

**ORIGINAL****SERVICE PROVIDER AGREEMENT**

THIS SERVICE PROVIDER AGREEMENT ("Agreement") is entered into this 31<sup>st</sup> day of August, 2017, by and between CITY OF ALAMEDA, a municipal corporation (the "City"), and NCE, a Nevada corporation whose address is **501 CANAL BOULEVARD, SUITE I, RICHMOND, CALIFORNIA 94804,** (the "Provider"), in reference to the following:

**RECITALS:**

- A. City is a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of the City.
- B. The City is in need of the following professional services to ensure compliance with the City's Municipal Regional Stormwater Permit: Trash Load Reduction Planning Support, Green Infrastructure Planning and On-Call Mapping and Reporting Support. Consistent with Administrative Instruction No. 5, the City selected the Provider as they possess the specialized knowledge, experience and skill needed to perform the special services which will be required by this Agreement.
- C. Provider possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.
- D. City and Consultant desire to enter into an agreement for Trash Capture Compliance, Green Infrastructure Planning and On-Call Support, upon the terms and conditions herein.

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

**1. TERM:**

The term of this Agreement shall commence on the 1<sup>st</sup> day of September 2017, and shall terminate on the 31<sup>st</sup> day of August 2018, unless terminated earlier as set forth herein.

This Agreement may be mutually extended on a year-by-year basis, for up to four (4) additional years, at the sole discretion of the Public Works Director, based, at a minimum, upon satisfactory performance of all aspects of this Agreement. The Public Works Director may submit written notice that the Agreement is to be extended at the same terms and compensation (plus an annual increase to the Consumer Price Index for the San Francisco Bay area as reported by the U.S. Department of Labor, Bureau of Labor Statistics for the previous calendar year.

**2. SERVICES TO BE PERFORMED:**

Provider agrees to do all necessary work at its own cost and expense, to furnish all labor, tools, equipment, materials, except as otherwise specified, and to do all necessary work included in Exhibit A as requested. The Provider acknowledges that the work plan included in Exhibit A is tentative and does not commit the City to request Provider to perform all tasks included therein.

**3. COMPENSATION TO PROVIDER:**

a. By the 7<sup>th</sup> day of each month, Provider shall submit to the City an invoice for the total amount of work done the previous month. Pricing and accounting of charges are to be according to the fee schedule as set forth in Exhibit B and incorporated herein by this reference. Extra work must be approved in writing by the City Manager or his/her designee prior to performance and shall be paid on a Time and Material basis as set forth in Exhibit B.

b. The total compensation for the work under this Agreement is not to exceed \$73,765.

**4. TIME IS OF THE ESSENCE:**

Provider and City agree that time is of the essence regarding the performance of this Agreement.

**5. STANDARD OF CARE:**

Provider agrees to perform all services hereunder in a manner commensurate with the prevailing standards of like professionals or service providers, as applicable, in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the City.

**6. INDEPENDENT PARTIES:**

Provider hereby declares that Provider is engaged as an independent business and Provider agrees to perform the services as an independent contractor. The manner and means of conducting the services and tasks are under the control of Provider, except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No civil service status or other right of employment will be acquired by virtue of Provider's services. None of the benefits provided by City to its employees, including but not limited to unemployment insurance, workers' compensation plans, vacation and sick leave are available from City to Provider, its employees or agents. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any compensation due to Provider. Payments of the above items, if required, are the responsibility of Provider.

**7. IMMIGRATION REFORM AND CONTROL ACT (IRCA):**

Provider assumes any and all responsibility for verifying the identity and employment authorization of all of its employees performing work hereunder, pursuant to all applicable IRCA or other federal, or state rules and regulations. Provider shall indemnify, defend, and hold City harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Provider.

**8. NON-DISCRIMINATION:**

Consistent with City's policy and state and federal law that harassment and discrimination are unacceptable conduct, Provider agrees that harassment or discrimination directed toward a job applicant, a City employee, or a citizen by Provider or Provider's employee on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex,

age, or sexual orientation will not be tolerated. Provider agrees that any and all violations of this provision shall constitute a material breach of this Agreement.

**9. HOLD HARMLESS:**

a. Provider shall indemnify, defend, and hold harmless the City, its City Council, boards, commissions, officials, employees, and volunteers ("**Indemnitees**") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees ("**Claims**"), arising from or in any manner connected to Provider's negligent act or omission, whether alleged or actual, regarding performance of services or work conducted or performed pursuant to this Agreement. If Claims are filed against Indemnitees which allege negligence on behalf of the Provider, Provider shall have no right of reimbursement against Indemnitees for the costs of defense even if negligence is not found on the part of Provider. However, Provider shall not be obligated to indemnify Indemnitees from Claims arising from the sole negligence or willful misconduct of Indemnitees.

b. **Indemnification for Claims for Professional Liability Only:** As to Claims for professional liability only, Provider's obligation to defend Indemnitees (as set forth above) is limited to the extent to which its professional liability insurance policy will provide such defense costs.

c. Provider's obligation to indemnify, defend and hold harmless Indemnitees shall expressly survive the expiration or early termination of this Agreement.

**10. INSURANCE:**

a. On or before the commencement of the terms of this Agreement, Provider shall furnish the City's Risk Manager with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with subsections 10A, B, C and D. Such certificates, which do not limit Provider's indemnification, shall also contain substantially the following statement:

"Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide ten (10) days' advance written notice to the City of Alameda. Attention: Risk Manager."

b. It is agreed that Provider shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to City and licensed to do insurance business in the State of California. Endorsements naming the City, its City Council, boards, commissions, officials, employees, and volunteers as additional insured shall be submitted with the insurance certificates.

**A. COVERAGE:**

Provider shall maintain the following insurance coverage:

(1) **Workers' Compensation:**

Statutory coverage as required by the State of California.

(2) **Liability:**

Commercial general liability coverage in the following minimum limits:

Bodily Injury:                   \$1,000,000 each occurrence  
  \$2,000,000 aggregate - all other

Property Damage:               \$1,000,000 each occurrence  
  \$2,000,000 aggregate

If submitted, combined single limit policy with aggregate limits in the amounts of \$2,000,000 will be considered equivalent to the required minimum limits shown above.

(3) **Automotive:**

Comprehensive automobile liability coverage (any auto) in the following minimum limits:

Bodily injury:                   \$1,000,000 each occurrence  
Property Damage:               \$1,000,000 each occurrence

or

Combined Single Limit:       \$2,000,000 each occurrence

(4) **Professional Liability:**

Professional liability insurance which includes coverage for the professional acts, errors and omissions of Provider in the following minimum limits:

\$1,000,000 each occurrence

**B. SUBROGATION WAIVER:**

Provider agrees that in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, Provider shall look solely to its insurance for recovery. Provider hereby grants to City, on behalf of any insurer providing comprehensive general and automotive liability insurance to either Provider or City with respect to the services of Provider herein, a waiver of any right to subrogation which any such insurer of said Provider may acquire against City by virtue of the payment of any loss under such insurance.

**C. FAILURE TO SECURE:**

If Provider at any time during the term hereof should fail to secure or maintain the foregoing insurance, City shall be permitted to obtain such insurance in the Provider's name or as an agent of the Provider and shall be compensated by the Provider for the costs of the insurance

premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

**D. ADDITIONAL INSURED:**

City, its City Council, boards, commissions, officials, employees, and volunteers shall be named as an additional insured under all insurance coverages, except worker's compensation and professional liability insurance. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof. Any other insurance held by an additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance provided by this policy.

**E. SUFFICIENCY OF INSURANCE:**

The insurance limits required by City are not represented as being sufficient to protect Provider. Provider is advised to consult Provider's insurance broker to determine adequate coverage for Provider.

**11. CONFLICT OF INTEREST:**

Provider warrants that it is not a conflict of interest for Provider to perform the services required by this Agreement. Provider may be required to fill out a conflict of interest form if the services provided under this Agreement requires Provider to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

**12. PROHIBITION AGAINST TRANSFERS:**

a. Provider shall not assign, sublease, hypothecate, or transfer this Agreement, or any interest therein, directly or indirectly, by operation of law or otherwise, without prior written consent of the City Manager. Provider shall submit a written request for consent to transfer to the City Manager at least thirty (30) days in advance of the desired transfer. The City Manager may consent or reject such request in his/her sole and absolute discretion. Any attempt to do so without said consent shall be null and void, and any assignee, sublessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money against the City under this Agreement may be assigned by Provider to a bank, trust company or other financial institution without prior written consent.

b. The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Provider, or of the interest of any general partner or joint venturer or syndicate member or cotenant, if Provider is a partnership or joint venture or syndicate or cotenancy, which shall result in changing the control of Provider, shall be construed as an assignment of this Agreement. Control means fifty percent or more of the voting power of the corporation.

**13. APPROVAL OF SUB-PROVIDERS:**

a. Only those persons and/or businesses whose names and resumes are attached to this Agreement shall be used in the performance of this Agreement. However, if after the start of this Agreement, Provider wishes to use sub-providers, at no additional costs to the City, then Provider shall submit a written request for consent to add sub-providers including the names of the sub-providers and the reasons for the request to the City Manager at least five (5) days in advance. The City Manager may consent or reject such requests in his/her sole and absolute discretion.

b. Each sub-provider shall be required to furnish proof of workers' compensation insurance and shall also be required to carry general, automobile and professional liability insurance (as applicable) in reasonable conformity to the insurance carried by the Provider. In addition, any tasks or services performed by sub-providers shall be subject to each provision of this Agreement.

c. The requirements in this Section 13 shall not apply to persons who are merely providing materials, supplies, data or information which the Provider then analyzes and incorporates into its work product.

**14. PERMITS AND LICENSES:**

Provider, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, certificates and licenses, including a City Business License that may be required in connection with the performance of the services and tasks hereunder.

**15. REPORTS:**

a. Each and every report, draft, work product, map, record and other document produced, prepared or caused to be prepared by Provider pursuant to or in connection with this Agreement shall be the exclusive property of City.

b. No report, information or other data given to or prepared or assembled by Provider pursuant to this Agreement shall be made available to any individual or organization by Provider without prior approval of the City Manager or his/her designee.

c. Provider shall, at such time and in such form as City Manager or his/her designee may require, furnish reports concerning the status of services and tasks required under this Agreement.

**16. RECORDS:**

a. Provider shall maintain complete and accurate records with respect to the services, tasks, work, documents and data in sufficient detail to permit an evaluation of the Provider's performance under the Agreement, as well as maintain books and records related to sales, costs, expenses, receipts and other such information required by City that relate to the performance of the services and tasks under this Agreement (collectively the "Records").

b. All Records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Provider shall provide free access to the Records to the representatives of City or its designees during regular business hours upon

reasonable prior notice. The City has the right to examine and audit the Records, and to make copies or transcripts therefrom as necessary, and to allow inspection of all proceedings and activities related to this Agreement. Such Records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained by Provider for a period of three (3) years after receipt of final payment.

c. If supplemental examination or audit of the Records is necessary due to concerns raised by City's preliminary examination or audit of records, and the City's supplemental examination or audit of the records discloses a failure to adhere to appropriate internal financial controls, or other breach of this Agreement or failure to act in good faith, then Provider shall reimburse the City for all reasonable costs and expenses associated with the supplemental examination or audit.

**17. NOTICES:**

a. All notices shall be in writing and delivered: (i) by hand; or (ii) sent by registered, express, or certified mail, with return receipt requested or with delivery confirmation requested from the U.S. postal service; or (iii) sent by overnight or same day courier service at the party's respective address listed in this Section.

b. Each notice shall be deemed to have been received on the earlier to occur of: (x) actual delivery or the date on which delivery is refused; or (y) three (3) days after notice is deposited in the U.S. mail or with a courier service in the manner described above (Sundays and City holidays excepted).

c. Either party may, at any time, change its notice address (other than to a post office box address) by giving the other party three (3) days prior written notice of the new address.

d. All notices, demands, requests, or approvals from Provider to City shall be addressed to City at:

City of Alameda  
Public Works Department  
950 West Mall Square, Room 110  
Alameda, CA 94501  
ATTENTION: Jim Barse, Program Specialist II  
Ph: (510) 747-7950 / Fax: (510) 769-6030

e. All notices, demands, requests, or approvals from City to Provider shall be addressed to Provider at:

NCE  
501 Canal Blvd., Suite I  
Richmond, CA 94804  
Attention: Marcy Kamerath, Project Scientist  
Ph: (510) 215-3620

**18. SAFETY:**

a. The Provider will be solely and completely responsible for conditions of all vehicles owned or operated by Provider, including the safety of all persons and property during performance of the services and tasks under this Agreement. This requirement will apply continuously and not be limited to normal working hours. In addition, Provider will comply with all safety provisions in conformance with U.S. Department of Labor Occupational Safety and Health Act, any equivalent state law, and all other applicable federal, state, county and local laws, ordinances, codes, and any regulations that may be detailed in other parts of the Agreement. Where any of these are in conflict, the more stringent requirements will be followed. The Provider's failure to thoroughly familiarize itself with the aforementioned safety provisions will not relieve it from compliance with the obligations and penalties set forth herein.

b. The Provider will immediately notify the City within 24 hours of any incident of death, serious personal injury or substantial property damage that occurs in connection with the performance of this Agreement. The Provider will promptly submit to the City a written report of all incidents that occur in connection with this Agreement. This report must include the following information: (i) name and address of injured or deceased person(s); (ii) name and address of Provider's employee(s) involved in the incident; (iii) name and address of Provider's liability insurance carrier; (iv) a detailed description of the incident; and (v) a police report.

**19. TERMINATION:**

a. In the event Provider fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Provider shall be deemed in default in the performance of this Agreement. If such default is not cured within two (2) business days after receipt by Provider from City of written notice of default, specifying the nature of such default and the steps necessary to cure such default; City may thereafter immediately terminate the Agreement forthwith by giving to the Provider written notice thereof.

b. The foregoing notwithstanding, City shall have the option, at its sole discretion and without cause, of terminating this Agreement by giving seven (7) days' prior written notice to Provider as provided herein.

c. Upon termination of this Agreement either for cause or for convenience, each party shall pay to the other party that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination. The obligation of the parties under this Section 19.c. shall survive the expiration or early termination of this Agreement.

**20. ATTORNEY'S FEES:**

In the event of the bringing of any action or suit by a party hereto against the other party by reason of any breach of any covenants, conditions, obligation or provision arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all of its costs and expenses of the action or suit, including reasonable attorneys' fees, experts' fees, all court costs and other costs of action incurred by the prevailing party in connection with the prosecution or defense of such action and enforcing or establishing its rights hereunder (whether or not such action is prosecuted to a judgment). For the purposes of this Agreement, reasonable fees of attorneys of the Alameda City Attorney shall be based on the fees regularly charged by

private attorneys with the equivalent number of years of experience in the subject matter area of the law for which the Alameda City Attorney's services were rendered who practice in Alameda County in law firms with approximately the same number of attorneys as employed by the Alameda City Attorney's Office.

**21. COMPLIANCE WITH ALL APPLICABLE LAWS:**

During the Term of this Agreement, Provider shall keep fully informed of all existing and future state and federal laws and all municipal ordinances and regulations of the City of Alameda which affect the manner in which the services or tasks are to be performed by the Provider, as well as all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Provider shall comply with all applicable laws, state and federal and all ordinances, rules and regulations enacted or issued by City.

**22. CONFLICT OF LAW:**

This Agreement shall be interpreted under, and enforced by the laws of the State of California without regard to any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.) Any suits brought pursuant to this Agreement shall be filed with the courts of the County of Alameda, State of California.

**23. WAIVER:**

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

**24. INTEGRATED CONTRACT:**

The Recitals and Exhibits are a material part of this Agreement and are expressly incorporated herein. This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof. Any modification of this Agreement will be effective only by written execution signed by both City and Provider.

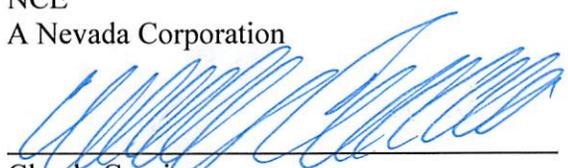
**25. CAPTIONS:**

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement.

*Signatures on next page*

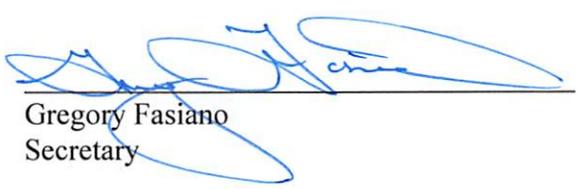
IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the day and year first above written.

NCE  
A Nevada Corporation



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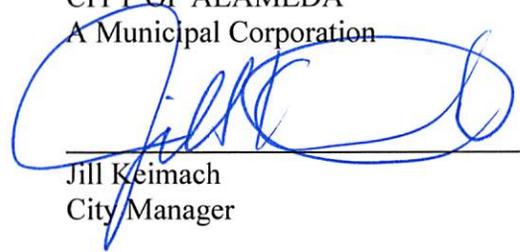
Claude Corvino  
Chief Executive Officer



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Gregory Fasiano  
Secretary

CITY OF ALAMEDA  
A Municipal Corporation



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Jill Keimach  
City Manager

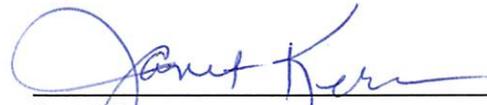
RECOMMENDED FOR APPROVAL:



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Liam Garland  
Interim Public Works Director

APPROVED AS TO FORM:  
City Attorney



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Janet Kern  
City Attorney



August 14, 2017  
NCE Proposal No. 773.06.55

Jim Barse  
Public Works Department  
950 West Mall Square, Room 110  
Alameda, California 94501-7575

## **Proposal for Clean Water Program Technical Assistance**

Dear Mr. Barse:

Per your request NCE is pleased to present this proposal to provide services to the City of Alameda to support its Clean Water Program and compliance with the Municipal Regional Permit (MRP). This scope and fee was prepared based on discussions held with the City on May 11<sup>th</sup>, 2017 and subsequent e-mail correspondence.

### **SCOPE OF SERVICES**

#### **Task 1. Project Management**

NCE will manage tasks presented in this scope including meetings, field personnel performing surveys, preparation and submittal of deliverables, informal communications with City staff, invoicing, and producing monthly progress reports.

##### ***Deliverables:***

1. Monthly Progress Reports in pdf

#### **Task 2 Trash Capture Compliance Support**

NCE will provide assistance to the City in reporting and complying with provision C.10 of the MRP and the trash load reduction requirements (e.g., July 1, 2022 100% reduction). NCE's support under this task will include subtasks below.

##### ***Task 2.1. RWQCB Meeting***

NCE will support discussion with RWQCB to discuss the City's previously submitted Plan for Compliance. NCE will hold a meeting with the City prior to meeting with RWQCB to review talking points and desired outcomes. The purpose of the meeting will be to confirm whether the RWQCB concurs with the City's plan for compliance, and to determine what level of trash load reductions can be achieved by 'Other Trash Management Actions' and clarify what documentation must be submitted to substantiate reductions claimed from 'Other Trash Management Actions'.

NCE will draft an agenda for the City to review. NCE will finalize the agenda and provide to the City for submittal to RWQCB prior to the call. NCE assumes the meeting will be held at RWQCB offices in Oakland and will last up to two hours and up to two staff from NCE will attend the meeting. NCE will provide a meeting summary to the City for submittal to the RWQCB.

***Deliverables:***

1. Draft and Final Meeting Agenda in pdf
2. Meeting Summary in pdf

***Task 2.2. Update Current Trash Load Reductions***

The purpose of this task will be to support the City with its annual reporting efforts on areas presently treated by Full Trash Capture (FTC) devices. Original delineations were completed by NCE in March of 2017 to identify priority locations for FTC devices. These delineations assumed that connector pipe screens would be installed at all locations. Three of the devices installed were surface flow filter inserts (Catch Basin ID 101202, 101198, and 103300). Delineations at these three devices will be updated by reviewing the storm drain data and conducting a one day site visit by up to two (2) staff, if necessary. NCE will then prepare and provide a map book of the 15 FTC devices installed in 2017 and the added delineations completed at the South Shore Shopping Center. The map book will be provided to the City for review and mark up. For this task, NCE assumes that two rounds of consolidated comments will be addressed to produce a final map book set. The final map book will include all of the FTC devices installed in the City to date to provide a comprehensive reference of areas treated by FTCs. Once the delineations and map book are finalized, NCE will calculate the areas treated by all trash capture devices in GIS. A tabular summary will be provided to the City in spreadsheet format summarizing areas treated by each FTC, and within each trash management area (TMA). NCE will address City comments and submit the final tabular summary to the City.

***Deliverables:***

1. Administrative Draft, Draft, and Final Map Book in pdf
2. GIS shapefile for Full Trash Capture Polygons
3. Draft and Final Tabular Summary in excel and word

***Task 2.3. Citywide assessment for FTC devices***

NCE will complete a strategic assessment for the installation of FTC devices in order for the City to plan for compliance with provision C.10 mandatory deadlines to reduce trash. The focus of the assessment will be to select priority locations to install FTC devices that maximize trash load reductions achieved. This assessment will consider where FTC devices are feasible and will consider whether high flow volume trash

devices, such as continuous deflective separators, or catch basin type FTC devices are feasible and cost-effective.

NCE will conduct a desktop analysis to identify feasible locations in the storm drain system to install FTC devices. An analysis will be completed with readily available and existing data provided by the City. This analysis will be conducted on areas categorized as Very High, High, or Medium trash generation areas on the City's baseline Trash Generation map. Feasible locations for FTC devices will be identified using a GIS analysis of existing storm drain attribute data. Different feasibility criteria will be identified for high volume and catch basin type devices to reflect their different constraints.

Next, NCE will conduct site visits to field verify and approximate catchment areas for priority locations where FTC's may be installed. NCE assumes up to four (4) days of field work will be conducted by up to two (2) staff and one (1) day of quality control of observations by one (1) staff. Results from the field effort will be used to recommend locations for installing FTC devices.

NCE will present its findings in a draft memo for review and comment by the City. The memo will describe the rationale for the locations and type of FTC devices that are recommended. The rationale will consider, for example, the approximate area treated by a single device, maintenance and capital costs. NCE assumes two rounds of consolidated comments will be received from the City and two follow up conference calls will be held to produce a final memo.

### ***Deliverables:***

1. Administrative Draft, Draft, and Final Memo in pdf and word

### **Task 3 Green Infrastructure Plan**

NCE will assist the City in developing components of its Green Infrastructure (GI) Plan. NCE will use Alameda Countywide Clean Water Program (ACCWP) templates and outputs, as well as existing information gathered from the City to support this effort. NCE proposes to support the following tasks identified in the City of Alameda Framework for Green Infrastructure Plan Development, dated June 2017:

#### ***Task 3.1 Incorporate local GIS data in the mapping mechanism (Framework Task 2.2)***

This task will include a review of the mapping mechanism prepared by Alameda CWP (anticipated completion date is November 2017) to recommend whether existing GIS data specific to the City needs to be added to the mapping mechanism. For the City of Alameda, relevant data includes, but is not necessarily limited to: updated land use categories (Old Industrial, Old Urban, New Urban, and Open Space), location and

extent of Naval properties subject to redevelopment prior to 2040, and the location of Park facilities (East Bay Regional Park District and Alameda Recreation and Parks Department), location of planned developments, municipal buildings and properties, complete streets, and pavement rehabilitation projects. NCE assumes that the City will be able to provide the original data used to create the mapping mechanism via the ACCWP.

Following review of the mapping mechanism, NCE will submit a brief memo (1-2 pages) on whether local data should be added to the map in order to modify prioritization criteria in a manner that would better reflect conditions in the City of Alameda. Depending on the level of effort associated with these recommendations, NCE can provide this work under additional scope and fee or under the on-call task within available budget.

### ***Deliverables***

1. Memo on ACCWP Mapping Mechanism and Local Data in word and pdf

### ***Task 3.2 Review and update planning documents with GI requirements (Framework Task 7.2).***

NCE will review relevant and current planning documents, using ACCWP guidance where relevant. The focus of the review will be to identify whether those documents contain language that prohibits implementation of GI and requires updating. The review is anticipated to include relevant portions of the following planning documents as required by C.3.j:

- City of Alameda General Plan (select sections)
- City of Alameda Bike Master Plan
- City of Alameda Pedestrian Plan
- City of Alameda Storm Drain Master Plan
- Alameda Master Street Tree Plan Volume 1&2
- Local Action Plan for Climate Protection
- [Master Infrastructure Plan, Alameda Point](#)
- [City of Alameda Parks Master Plan](#)
- City of Alameda Long-Term Trash Management Plan

NCE will contact the City to confirm the planning documents to be reviewed. A brief tabular summary will be prepared listing for each plan that was reviewed, whether updates are recommended, and if so, suggested language or concepts, or an explanation of why no updates are required. NCE will provide the summary to the City for review and comment. NCE will meet with the City to discuss comments and next steps for the City. NCE will incorporate comments into the final tabular summary.

***Deliverables:***

1. Draft and Final Tabular Summary of Planning Document Review in excel

***Task 3.3 Assemble materials and prepare Draft Green Infrastructure Plan (Framework Task 12.3)***

NCE will prepare an outline for the City's GI Plan. NCE will review and use ACCWP's outline template, if available and applicable. The purpose of this outline will be to keep the City proactively organized and to assemble the GI Plan as individual tasks are completed. NCE will provide the outline to the City for review and comment. NCE will address City comments and provide a final working outline.

***Deliverables:***

1. Draft and Final GI Plan Outline in word

***Task 4 –GIS Analysis, Mapping and Annual Reporting***

The City has requested on-call support for general mapping and reporting needs not covered by the tasks above. NCE will be available for up to 40 hours to provide on-call support to assist the City with these types of needs. For requests that exceed the 40 allocated hours, NCE will work with the City to determine an appropriate scope and fee.

**ASSUMPTIONS**

- This scope of work does not include hydrologic and hydraulic modeling to identify flow and capacity conditions in the storm drain system.
- Deliverables will be provided in electronic format
- Participation in ACCWP working group meetings is not included
- City will provide consolidated comments from relevant City staff, where applicable

**FEE ESTIMATE AND CONTRACTING**

NCE will perform the services described on a Time and Materials basis in accordance with a signed agreement between the City and NCE. NCE will begin this work upon receipt of a written notice to proceed.

NCE's estimated fee for this scope of services is \$73,765 as detailed in the attached table. This estimate is based on NCE's current understanding of the project scope. If unforeseen circumstances or changes in scope of services necessitate a budget revision, NCE will contact the City before proceeding.

We enjoy the working relationship we have developed with the City and look forward to continued progress. Please call Marcy Kamerath at (510) 215-3620 with any questions regarding this proposal.

Sincerely,



Marcy Kamerath  
Senior Scientist

Jason Drew  
Principal

City of Alameda  
 Clean Water Program Technical Assistance  
 Fee Estimate  
 August 14, 2017

Task Description	Labor Hours						Labor Expenses	Reimbursable Expenses	Total Cost	
	Rate	Principal	Associate	Senior	Project	Staff				Clerical
		\$245	\$195	\$170	\$140	\$125	\$80			
1. Project Management	1			16			8	\$ 3,605	\$ 25	\$ 3,630
2. Trash Capture Compliance Support										
2.1 RWQCB Meeting	8			8				\$ 3,320	\$ 800	\$ 4,120
2.2 Update Current Trash Load Reductions				20	30			\$ 7,600	\$ 50	\$ 7,650
2.3 Citywide Assessment for FTC devices	10		40	65	130		4	\$ 39,820	\$ 750	\$ 40,570
3. Green Infrastructure Plan										
3.1 Incorporate local GIS data in the mapping mechanism	1			16	8			\$ 4,085	\$ 50	\$ 4,135
3.2 Review and update planning documents with GI requirements	1			6		24		\$ 4,265	\$ 50	\$ 4,315
3.3 Assemble materials and prepare Draft Green Infrastructure Plan	1			18				\$ 3,305	\$ 50	\$ 3,355
4. GIS Analysis, Mapping and Annual Reporting				2	40			\$ 5,940	\$ 50	\$ 5,990
<b>Total</b>		<b>22</b>	<b>40</b>	<b>151</b>	<b>208</b>	<b>24</b>	<b>12</b>	<b>\$ 71,940</b>	<b>\$ 1,825</b>	<b>\$ 73,765</b>





CITY OF ALAMEDA  
Risk Management

Lucetta Aki City Risk Manager  
Date 8/20/11

Named Insured: Nichols Consulting Engineers, CHTD  
Policy Number: PSB0003222 ✓

RLI Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## RLIPack<sup>®</sup> FOR DESIGN PROFESSIONALS BLANKET ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM - SECTION II - LIABILITY

1. **C. WHO IS AN INSURED** is amended to include as an additional insured any person or organization that you agree in a contract or agreement requiring insurance to include as an additional insured on this policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part by you or those acting on your behalf. ✓

- a. In the performance of your ongoing operations;
- b. In connection with premises owned by or rented to you; or
- c. In connection with "your work" and included within the "product-completed operations hazard".

2. The insurance provided to the additional insured by this endorsement is limited as follows:

- a. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this policy.
- b. This insurance does not apply to the rendering of or failure to render any "professional services".
- c. This endorsement does not increase any of the limits of insurance stated in **D. Liability And Medical Expenses Limits of Insurance**.

3. The following is added to **SECTION III H.2. Other Insurance - COMMON POLICY CONDITIONS (BUT APPLICABLE ONLY TO SECTION II - LIABILITY)**

However, if you specifically agree in a contract or agreement that the insurance provided to an

additional insured under this policy must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance, provided that:

- a. The "bodily injury" or "property damage" for which coverage is sought occurs after you have entered into that contract or agreement; or
- b. The "personal and advertising injury" for which coverage is sought arises out of an offense committed after you have entered into that contract or agreement.

4. The following is added to **SECTION III K. 2. Transfer of Rights of Recovery Against Others to Us - COMMON POLICY CONDITIONS (BUT APPLICABLE TO ONLY TO SECTION II - LIABILITY)**

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" arising out of "your work" performed by you, or on your behalf, under a contract or agreement with that person or organization. We waive these rights only where you have agreed to do so as part of a contract or agreement with such person or organization entered into by you before the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

CITY OF ALAMEDA  
Risk Management  
Date 8-24-17  
Lucretia Aki City Risk Manager

CITY OF ALAMEDA  
RISK MANAGEMENT DEPARTMENT  
RISK MANAGEMENT PLAN

The City of Alameda Risk Management Department is committed to providing a safe and secure environment for all citizens. This Risk Management Plan outlines the department's strategy for identifying, assessing, and mitigating risks to the city's assets, personnel, and the public. The plan is based on a thorough review of the city's operations and a consultation with various stakeholders. The primary goal is to minimize the potential for loss and ensure the continuity of city services. Key areas of focus include: 1. Identification of risks: A comprehensive list of risks has been developed, covering areas such as natural disasters, terrorism, and public safety. 2. Assessment of risks: Each risk has been evaluated based on its potential impact and the likelihood of occurrence. 3. Mitigation strategies: Specific actions have been identified to reduce the severity or likelihood of each risk. 4. Monitoring and reporting: A system has been established to track the progress of risk mitigation efforts and report on the status of risks to city leadership.

The City of Alameda Risk Management Department is committed to providing a safe and secure environment for all citizens. This Risk Management Plan outlines the department's strategy for identifying, assessing, and mitigating risks to the city's assets, personnel, and the public. The plan is based on a thorough review of the city's operations and a consultation with various stakeholders. The primary goal is to minimize the potential for loss and ensure the continuity of city services. Key areas of focus include: 1. Identification of risks: A comprehensive list of risks has been developed, covering areas such as natural disasters, terrorism, and public safety. 2. Assessment of risks: Each risk has been evaluated based on its potential impact and the likelihood of occurrence. 3. Mitigation strategies: Specific actions have been identified to reduce the severity or likelihood of each risk. 4. Monitoring and reporting: A system has been established to track the progress of risk mitigation efforts and report on the status of risks to city leadership.

**CITY OF ALAMEDA**  
Risk Management  
Date: 8-11-11  
Approved: [Signature]  
Risk Manager

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM**

**A. Broad Form Named Insured**

The following is added to the **SECTION II – LIABILITY Coverage, Paragraph A.1. Who Is An Insured Provision:**

Any business entity newly acquired or formed by you during the policy period, provided you own fifty percent (50%) or more of the business entity and the business entity is not separately insured for Business Auto Coverage. Coverage is extended up to a maximum of one hundred eighty (180) days following the acquisition or formation of the business entity.

This provision does not apply to any person or organization for which coverage is excluded by endorsement.

**B. Employees As Insureds**

The following is added to the **SECTION II – LIABILITY COVERAGE, Paragraph A.1. Who Is An Insured Provision:**

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

**C. Blanket Additional Insured**

The following is added to the **SECTION II – LIABILITY COVERAGE, Paragraph A.1. Who Is An Insured Provision:**

Any person or organization that you are required to include as an additional insured on this coverage form in a contract or agreement that is executed by you before the "bodily injury" or "property damage" occurs is an "insured" for liability coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in **SECTION II – LIABILITY COVERAGE**.

The insurance provided to the additional insured will be on a primary and non-contributory basis to the additional insured's own business auto coverage if you are required to do so in a contract or agreement that is executed by you before the "bodily injury" or "property damage" occurs.

**D. Blanket Waiver Of Subrogation**

The following is added to the **SECTION IV – BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us:**

We waive any right of recovery we may have against any person or organization to the extent required of you by a contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

**E. Employee Hired Autos**

1. The following is added to the **SECTION II – LIABILITY COVERAGE, Paragraph A.1. Who Is An Insured Provision:**

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. Changes In General Conditions:

Paragraph **5.b.** of the **Other Insurance Condition** in the **BUSINESS AUTO CONDITIONS** is deleted and replaced with the following:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

(1) Any covered "auto" you lease, hire, rent or borrow; and

(2) Any covered "auto" hired or rented by your "employee" under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business. However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

**F. Fellow Employee Coverage**

**SECTION II – LIABILITY COVERAGE, Exclusion B.5.** does not apply if you have workers compensation insurance in-force covering all of your employees.

**G. Auto Loan Lease Gap Coverage**

**SECTION III – PHYSICAL DAMAGE COVERAGE, C. Limit Of Insurance,** is amended by the addition of the following:

In the event of a total "loss" to a covered "auto" shown in the Schedule of Declarations, we will pay any unpaid amount due on the lease or loan for a covered "auto", less:

**CITY OF ALAMEDA**  
Risk Management

*[Signature]* Date 8-24-17

Lucretia Akil, City Risk Manager

CITY OF ALAMEDA  
Risk Management  
Lucetta Aki, City Risk Manager  
11/15/11

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA**

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 \_\_\_\_\_% of the California workers' compensation premium otherwise due on such remuneration.

**Schedule**

**Person or Organization**

All persons or organizations that are party to a contract that requires you to obtain this agreement, provided you executed the contract before the loss

**Job Description**

Jobs performed for an person or organization that you have agreed with in a written contract to provide this agreement

**CITY OF ALAMEDA**  
Risk Management  
  
Date 8-24-17  
Lucretia Akil, City Risk Manager

CITY OF ALABAMA  
Risk Management  
Lucetta Aki, City Risk Manager  
July 2011