NAME

Section E

INSURANCE REQUIREMENTS

Consultant Services

The Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or sub-consultants.

Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions Liability insurance as appropriate to the consultant's profession.

Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions Liability: \$1,000,000 per occurrence.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, official, employees, agents or volunteers.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Verification of Coverage. Consultant shall furnish the City with a certificate of insurance showing maintenance of the required insurance coverage. Original endorsements effecting general liability and automobile liability coverage required by this clause must also be provided. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before work commences.

Section F
PROPOSAL SUBMITTAL FORM

The undersigned declares that she or he has carefully examined Specification No. 9, which is hereby made a part of this proposal; is thoroughly familiar with its contents; is authorized to represent the proposing firm; and agrees to perform the specified work for the following cost quoted in full:

PROPOSAL ITEM: Planning Review Services

Consultant Fee as a Percentage of Planning Review Fee	%
Hourly Planning Review Fee	

Certificate of insurance attached; insurance company's A.M. Best rating: _____.

Firm Name and Address

<i>Contact</i>	<i>Phone</i>

Signature of Authorized Representative

	<i>Date</i>
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Technical Specification Submittal Form

The City is requesting proposals for Planning Review Services based on the following Technical Specifications.

TECHNICAL SPECIFICATIONS - Planning Services

Instructions: Complete the right-hand column indicating that the specification is acceptable or explaining an exception that you are proposing. Failure to complete the right-hand column may invalidate the proposal.

	SPECIFICATIONS	Acceptable / Exceptions
1.	Provide planning services for development projects, Plan Amendments, or other projects as assigned to determine compliance with all applicable planning and zoning policies and standards.	
2.	<p><u>SCOPE</u></p> <p>Project, in general will consist of the thorough review of planning applications from the initial review, completeness determination, project management, meetings with staff and applicant, preparation of staff report(s), environmental review documentation, presentation(s) to decision makers, and other tasks as assigned. Projects could be straight development applications and/or General Plan/Specific Plan Amendments, or Zone Changes. The City shall provide the consultant with copies of the Zoning Regulations, Subdivision Regulations, General Plan, Community Design Guidelines, and other policy documents, as necessary.</p>	
3.	<p><u>REQUIREMENTS</u></p> <p>A. Consultant shall utilize employees to review the planning applications who are qualified as professional planners by the appropriate level of education and/or experience to prepare the required project analysis.</p> <p>B. The standard turn-around time for assigned planning applications shall be determined in conjunction with the Deputy Director and the City's agreed-upon cycle times.</p> <p>C. Projects shall be assigned at the sole discretion of the Deputy Director and the City. The City may use its own employees and/or other independent Consultants to perform planning reviews in addition to any such work assigned to Consultant. The volume of planning applications is dependent upon economic conditions that are outside the control of the City. Consequently, there is no guarantee provided as to the minimum or maximum volume of work that may be assigned to a consultant within any given time period.</p> <p>D. In the course of providing planning services, the Consultant shall avoid situations involving an actual or potential conflict of interest, shall act as an agent and a deputy of the Deputy Director and shall act in the interest of the City and the citizens of San Luis Obispo. Consultants shall provide no services for any private client within the corporate boundaries of the City during the contract period.</p>	

<p>4.</p>	<p><u>COMPENSATION</u></p> <p>A. Proposals shall include the consultant’s expected compensation expressed as a <u>percentage</u> of the City’s planning application fees as determined in accordance with the attached Schedule of Fees (Attachment A).</p> <p>B. Projects not assigned a plan check fee by the Deputy Director are to be billed by the consultant to the City based on the hourly rate and the actual planning review time in one-half hour increments. The consultant’s current accumulated planning review hours, to be billable, must be specified on each transmittal sheet accompanying the plans. The final transmittal sheet accompanying the final report(s) must indicate the total accumulated hours. Hours not indicated on the transmittal sheets shall not be billable and will not be paid by the City.</p> <p>C. The Deputy Director may assign any plan review at an hourly rate rather than based on a percentage of fees at his/her sole discretion.</p> <p>D. The Consultant shall invoice the City for services rendered on a monthly basis.</p>	
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QUESTIONS REGARDING TECHNICAL ASPECTS OF THIS RFP SHOULD BE DIRECTED TO THE TECHNICAL AUTHORITY LISTED BELOW.

Doug Davidson, Deputy Director, Development Review
(805) 781-7177
ddavidson@slocity.org

REFERENCES

Number of years engaged in providing the services included within the scope of the specifications under the present business name: _____.

Describe fully the last three contracts performed by your firm that demonstrate your ability to provide the services included with the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1

Customer Name	
Contact Individual	
Telephone & FAX number	
Street Address	
City, State, Zip Code	
Description of services provided including contract amount, when provided and project outcome	

Reference No. 2

Customer Name	
Contact Individual	
Telephone & FAX number	
Street Address	
City, State, Zip Code	
Description of services provided including contract amount, when provided and project outcome	

Reference No. 3

Customer Name	
Contact Individual	
Telephone & FAX number	
Street Address	
City, State, Zip Code	
Description of services provided including contract amount, when provided and project outcome	

Section G

ATTACHMENT

1. Schedule of Planning Application Fees

Note: It is City policy to adjust the fees attached on an annual basis based on the CPI. Any other adjustments to the fees made by the City during the term of this contract will be subject to negotiation with the selected consultant for the scope of work to be assigned at the time.

CITY OF SAN LUIS OBISPO - PLANNING SERVICES

FEE SCHEDULE

The following fees and charges for planning services were approved by City Council Resolution on May 2, 1995, went into effect on August 28, 1995, and are adjusted annually, each July 1st, to reflect changes in the Consumer Price Index. **(New fees effective July 1, 2016)**

ZONING SERVICES

Sidewalk Sales Permit	123.00
Pre-Application Review	563.00
Pre-Application Review w/site check	1,125.00
Home Occupation Permit	141.00
Homestay Permit	314.00
Homestay Permit with Exceptions (Administrative Use Permit)	879.00
Administrative Use Permit	879.00
High Occupancy Residential Use Permit	
Creek Setback Exception Use Permit	
Nightclub Use Permit	
Secondary Dwelling Units	1,138.00
Planning Commission Use Permit	3,348.00
Downtown Housing Conversion Permit	4,665.00
Variance	959.00
Planned Development Permit	
Rezoning	9,075.00
Plan Amendment	1,878.00
Rezoning	
Map Amendment	6,808.00
Text Amendment	9,518.00
Time Extension/Modification	25% of current filing fee
Non-Profit Special Event Fee	64.00
Mills Act Participation Application	3,984.00
Affordable Housing Incentive Request	261.00
Land Use Documentation Requests	187.00
Administrative Approval Applications	314.00
Sidewalk Cafés	
Sidewalk Café User Permit	314.00
Sidewalk Café Use Fee per sq. ft./month	\$1.00
Sidewalk Tables and Chairs Permit	314.00
Building & Zoning Clearance + Bus. License	144.00
Projects with Seismic Strengthening of Unreinforced Masonry Building	45.00
School Tenant Permit	879.00

GENERAL & SPECIFIC PLANS

Specific Plan Amendment	15,170.00
General Plan Amendment	
Map (includes rezoning)	16,576.00
Text	17,325.00

ANNEXATIONS

Annexation	22,094.00
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OTHER PLANNING SERVICES

Environmental Impact Determination	2,633.00
(Project may be subject to Fish and Game Fees)	
EIR	3,119.74*
ND/MND	2,260.00*
Environmental Impact Study: Historic Resources*	546.00
Environmental Impact Report	
Consultant Contract plus 30% for Administrative & Review Services	
Architectural Review	
Signs	1,497.00
Conceptual Review	1,463.00
Development Projects	2,924.00
Minor-Incidental	1,138.00
Plan Revision	1,587.00
Time Extension/Modification	25% of current filing fee
Christmas Tree/Pumpkin Lot/Outdoor Sales	316.00
Fence Height Exception	515.00
Voluntary Merger**	521.00
Agreements**	412.00
Bonds/Guarantees (voluntary)	665.00
Change of Address	117.00
Street Name Change	5,677.00
Street Abandonment	11,065.00
Condominium Conversion	9,846.00
Development Agreement	time & materials
Appeals	281.00

Airport Land Use Commission Plan Review Fees

Administrative Review (per application)	124.00
Reviews requiring ALUC Hearings	495.00

SUBDIVISION SERVICES

Lot Line Adjustment	1,525.00
Tentative Subdivision Map	
Minor Subdivision (4 or less lots)	7,119.00
Tentative Tract Map (5 or more lots)	9,228.00
each additional lot	+ 235/Lot
Certificate of Compliance*	1,659.00
Time Extension/Modification	25% of current filing fee

To finalize subdivision projects, there may be additional Engineering Fees. Please check with that department at 781-7200.

* Includes a \$50 County Filing Fee
** Recording Fees Required

GENERAL PLAN (Binder Version)
 (Please see the General Plan in the literature cabinet for price)

- ✓ Land Use Element Text
- ✓ Circulation Element
- ✓ Housing Element
- ✓ Noise Element
- ✓ Safety Element (includes Seismic Safety)
- ✓ Conservation and Open Space Element
- ✓ Parks and Recreation Element
- ✓ Water & Wastewater Element

GENERAL PLAN (on CD) 4.00
GENERAL PLAN on the web: www.slocity.org Free

OTHER PUBLICATIONS FOR SALE

(Please see specific publication in literature cabinet for price)

- Archaeological Resources Preservation Guidelines
- Community Design Guidelines
- Historical Preservation Program Guidelines
- Laguna Lake Master Plan
- Mid-Higuera Enhancement Plan
- Noise Guidebook
- Parking and Driveway Standards
- Public Art – Policies and Procedures
- Railroad District Plan
- Secretary of the Interior’s Standards for the Treatment of Historic Properties
- SLO Downtown Housing Study
- Street Tree Planting
- Vehicle Maneuvering Template Transparency..... 1.00

SPECIFIC PLANS FOR SALE

(Please see specific plan in literature cabinet for price)

- Airport Area Specific Plan
- Edna-Islay Specific Plan
- Higuera Commerce Park Specific Plan
- Margarita Area Specific Plan

FREE PUBLICATIONS

- Checklist for Good Neighbors
- Consumer’s Guide to Hiring an Architect
- High Occupancy Residential Use Regulations
- How Many Dwellings Can You Build?
- Leaflet Leaflet
- Renter’s Checklist for Safe Housing
- Visual Arts in Public Places

ORDINANCES

- Construction Codes (SLO Amendments) 2.25
- Demolition and Building Relocation Codes..... 1.40
- *Sign Regulations
- *Subdivision Regulations
- *Zoning Regulations Text
- *Please see individual ordinance for price**

MAPS & COPIES

- Creek Map (Color) 2.50
- Creek Setback Classes Map 1.50
- General Plan Land Use Element Map (color) 8.00
- Zoning Regulations Map (color) 8.00
- Photo Copies:
 - Standard or Legal Size 40¢/page
 - 11" x 17" 70¢/page
- Faxes (per page) 3.00/page

Microfiche Copies (in house)

- 8-1/2" x 11" 51¢/page
- 11" x 17" 2.60/page
- 18" x 24" 3.15/page

POSTERS

- Downtown Conceptual Physical Plan 5.00
- Historic Railroad District Plan 10.00
- Natural San Luis Obispo..... 10.00

Other Services

- Audio CD \$7.00 per CD
- CD copies of available EIR's 10.00
- Documents on CD (over the counter)..... 4.00
- Documents on CD (mailed)..... 4.00
- DVDs 29.00 per DVD

Section H

PROPOSERS LIST

PLANNING SERVICES-SPECIFICATION NO 91521

AMEC 104 West Anapamu Street Suite 204A Santa Barbara, CA 93101 Ph: 805-962-0992 Fax: 805-966-1706	Dave Watson Planning Consultants P.O. Box 385 Pismo Beach, CA 93448 Ph: 805-704-8728 Email: Dave@WatsonPlanning.us
Jamie Kirk Consulting 8830 Morro Road Atascadero, CA 93422 Ph: (805) 461-5765 Fax: (805) 462-9466 Email: jamie@kirk-consulting.net	Jan Dileo P.O. Box 6062 Los Osos, CA 93412 Ph: (805) 528-7868 Email: Jandileo@charter.net
Jeff Oliveira Environmental Consulting 1645 Hillcrest Place San Luis Obispo, CA 93401 Ph: (805) 234-7393 Email: JeffO@Olive.env.com	John Knight Consulting P.O. Box 3159 San Luis Obispo, CA 93403 Ph: (805) 235-2406 Fax: (805) 783-0329 Email: Jknight@Jknightconsulting.com
John Rickenbach 7675 Bella Vista Road Atascadero, CA 93422 Ph: 805-610-1109 Email: JFRickenbach@aol.com	Lisa Wise Consulting 983 Osos Street San Luis Obispo, CA 93401 Ph: (805) 595-1345 Fax: (805) 595-1978 Email: lisa@lisawiseconsulting.com
LSA Associates 1998 Santa Barbara Street Suite 120 San Luis Obispo, CA 93401 Ph: (805) 782-0745 Fax: (805) 782-0796 Email: sanluisobispo@lsa-assoc.com	Oasis Associates Carol Florence 3427 Miguelito Court San Luis Obispo, CA 93401 Ph: (805) 541-4509 Fax: (805) 546-0525 Email: cmf@oasisassoc.com
Michael Baker International Tammy Seale 860 Walnut Street San Luis Obispo, CA 93401 Ph: (805) 250-7970 Fax: (805) 250-7971	Rincon Consultants 1530 Monterey Street San Luis Obispo, CA 93401 Ph: (805) 547-0900 Fax: (805) 547-0901

Wallace Group 612 Clarion Court San Luis Obispo, CA 93401 805-544-4011	
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CITY STANDBY 09/08/16 TO 09/15/16

PUBLIC WORKS STANDBY

•STREETS & TRAFFIC SIGNAL PROBLEMS

(PROBLEMS WITH TRAFFIC HAZARDS, TRAFFIC CONTROL AND SIGNAL ISSUES)

NAME: **ROLANDO LOPEZ**
FROM: 7:00 A.M. **09/08/16**

PHONE: **709-6351 OR 540-4745**
TO: 7:00 A.M. **09/15/16**

IF NO ANSWER AT THE ABOVE NUMBERS CALL: Jeff Kline 709-2320 or Carlos Ruelas cell 431-4194
IF UNSUCCESSFUL AT THE ABOVE NUMBERS CALL: Daryl Grigsby at (425) 765-1789

•PARKS MAINTENANCE (PROBLEMS WITH CITY TREES, PARKS, PARK RESTROOMS, JACK HOUSE GROUNDS AND OUTSIDE BATHROOMS & EL CHORRO COUNTY PARK LIGHTING)

NAME: **BILLY HARVEY**
FROM: 7:00 A.M. **09/08/16**

PHONE: **431-4455 OR 305-1452**
TO: 7:00 A.M. **09/15/16**

IF NO ANSWER, CALL: Parks Coordinator Adam Basden 431-0666 OR Jeff Hendricks at 431-4799
IF UNSUCCESSFUL AT THE ABOVE NUMBERS CALL: Daryl Grigsby at (425) 765-1789

•FACILITIES & PARKING STRUCTURES (PROBLEMS WITH CITY FACILITIES, BUILDINGS AND PARKING GARAGES)

NAME: **GUS AHUMADA**
FROM: 7:00 A.M. **09/08/16**

PHONE: **431-2873 OR 223-4845**
TO: 7:00 A.M. **09/15/16**

IF NO ANSWER, CALL: Standby Pager – 780-4813
IF UNSUCCESSFUL AT THE ABOVE NUMBERS CALL: Andrew Collins at 481-2091 or 431-0582,
OR Daryl Grigsby at (425) 765-1789

•NETWORK SERVICES (I.T.)

PHONE: **781-7007**

IF NO RESPONSE WITHIN 20 MINUTES AT THE ABOVE NUMBER CALL:
Miguel Guardado at 431-4381

UTILITIES STANDBY 09/08/16 TO 09/15/16**·WATER TREATMENT PLANT - STENNER CREEK**

IN CASE OF EMERGENCY CALL: Plant Operator at 781-7270 or cell 431-2904

IF NO ANSWER, CALL: Gary Hughes 235-1674 or 431-0787

IF NO ANSWER, CALL: Dean Furukawa 549-0277 or cell 431-2288

IF NO ANSWER, CALL: Aaron Floyd 431-4795 or 440-2668

IF UNSUCCESSFUL AT ALL THE ABOVE NUMBERS CALL: Carrie Mattingly 439-0752 or 441-4160

·WATER DISTRIBUTION (PROBLEMS WITH WATER)

NAME: **JERRY DAVIS** {CALL 1ST {540-9045}

PHONE: **431-7150 OR 235-5291**

FROM: 7: 00 A.M. **09/08/16**

TO: 7:00 A.M. **09/15/16**

*NOTE: CALL THE STANDBY PHONE FIRST: **540-9045**, THEN ALTERNATE NUMBERS ABOVE.

IF NO ANSWER, CALL: Marcus Henderson 440-6775 or 431-4734

IF NO ANSWER, CALL: Aaron Floyd 431-4795 or 440-2668

IF UNSUCCESSFUL AT ALL THE ABOVE NUMBERS CALL: Carrie Mattingly 439-0752 or 441-4160

·WASTEWATER COLLECTION (PROBLEMS WITH SEWER)

NAME: **JOHN HUMPHREY**

PHONE: **431-2206 OR 821-1187**

FROM: 7:00 A.M. **09/08/16**

TO: 7:00 A.M. **09/15/16**

IF NO ANSWER, CALL: Randy Stevenson 431-7145 or 461-1539

IF NO ANSWER, CALL: Bud Nance 461-1066 or 226-6563

IF UNSUCCESSFUL AT THE ABOVE NUMBER CALL: Dave Hix 238-2354 or 431-3178

·WHALE ROCK (RESERVOIR, TRANSMISSION, CONDUIT, BOOSTER PUMP STATIONS)

NAME: **ED HUMPHREY**

PHONE: **431-5342 OR *82 434-3903**

FROM: 7:00 A.M. **09/08/16**

TO: 7:00 A.M. **09/15/16**

*NOTE: IF NO ANSWER, CALL: John's pager #784-2500 or Ed's pager #541-7213

IF NO ANSWER, CALL: Noah Evans 540-8529 or 995-3701

IF NO ANSWER, CALL: Aaron Floyd 431-4795 or 440-2668

IF UNSUCCESSFUL AT ALL OF THE ABOVE CALL: Carrie Mattingly 439-0752 or 441-4160

·WATER RESOURCE RECOVERY FACILITY (WRRF) (PROBLEMS AT CITY WATER RECLAMATION PLANT AT 35 PRADO ROAD. THIS INCLUDES ALL INTRUSION ALARMS, ODOR COMPLAINTS AND ANY VISUAL ABNORMALITIES SEEN INSIDE THE FACILITY)

NAME: **ERNIE REDMAN**

PHONE: **431-0778**

FROM: 4:30 P.M. **09/07/16**

TO: 6:00 A.M. **09/14/16**

INTRUSION ALARM SERVICE: CALL STANLEY SECURITY 877-476-4968

IF UNSUCCESSFUL AT ABOVE CALL: PAM OUELLETTE: 528-5761 or 431-2595 or 748-3005.

IF UNSUCCESSFUL AT ABOVE CALL: HOWARD BREWEN 540-1523 or 286-2687 or 238-2956.

IF UNSUCCESSFUL AT ABOVE CALL: DAVE HIX 238-2354 or 431-3178

CDD AND PARKS & REC STANDBY 09/08/16 TO 09/15/16

• POST DISASTER ASSESSMENT

INCLUDES ASSESSMENT OF STRUCTURAL DAMAGE, FLOOD DAMAGE OR EARTHQUAKE DAMAGE TO BUILDINGS. PLEASE CONTACT:

Primary - Anne Schneider: Chief Building Official, Cell: (951) 206-8956

1st Alternate: Mark Sadowski Bldg. Inspector Home/Cell: (805) 720-3827, City Cell: 431-7162

2nd Alternate: Chris Olcott Bldg. Inspector Home/Cell: (805) 296-0118 City Cell: 540-5818

Final Alternate: Michael Codron, Community Development Director City Cell: 540-0767

• PARKS & RECREATION

RECREATION FACILITIES (For problems with locking and unlocking facilities for scheduled users at the following locations: City/County Library, Senior Center, Ludwick Community Center, Meadow Park Building, Jack House, Damon-Garcia, Santa Rosa Park (SLO Skate Park), Sinsheimer Stadium and Park BBQs.)

Monday through Friday: 9:00 am - 5:00 pm..... **(805) 781-7300**

P & R stand-by staff phone: M-F 5:00 pm - 10:00 pm..... **(805) 540-0378**

Saturday & Sunday: 8:00 am - 10:00 pm **P & R stand-by phone**..... **(805) 540-0378**

If No Answer at the above numbers call **Ryley Washbish**..... **(805) 235-5562**

If No Answer at the above numbers call **Devin Hyfield**..... **(805) 996-0277**

SINSHEIMER POOL - For problems with locking or unlocking the Sinsheimer Pool contact:

Sunday through Saturday 8:00 am - 10:00 pm

Ava Morales Davis..... **(415) 385-6383** If No Answer at the above number call

Ryley Washbish..... **(805) 235-5562** If No Answer at the above number call

Shawn Tucker..... **(805) 540-0624**

LAGUNA LAKE GOLF COURSE - For problems with locking or unlocking the Golf Course:

Sunday through Saturday 8:00 am - 5:00 pm Golf Pro Shop..... **(805) 781-7309**

OR: Golf Course Program Coordinator **(805) 781-7027**

If No Answer at above number call **Chris Woods**..... **(805) 540-0712.**

For Emergency Course Maintenance call **Matt Nowlen**..... **(805) 431-4067**

SANTA ROSA HOCKEY RINK & SLO SKATE PARK LIGHTS – For problems with facility lighting.

Monday through Sunday dusk - 10:00 pm Ryley Washbish..... **(805) 235-5562**

If No Answer at the above numbers call **Devin Hyfield**..... **(805) 996-0277**

If No Answer at the above numbers call **Dave Setterlund**..... **(530)386-7573**

*EL CHORRO COUNTY PARK – LIGHTING PROBLEMS ONLY, SEE PARKS MAINTENANCE

For all other Parks and Rec sites, please call

- **P&R Standby**..... **(805) 540-0378**

- **Then Ryley Washbish**... **(805) 235-5562**

- **Then Devin Hyfield**..... **(805) 996-0277**