

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

City of Oceanside, On-Call Consulting for As-Needed Building Plan Review and Permit Technician Services

THIS AGREEMENT, dated June 26, 2024 for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and VCA Code, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** On-Call Professional Services from a qualified consultant for the provision of building plan review and permit technician services leading to the execution of one or more professional services agreements for such services. Services will be requested and provided on an as-needed basis for the purpose of providing the City with professional expertise that the City may not maintain on staff, e.g., structural, mechanical, electrical engineering, and CASp (Certified Access Specialist) services and to assist the City in maintaining an appropriate level of service with respect to plan review turnaround time and response to new building applications.
2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the CITY. CONSULTANT shall be solely responsible for the performance of its employees, agents, and subcontractors under this Agreement, including the training of each employee regarding the rights and responsibilities of an employer and employee for any potential discrimination or harassment claim under state or federal law. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.
3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this

Building Plan Review and Permit Technician Services

Agreement.

4. LIABILITY INSURANCE.

4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

4.2 CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance
(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000*

Commercial General Liability Insurance
(bodily injury and property damage)

General limit per occurrence	\$ 2,000,000
General limit project specific aggregate	\$ 4,000,000

<u>Automobile Liability Insurance</u>	\$ 2,000,000
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*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

4.3 If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.

4.4 All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and

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employees shall be excess only and not contributing with insurance provided pursuant to this Section.

- 4.5 All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.
- 4.6 CONSULTANT shall provide thirty (30) days written notice to the CITY should any policy required by this Agreement be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.
- 4.7 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing, at minimum, a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.
- 4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.
5. **PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this Agreement and four (4) years thereafter, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of Two Million Dollars (\$2,000,000.00).

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

6. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of CONSULTANT's work, including the negligent acts, errors

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or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

7. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of \$400,000.00 annually, for the term of one year.

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the CITY. CONSULTANT shall obtain approval by the CITY prior to performing any work that results in incidental expenses to CITY.

8. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall be completed in every detail to the satisfaction of the CITY within one year.
9. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
10. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

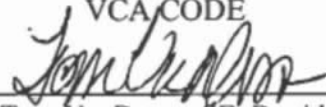
The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Building Plan Review and Permit Technician Services

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

- 11. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.
- 12. **TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by providing thirty (30) days' written notice to the other party. If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement. The CITY shall be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.
- 13. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.


IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.


VCA CODE
By: 
Tom VanDorpe, SE, President

By: 
Gina Birkett, Chief Financial Officer

02-0697917

Employer ID No.

CITY OF OCEANSIDE
By: 
Jonathan Borrego, City Manager

APPROVED AS TO FORM:

City Attorney

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

Section D
Schedule of Billing Rates

The undersigned declares that she or he has carefully examined this Schedule of Billing Rates which is hereby made a part of this Professional Services Agreement; is thoroughly familiar with its contents; is authorized to represent the firm; and agrees to perform the specified work for the following cost quoted in full:

SCHEDULE OF FEES:

Plan Review Services: \$120 to \$130 per hour - Plans Examiner I/II
\$130 to \$145 per hour - Plan Check Engineer
\$145 to \$160 per hour - Structural Engineer/Specialist
Expedited plan check and overtime billed at 1.5x hourly rate.
Plan review billed at 2-hour minimum.

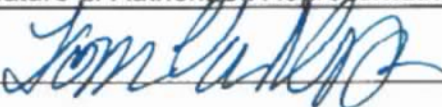
Permit Technician Services: \$60 to \$70 per hour - Permit Technician I
\$70 to \$85 per hour - Permit Technician II
Overtime billed at 1.5x hourly rate.

- Certificate of Insurance attached; insurance company's A.M. Best's Rating:
Travelers A++/aa+, Twin City Fire A+/aa-, Fireman's Fund A+/aa

Firm Name and Address

The Code Group, Inc. (VCA Code)	
1845 W. Orangewood Ave., #210	
Orange, CA 92868	
Contact: Tom VanDorpe, S.E.	Phone: (714) 363-4700

Signature of Authorized Representative

	Date: March 1, 2024
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Schedule of Fees

VCA Code proposes the following competitive fee structure for permit technician and plan review services. By partnering with VCA, the City will benefit from:

- Reliability in working with an established consultant led by former municipal officials/staff.
- No charge for pick-up/drop-off of plans.
- Proposed rate structure allows flexibility depending on City's needs. Rates are all-inclusive.

Permit Technician Services billed at the rates in the table below.

Service/Function	VCA Code Fee
Permit Technician I	\$60 to \$70 per hour
Permit Technician II	\$70 to \$85 per hour
Overtime	1.5x

Plan Review Services billed at the rates in the table below.

Service/Function	VCA Code Fee
Plans Examiner I/II	\$120 to \$130 per hour
Plan Check Engineer	\$130 to \$145 per hour
Structural Engineer/Specialist	\$145 to \$160 per hour
Expedited Plan Check; Overtime	1.5x

Plan Review completed off site (from the City offices) can be billed either hourly or by percentage of fee that the City charges. Most prefer a percentage fee as it guarantees that the City will retain at least a portion of the fee for each project and simplifies the budgeting process. For a percentage of the plan check fee, VCA provides three plan reviews and no charge for pick-up/delivery of paper plans. Also, VCA provides an expedited plan review service that is very advantageous to the City. VCA is glad to discuss these services and is flexible with either approach.

Notes:

- Compensation based on experience and agreement between the City and VCA.
- VCA may charge a 2-hour minimum for work and meetings.
- Rates are subject to annual CPI adjustment.



Additional Services

Service/Function	VCA Code Fee
Building Inspector	\$80 to \$90 per hour
Combination Building Inspector	\$85 to \$95 per hour
Senior Building Inspector	\$90 to \$100 per hour
Code Enforcement Officer	\$75 to \$85 per hour
Code Enforcement Supervisor	\$95 to \$105 per hour
Electrical Inspector	\$90 to \$105 per hour
Grading Inspector	\$95 to \$115 per hour
Supervisor for Permit Tech / Counter Services	\$95 to \$115 per hour
CalGreen Inspector / Manager Services	\$105 / \$135 per hour
Zoning Administrator	\$125 to \$145 per hour
City Planner / Planning Manager	\$175 to \$195 per hour
Senior Planner / Principal Planner	\$145 to \$165 per hour
Associate Planner	\$105 to \$135 per hour
Assistant Planner / Counter Services	\$90 to \$105 per hour
Planning Technician / Assistant	\$70 to \$85 per hour
CASp Services (Inspection & Plan Review)	\$145 to \$160 per hour
Building Official	\$140 to \$175 per hour
Client Consultation (CBO/Sr. Management)	\$145 to \$195 per hour
Administrative Personnel	\$55 to \$65 per hour
Overtime	1.5x
Mileage	IRS Mileage Rate

Notes:

- Compensation based on experience and agreement between the City and VCA.
- VCA may charge a 2-hour minimum for work and meetings.
- Rates are subject to annual CPI adjustment.

CALIFORNIA CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Orange)

On June 7th, 2024 before me, Julia Lin, Notary Public
(here insert name and title of the officer)

personally appeared Thomas D. van Dorpe and Gina Birkett

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature 



(Seal)

Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of City of Oceanside
Professional Services Agreement
containing 8 pages, and dated June 26th, 2024.

The signer(s) capacity or authority is/are as:

- Individual(s)
 Attorney-in-Fact
 Corporate Officer(s) President, Chief Financial
Officer
Title(s)

- Guardian/Conservator
 Partner - Limited/General
 Trustee(s)
 Other: _____

representing: VCA Code
Name(s) of Person(s) or Entity(ies) Signer is Representing

Additional Information

Method of Signer Identification

Proved to me on the basis of satisfactory evidence:
 form(s) of identification credible witness(es)

Notarial event is detailed in notary journal on:
Page # _____ Entry # _____

Notary contact: _____

Other

- Additional Signer(s) Signer(s) Thumbprint(s)

**ADDITIONAL REMARKS SCHEDULE**

AGENCY IOA Insurance Services		License # 0E67768	NAMED INSURED VCA Consultants, Inc. (See Desc. of Operations for Full Named Insured) 1845 W. Orangewood Ave, Suite 200 Orange, CA 92868
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

Primary and Non-Contributory. Waiver of Subrogation applies to General Liability and Workers' Compensation.

30 Days Notice of Cancellation with 10 Days Notice for Non-Payment of Premium in accordance with the policy provisions.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies, or in connection with premises owned by or rented to you.

The person or organization does not qualify as an additional insured:

- c. With respect to the independent acts or omissions of such person or organization; or
- d. For "bodily injury", "property damage" or "personal injury" for which such person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- e. 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 Coverage Part.
- f. This insurance does not apply to the rendering of or failure to render any "professional services".
- g. In the event that the Limits of Insurance of the Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement does not increase the limits of insurance described in Section III – Limits Of Insurance.

- h. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

The insurance provided to the additional insured is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured which covers that person or organizations as a named insured for such loss, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have signed that "written contract requiring insurance". But this insurance provided to the additional insured still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any other insurance.

COMMERCIAL GENERAL LIABILITY

3. The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of SECTION IV – **COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, done under a "written contract requiring insurance" with that person or organization. We waive this right only where you have agreed to do so as part of the "written contract requiring insurance" with such person or organization signed by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

4. The following definition is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After you have signed that written contract;
- b. While that part of the written contract is in effect; and
- c. Before the end of the policy period.

POLICY NUMBER: 680-1R291569-23-47

COMMERCIAL GENERAL LIABILITY
ISSUE DATE: 04/26/2024

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**OTHER INSURANCE – DESIGNATED ADDITIONAL
INSUREDS – PRIMARY WITH RESPECT TO CERTAIN
OTHER INSURANCE**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE OF DESIGNATED ADDITIONAL INSUREDS

City of Oceanside
Risk Management
300 N Coast Highway
Oceanside, CA 92054

PROVISIONS

The following is added to Paragraph 4.a., **Primary Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

The insurance afforded under this Coverage Part to any additional insured shown in the Schedule Of

Designated Additional Insureds is primary to any of the other insurance, whether primary, excess, contingent or on any other basis, 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.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

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

Policy Number: 72WEGAM3JXV

Endorsement Number:

Named Insured and Address: VCA Consultants, Inc.
1845 W Orangewood Ave., Suite 200
Orange, CA 92868

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 2 % of the California workers' compensation premium otherwise due on such remuneration.

SCHEDULE

Person or Organization

Job Description

Any person or organization from whom you are required by written contract or agreement to obtain this waiver of rights from us

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AUTO COVERAGE PLUS ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|---|--|
| <ul style="list-style-type: none">A. BLANKET ADDITIONAL INSUREDB. EMPLOYEE HIRED AUTOC. EMPLOYEES AS INSUREDD. SUPPLEMENTARY PAYMENTS – INCREASED LIMITSE. TRAILERS – INCREASED LOAD CAPACITYF. HIRED AUTO PHYSICAL DAMAGEG. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT | <ul style="list-style-type: none">H. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT – INCREASED LIMITI. WAIVER OF DEDUCTIBLE – GLASSJ. PERSONAL PROPERTYK. AIRBAGSL. AUTO LOAN LEASE GAPM. BLANKET WAIVER OF SUBROGATION |
|---|--|

A. BLANKET ADDITIONAL INSURED

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

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos 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.

B. EMPLOYEE HIRED AUTO

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

An "employee" of yours is an "insured" while operating a covered "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while

performing duties related to the conduct of your business.

2. The following replaces Paragraph b. in B.5., **Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

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 an "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".

C. EMPLOYEES AS INSURED

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

COMMERCIAL AUTO

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.

D. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph A.2.a.(2) of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph A.2.a.(4) of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

E. TRAILERS – INCREASED LOAD CAPACITY

The following replaces Paragraph C.1. of SECTION I – COVERED AUTOS:

1. "Trailers" with a load capacity of 3,000 pounds or less designed primarily for travel on public roads.

F. HIRED AUTO PHYSICAL DAMAGE

The following is added to Paragraph A.4., Coverage Extensions, of SECTION III – PHYSICAL DAMAGE COVERAGE:

Hired Auto Physical Damage Coverage

If hired "autos" are covered "autos" for Covered Autos Liability Coverage but not covered "autos" for Physical Damage Coverage, and this policy also provides Physical Damage Coverage for an owned "auto", then the Physical Damage Coverage is extended to "autos" that you hire, rent or borrow subject to the following:

(1) The most we will pay for "loss" to any one "auto" that you hire, rent or borrow is the lesser of:

(a) \$50,000;

(b) The actual cash value of the damaged or stolen property as of the time of the "loss"; or

(c) The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality.

(2) An adjustment for depreciation and physical condition will be made in determining actual cash value in the event of a total "loss".

(3) If a repair or replacement results in better than like kind or quality, we will not pay for the amount of betterment.

(4) A deductible equal to the highest Physical Damage deductible applicable to any owned covered "auto".

(5) This Coverage Extension does not apply to:

(a) Any "auto" that is hired, rented or borrowed with a driver; or

(b) Any "auto" that is hired, rented or borrowed from your "employee".

G. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph A.4.a., Transportation Expenses, of SECTION III – PHYSICAL DAMAGE COVERAGE:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

H. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT – INCREASED LIMIT

Paragraph C.1.b. of SECTION III – PHYSICAL DAMAGE COVERAGE is deleted.

I. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph D., Deductible, of SECTION III – PHYSICAL DAMAGE COVERAGE:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

J. PERSONAL PROPERTY

The following is added to Paragraph A.4., Coverage Extensions, of SECTION III – PHYSICAL DAMAGE COVERAGE:

Personal Property Coverage

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

(1) Owned by an "insured"; and

(2) In or on your covered "auto".

This coverage only applies in the event of a total theft of your covered "auto".

No deductibles apply to Personal Property coverage.

K. AIRBAGS

The following is added to Paragraph **B.3., Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion **3.a.** does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs **A.1.b.** and **A.1.c.**, but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

L. AUTO LOAN LEASE GAP

The following is added to Paragraph **A.4., Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Auto Loan Lease Gap Coverage for Private Passenger Type Vehicles

In the event of a total "loss" to a covered "auto" of the private passenger type shown in the Schedule or Declarations for which Physical Damage Coverage is provided, we will pay any unpaid amount due on the lease or loan for such covered "auto" less the following:

- (1) The amount paid under the Physical Damage Coverage Section of the policy for that "auto"; and

(2) Any:

- (a) Overdue lease or loan payments at the time of the "loss";
- (b) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
- (c) Security deposits not returned by the lessor;
- (d) Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
- (e) Carry-over balances from previous loans or leases.

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph **A.5., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO 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 written 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.

POLICY NUMBER: CUP-1R295206-22-47

UMBRELLA
ISSUE DATE: 06/21/2022

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SCHEDULE OF UNDERLYING INSURANCE

This endorsement modifies insurance provided under the following:

EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY INSURANCE

Automobile Liability	Limits Of Liability	
Carrier TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA	Bodily Injury And Property Damage Combined Single Limit	\$1,000,000
Policy Number BA-009P831412-22		
Policy Period		
From: 07/01/2022		
to: 07/01/2023		
Employee Benefits Liability	Limits Of Liability	
Carrier THE TRAVELERS INDEMNITY COMPANY OF CONNECTICUT	Each Employee	\$1,000,000
	Aggregate	\$1,000,000
Policy Number 680-001R291569-22		
Policy Period		
From: 07/01/2022		
to: 07/01/2023		
Commercial General Liability	Limits Of Liability	
Carrier THE TRAVELERS INDEMNITY COMPANY OF CONNECTICUT	General Aggregate	\$2,000,000
	Products -Completed Operations Aggregate	\$2,000,000
Policy Number 680-001R291569-22		
Policy Period	Personal and Advertising Injury	\$1,000,000
From: 07/01/2022		
to: 07/01/2023	Each Occurrence	\$1,000,000

POLICY NUMBER: CUP-1R295206-22-47

UMBRELLA
ISSUE DATE: 06/21/2022

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SCHEDULE OF UNDERLYING INSURANCE

This endorsement modifies insurance provided under the following:

EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY INSURANCE

Employers Liability

Limits Of Liability

Carrier **TWIN CITY FIRE INSURANCE
COMPANY**

Bodily Injury By Accident \$1,000,000*
Each Accident

Policy Number **72WEGAM3JXV**

Bodily Injury By Disease \$1,000,000*
Policy Limit

Policy Period

From: **07/01/2022**

Bodily Injury By Disease \$1,000,000*
Each Employee

to: **07/01/2023**

*UNLIMITED IN THE STATE OF NEW YORK FOR
SUBJECT EMPLOYEES

Limits Of Liability

Carrier

Policy Number

Policy Period

From:

to:

Limits Of Liability

Carrier

Policy Number

Policy Period

From:

to:



REQUEST FOR PROPOSALS FOR
Building Plan Review
and
Permit Technician Services

OCEANSIDE, CALIFORNIA

Prepared by:

City of Oceanside
Development Services Department
300 North Coast Highway
Oceanside, CA 92054

Closing Date: *March 7, 2024*
Closing Time: *4:00 p.m.*
Location: *Building Division Counter*
City Hall – South Building
300 North Coast Highway
Oceanside, CA 92054

Request for Proposal

Building Plan Review and Permit Technician Services

The City of Oceanside is requesting proposals for building plan review and permit technician services. The Building Division must receive all proposals by 4:00 p.m. on March 7, 2024.

Proposals received after the above deadline will not be considered. Each proposal shall be submitted to the Building Division in a sealed envelope plainly marked with the proposal title, proposer name, time, and date of submittal, attention: Building Official.

This Request for Proposal is available for viewing and downloading on the City of Oceanside Website at www.ci.oceanside.ca.us at no cost.

General Information about the RFP may be obtained by contacting David Gans, Building Official at (760) 435-3932, or via e-mail at dgans@oceansideca.or

Background:

The City of Oceanside was incorporated in 1888 and is governed under the Council/Manager form of government with four City Council members and a Mayor, all elected at large. In June 2010, the people of Oceanside agreed to become a Charter City. The City encompasses 42 square miles with a population of over 183,000. This dynamic community is located in northern San Diego County and is one of the fastest growing regions in California.

The City provides a full range of municipal services including a recreational pier, marina, airport, full beach services, and water utilities. The City has an annual general fund budget of \$112 million and employs over 969 full-time equivalent employees.

Good schools, a variety of housing choices, an excellent labor pool, and clean air comprise some of Oceanside's strengths and attractions. A broad assortment of arts and cultural activities, sports and community events offer residents and visitors alike a rich calendar of opportunities throughout the year.

Oceanside uniquely blends coastal beauty and a rich historic heritage. The community's outstanding assets include 3.5 miles of beautiful beaches, a small craft marina, more than 30 parks, community centers, public golf courses, nature centers and other recreational activities. The area's historic legacy includes the "king" of the Spanish Missions, the Mission San Luis Rey de Francia, founded in 1798.

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Section A
DESCRIPTION OF WORK

1. OVERVIEW

The purpose of this request for proposals is to solicit proposals from qualified consultants for the provision of building plan review and permit technician services leading to the execution of one or more professional services agreements for such services.

Services will be requested and provided on an as-needed basis for the purpose of providing the City with professional expertise that the City may not maintain on staff, e.g., structural, mechanical, electrical engineering, and CASp (Certified Access Specialist) services and to assist the City in maintaining an appropriate level of service with respect to plan review turnaround time and response to new building applications.

The City has used an outside consultant for plan review services as described above. Permit Technician services have also been out-sourced in the past. The primary focus of this RFP is a combination of both plan review services and permit technician services in order to accommodate potential future needs.

2. CONSULTANT WORK

- a. Remotely review building plans for compliance with the California Building Standards Code and related ordinances and statutes.
- b. To assist current staff with Permit technician processing help on as-needed basis. Permit Technician services to be provided remotely.
- c. Perform all work in a timely and effective manner according to professional, industry standard practices.
- d. Represent the City of Oceanside in a customer-friendly and professional manner in the provision of plan review and permit technician services.
- e. Maintain a professional staff capable of meeting the standards outlined in this request for proposal.
- f. Provide the customer and the City with a written report of the results of plan reviews and comments, written in clearly understandable terms.

In summary, we expect a work product that reflects technical excellence and complies with statutory requirements of the codes and laws of the State of California.

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, which shall be sealed and addressed to City of Oceanside Building Division, Attention: Chief Building Official, 300 N. Coast Hwy., Oceanside, CA 92054. No FAX submittals will be accepted.
3. **Insurance Certificate.** Each proposal must include a certificate of insurance showing:
 - a. The insurance carrier and its current A.M. Best's 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; endorsements are not required until contract award. The City's insurance requirements are detailed in the attached Professional Services Agreement sample and the Vendor Application Packet.

4. **Proposal Quotes.** The prices quoted by the proposer must be entered in figures in the spaces provided on the Schedule of Billing Rates Section D
5. **Proposal Withdrawal and Opening.** A proposer may withdraw its proposal, without prejudice, prior to the time specified for the proposal deadline, by submitting a written request to the Director of Development Services Department 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.
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 which has submitted a sub-proposal to a proposer submitting a proposal, or who has quoted services to such proposer, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other proposers submitting proposals.

CONTRACT AWARD AND EXECUTION

7. **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-material 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.
8. **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, which the City deems necessary to make such a decision.
9. **Contract Requirement.** The proposer or proposers to whom award is made (Contractor) shall execute a written contract with the City within seven (7) 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.
10. **Insurance Requirements.** The Contractor shall provide proof of insurance in this form, coverages and amounts specified in the attached Professional Service Agreement award as a precondition to contract execution.
11. **Business License.** The Contractor must have a valid City of Oceanside business license prior to execution of the contract. Additional information regarding the City's business license may be obtained by calling (760) 435-3902.

CONTRACT PERFORMANCE

12. **Ability to Perform.** The Contractor 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.
13. **Laws to be Observed.** The contractor shall keep itself fully informed of and shall observe and comply with all applicable state and federal laws and county and City of Oceanside ordinances, regulations and adopted codes during its performance of the work.
14. **Payment of Taxes.** The contract prices shall include full compensation for all taxes, which the Contractor is required to pay.
15. **Permit and Licenses.** The Contractor shall procure all permits and business licenses, pay all charges and fees, and give all notices necessary.

16. **Safety Provisions.** The Contractor shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.
17. **Preservation of City Property.** The Contractor shall take necessary precautions to protect City property from injury or damage. If City property is injured or damaged as a result of the Contractor's operations, it shall be replaced or restored at the Contractor's expense. The facilities shall be replaced or restored to a condition as good as when the Contractor began work.
18. **Immigration Act of 1986.** The Contractor warrants on behalf of itself and all subcontractors 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.
19. **Contractor Non-Discrimination.** In the performance of this work, the Contractor agrees that it will not engage in, nor permit such subcontractors 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.
20. **Work Delays.** Should the Contractor 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 major force, 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 Contractor. 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 which 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.
21. **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 Contractor (Net 30).
22. **Inspection.** The Contractor shall furnish City with every reasonable opportunity for City to ascertain that the services of the Contractor 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 Contractor of any of its obligations to fulfill its contract requirements.
23. **Audit.** The City shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its invoices to City as a condition precedent to any payment to Contractor.

24. **Interests of Contractor.** The Contractor covenants that it presently has no interest, and shall not acquire any interest direct, indirect or otherwise, which would conflict in any manner or degree with the performance of the work hereunder. The Contractor further covenants that, in the performance of this work, no subcontractor or person having such an interest shall be employed. The Contractor 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 Contractor shall at all times be deemed an independent contractor and not an agent or employee of the City.

25. **Hold Harmless and Indemnification.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

26. **PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this Agreement and four (4) years thereafter, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of Two Million Dollars (\$2,000,000.00).

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

27. **Contract Assignment.** The Contractor 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 prior written consent of the City.

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

If the Contractor has not performed the work or cured 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 Contractor 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 Contractor'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 Contractor may 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 Contractor as may be set forth in the Agreement payment schedule; compensation for any other work, services or goods performed or provided by the Contractor 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 Contractor 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. Evidence of insurance.
- c. References from at least three firms for whom you have provided similar services.
- d. Statement of any past contract disqualifications.

Qualifications

- e. Experience of your firm in performing similar services.
- f. Resumes of the individuals who would be assigned to this project, including any sub-consultants.
- g. Schedule of fees for service, including standard hourly billing rates for the assigned staff, including any sub-consultants.

Work Program

- h. Description of your approach to completing the work.
- i. Services or data to be provided by the City.
- j. Any other information that would assist us in making this contract award decision.

Proposal Length and Copies

- k. Proposals should not exceed 30 pages, including attachments and supplemental materials.
- l. Four (4) copies of the proposal must be submitted.

2. **Proposals Evaluation and Consultant 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. Knowledge or applicable State laws relating to the California Building Standards Code and related laws and ordinances.
- g. References.
- h. Background and experience of the specific individuals to be assigned to this project.
- i. Proposed compensation.

As reflected above, contract award will not be based on price, but on a combination of factors that represent the best overall responsiveness and value for completing the workscope as determined by the City. After evaluating the proposals and discussing them further with the finalists or the tentatively selected contractor, the City reserves the right to further negotiate the proposed workscope and/or method and amount of compensation.

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

Issue RFP	February 7, 2024
Receive proposals	March 7, 2024
Conduct finalist interviews (if necessary)	March 14, 2024
Award contract	May 22, 2024

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

5. Release of Reports and Information. Any reports, information, data, or other material given to, prepared by or assembled by the Contractor 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 Contractor without the prior written approval of the City.

6. Required Deliverable Products. The Contractor will be required to provide:

a. Written reports of the results of plan reviews, delivered to the City within three (3) working days following provision of services.

b. The Contractor must provide the computer files to the City, compatible with the most current Microsoft Office whenever possible unless otherwise directed by the project manager:

7. Attendance at Meetings and Hearings. As part of the work and included in the contract price Contractor may be required to attend up to two (2) public meetings per year related to the services provided. Contractor shall attend as many "working" meetings with staff as necessary in performing work tasks.

Section D
Schedule of Billing Rates

The undersigned declares that she or he has carefully examined this Schedule of Billing Rates which is hereby made a part of this Professional Services Agreement; is thoroughly familiar with its contents; is authorized to represent the firm; and agrees to perform the specified work for the following cost quoted in full:

SCHEDULE OF FEES:

Plan Review Services:

Permit Technician Services:

- Certificate of Insurance attached; insurance company's A.M. Best's Rating:

Firm Name and Address

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

Signature of Authorized Representative

	<i>Date:</i>
--	--------------

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, which 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 number & Email:
Street Address:
City, State, Zip Code:
Description of services provided:

Reference No. 2

Customer Name:
Contact Individual:
Telephone number & Email:
Street Address:
City, State, Zip Code:
Description of services provided:

Reference No. 3

Customer Name:
Contact Individual:
Telephone number & Email:
Street Address:
City, State, Zip Code:
Description of services provided:

Section E
FORM OF AGREEMENT

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

PROJECT: (PROJECT NAME & NUMBER)

THIS AGREEMENT, dated _____, 20__ for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and _____, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The project is more particularly described as follows:
Building Plan Review services & Permit Technician services.

2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the CITY. CONSULTANT shall be solely responsible for the performance of its employees, agents, and subcontractors under this Agreement, including the training of each employee regarding the rights and responsibilities of an employer and employee for any potential discrimination or harassment claim under state or federal law. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.

3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.

4. LIABILITY INSURANCE.

- 4.1.** CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.
- 4.2** CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance
(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000*

Commercial General Liability Insurance
(bodily injury and property damage)

General limit per occurrence	\$ 2,000,000
General limit project specific aggregate	\$ 4,000,000

<u>Automobile Liability Insurance</u>	\$ 2,000,000
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*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

- 4.3** If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.
- 4.4** All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.

- 4.5 All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.
- 4.6 CONSULTANT shall provide thirty (30) days written notice to the CITY should any policy required by this Agreement be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.
- 4.7 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing, at minimum, a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.
- 4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.
5. **PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this Agreement and four (4) years thereafter, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of Two Million Dollars (\$2,000,000.00).

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

6. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of CONSULTANT's work, including the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful

misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

7. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of \$_____

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the CITY. CONSULTANT shall obtain approval by the CITY prior to performing any work that results in incidental expenses to CITY.

8. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall be completed in every detail to the satisfaction of the CITY within [number of working or calendar days] [project manager may insert a phased timing requirement instead of time certain, if desired].
9. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
10. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

- 11. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.
- 12. **TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by providing thirty (30) days' written notice to the other party. If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement. The CITY shall be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.
- 13. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

<p>[NAME OF CONSULTANT]</p> <p>By: _____ Name/Title</p> <p>By: _____ Name/Title</p> <p>_____ Employer ID No.</p>	<p>CITY OF OCEANSIDE</p> <p>By: _____ City Manager</p> <p>APPROVED AS TO FORM:</p> <p>_____ City Attorney</p>
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NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): VCA CODE
Project/Service: PLAN REVIEW & PERMIT TECH

Date: 03/21/24
Project/Asst. No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		25 15
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		8 0
III. ABILITY TO PROVIDE SERVICES A. References attest ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 0
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation clarity/legibility (3 pts)		12 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (total) vs. service comparison: Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6 = 0 pts	100	10 98
	0	0

Rated By: JOHN GOMEZ
Name: ASST. BUILDING OFFICIAL
Title: 03/21/2024
Date:

- RANKING
- 1 VCA
 - 2 BV
 - 3 WILLIAM
 - 4 BPB
 - 5 WCS
 - 6 INTERWEST
 - 7 T LEG
 - 8 TAVE NORTH
 - 9 NVS

Additional Comments:

10. SCM
11. JAS
12. A-BSC
13. UP WANTI
14. CSG
15. 4 LEAF

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm: BV
Project/Service: PLAN REVIEW & PERMIT TECH

Date: 3/21/24
Project/Act No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		25 15
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		8 2
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 6
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation - clarity (scarcity) (3 pts)		12 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. services comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	8 98

Rated By: JOHN GOMEZ
Name: ASST BUILDING OFFICIAL
Title: 03/21/2024
Date:

- RANKING
- 1 _____
 - 2 _____
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 - 9 _____

Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm: Willard

Project/Service: PLAN REVIEW & PERMIT TECH.

Date: 3/21

Project/Acct No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		24 14
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		8 2
III. ABILITY TO PROVIDE SERVICES A. Reference's state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		13 6
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation - clarity neatness (3 pts)		11 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal used (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	2 188
	0	0

Rated By

Name: JOHN GOMEZ

Title: ASST. BUSINESS OFFICIAL

Date: 03/21/2024

RANKING

- 1 _____
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- 4 _____
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- 8 _____
- 9 _____

Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): INTEREST
 Project/Service: PLAN REVIEW & PERMIT TECH

Date: 7/21/24
 Project/Act No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		20 12
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		8 2
III. ABILITY TO PROVIDE SERVICES A. References able to complete job on time (14 pts) B. Proposed project schedule (10 pts)		14 4
IV. QUALITY OF PROPOSAL A. Statement(s) address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation, clarity, neatness (3 pts)		12 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost v.s. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	0
		82

Ranked By: JOHN GOMEZ
 Name: ASST. BUILDING OFFICER
 Title: 07/21/2024
 Date:

- RANKING
- 1 _____
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Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): J LEE
Project/Service: PLAN REVIEW & PERMIT TECH

Date: 3/21/24
Project/Spec No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		20 10
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		4 0
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 6
IV. QUALITY OF PROPOSAL A. Sufficiently address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentations clearly readable (1 pts)		10 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal and cost/schedule advice comparison Ranks 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6 = 0 pts	100	8 82
	0	0

Rated By Name: JOHN GOMEZ
Title: ASST. BUILDING OFFICIAL
Date: 03/21/2024

RANKING
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9 _____

Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM
 Name of Firm(s): TAVE NORTH
 Project/Service: PLAN REVIEW & PERMIT TECH

Date: 3/21/24
 Project/Asst No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		22 12
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		8 2
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 4
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation, clarity, neatness (1 pts)		10 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	0
		82

Rated By: JOHN GOMEZ
 Name: ASST. BUILDING OFFICIAL
 Title: 03/21/2024
 Date:

- RANKING
- 1 _____
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Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): NVS
Project/Service: PAN REVIEW & PERMIT TECH

Date: 3/21/24
Project/Act No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS		
A. Specialized experience of members (25 pts)		22
B. Adequacy of staff and resources (15 pts)		12
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER		
A. Comparable work (local area preferred) (8 pts)		8
B. Proposal included a San Diego firm as part of consulting team (2 pts)		2
III. ABILITY TO PROVIDE SERVICES		
A. References state ability to complete job on time (14 pts)		12
B. Proposed project schedule (6 pts)		6
IV. QUALITY OF PROPOSAL		
A. Satisfactorily address all objectives (12 pts)		10
B. Provide additional amplifying information (5 pts)		5
C. Presentation, clarity, neatness (3 pts)		3
V. WORK PERFORMANCE FOR THE CITY		
A. Proposal cost (cost vs. service comparison)		0
Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	0
		80

Rated By: JHN GOMEZ
Name: ASST. BUILDING OFFICIAL
Title: 03/21/2024
Date:

- RANKING
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Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm: SCA
Project/Service: PLAN REVIEW & PERMIT TECH

Date: 3/21/24
Project/Acct No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (2.5 pts) B. Adequacy of staff and resources (15 pts)		29 14
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (6 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		4 0
III. ABILITY TO PROVIDE SERVICES A. References able to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 6
IV. QUALITY OF PROPOSAL A. Statement fully address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation, clarity recites (1 pt)		10 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	0 0 80

Rated By: JOHN GOMEZ
Name: ASST. BUILDING OFFICIAL
Title: 03/21/2024
Date:

- RANKING
- 1 _____
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Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): JAS
Project/Service: PLAN REVIEW & PERMIT TECH

Date: 3/21/24
Project/Acct No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (2* pts) B. Adequacy of staff and resources (1* pts)		24 14
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		4 8
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 6
IV. QUALITY OF PROPOSAL A. Succinctly address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Precise, clear, unambiguous, clarity (1 pt)		10 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost v.s. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts.	100	0 0 80

Rated By: JOHN GOMEZ
Name: ASST. BUILDING OFFICIAL
Title: 03/21/2024
Date:

- RANKING
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Additional Comments:

City of OceanSide
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): ABC
Project/Service: PLAN REVIEW & PERMIT TECH

Date: 3/21/24
Project/Acct No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		24 14
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		48
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 6
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentations, clarity neatness (3 pts)		10 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	0
		80

Rated By: JOHN GOMEZ
Name: ASST. BUILDING OFFICIAL
Title: 03/21/2024
Date:

RANKING

- 1 _____
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- 9 _____

Additional Comments:

City of Oceanside

CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): UPAVANTI IAC
Project/Service: PLAN REVIEW & PERMIT TECH

Date: 3/21/24
Project/Spec No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		22 10
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		4 0
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (4 pts) B. Proposed project schedule (6 pts)		14 6
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation, clarity, neatness (3 pts)		10 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (not vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	6 80
	0	0

Rated By

Name:

Title:

Date:

JOHN GOMEZ
ASST. BUILDING OFFICIAL
03/21/2024

RANKING

- 1 _____
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- 4 _____
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- 7 _____
- 8 _____
- 9 _____

Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): CSG
Project/Service: PLAN REVIEW & PERMIT TECH

Date: 9/21/24
Project/Asst No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		24 12
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		60
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 1/2
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation, clarity neatness (3 pts)		10 5/8
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	0 79

Rated By Name: JOHN GAMEZ
Title: ASST. BUYING OFFICER
Date: 09/21/2024

- RANKING
- 1 _____
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Additional Comments:

City ofceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm: ALERT
Project/Service: PLAN REVIEW & PERMIT TECH

Date: 3/21/24
Project/Spec No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		20 12
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (6 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		6 2
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		12 5
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (17 pts) B. Provide additional amplifying information (4 pts) C. Presentation, clarity, neatness (1 pt)		10 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (good vs. service comparison) Rank: 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts.	100	0
		8 75

Rated By: JOHN GOMEZ
Name: ASST. DIVISION OFFICIAL
Title: 03/21/2024
Date:

- RANKING
- 1 _____
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 - 9 _____

Additional Comments:

City of Oceanside

CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): VCA / CODE GROUP

Date: 3/21/24
Project/Act No.:

CRITERIA	POINTS	CONSULTANT
II. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		VCA 25 15
III. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		8 0
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 0
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation clarity neccessary (3 pts)		12 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1=10, 2=8, 3=6, 4=4, 5=2, 6=0 (0 pts)	100	10 98

Rated By: DAVID GARS COO
Name: DAVID GARS COO
Title:
Date: 3/21/24

RANKING

- 1 VCA CODE GROUP
- 2 BSV
- 3 WILMAN
- 4 WCI
- 5 NVS
- 6 JAS
- 7 BPL
- 8 INC
- 9 CSG
- 10 SCA
- 11 JLEE
- 12 HLEAF
- 13 INTERWEST
- 14 ABSC
- 15 AVANTI

Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): VCA THE CODE GROUP Date: 3/21/24
 Project/Service: TRANS EXAMINATION & PERMIT TECH Project/Acct No.:

CRITERIA	POINTS	CONSULTANT	
			VCA
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (15 pts) B. Adequacy of staff and resources (15 pts)			25 15
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparably work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)			80
III. ABILITY TO PROVIDE SERVICES A. Reviewer's state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)			14 6
IV. QUALITY OF PROPOSAL A. Satisfaction by address all objectives (12 pts) B. Provision additional amplifying information (5 pts) C. Presentation, clarity, neatness (3 pts)			12 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 (pts)	100	0	10 98

Rated By: _____ Name: DAVID GANS CBO
 Title: _____ Date: 3/21/24

- RANKING
- 1 VCA THE CODE GROUP
 - 2 BY
 - 3 WILGAN
 - 4 WCS
 - 5 NVS
 - 6 JAS
 - 7 TRANSNORTH
 - 8 CSA
 - 9 SCA

Additional Comments:
 10. JLEE
 11. YLEAF
 12. INTERWEST
 13. ABSC
 14. JAS
 15. AVANTI

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): BV
Project/Services: _____

Date: 3/24/24
Project/Acct No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		<u>BV</u> <u>25</u> <u>15</u>
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (3 pts)		<u>8</u> <u>2</u>
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		<u>14</u> <u>6</u>
IV. QUALITY OF PROPOSAL A. Satisfaction address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation, clarity neatness (3 pts)		<u>10</u> <u>5</u> <u>0</u>
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	<u>5</u> <u>90</u> <u>0</u>

Rated By: _____
Name: DAVID GONS
Title: CEO
Date: 3/24/24

- RANKING
- 1 _____
 - 2 _____
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Additional Comments: Errors on P. 25 & cover

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm: WILSON Date: 3/21
 Project/Spec No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (15 pts) B. Adequacy of staff and resources (15 pts)		24 14
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		8 2
III. ABILITY TO PROVIDE SERVICES A. References (rate ability to complete job on time) (4 pts) B. Proposed project schedule (4 pts)		13 6
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional appealing information (5 pts) C. Presentation clarity excellent (3 pts)		10 3 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	2 87
	0	0

Rated By: _____ Name: DAVID GARDNER Title: CBO
 Date: 3/21/24

- RANKING
- 1 _____
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 - 9 _____

Additional Comments: _____

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

NC 3

Name of Firm(s):
 Project/Service:

Date: 3/21/24
 Project/Acct. No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (0.5 pts) B. Adequacy of staff and resources (1.5 pts)		<u>WCS</u> <u>22</u> <u>12</u>
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area projects) (1.8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		<u>8</u> <u>2</u>
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (1.4 pts) B. Proposed project schedule (0 pts)		<u>14</u> <u>0</u>
IV. QUALITY OF PROPOSAL A. Statement clearly address all objectives (1.2 pts) B. Provide additional amplifying information (1.5 pts) C. Presentation, clarity neatness (1 pts)		<u>10</u> <u>5</u> <u>3</u>
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 0, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6 = 0 (0 pts)	100	<u>0</u> <u>82</u>
		<u>0</u>

Rated By
 Name:
 Title:

DAVID GROSS CBO

Date:

3/21/24

RANKING

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Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm/Service: NVS Date: 3/21/24
 Project/Act No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized experience of members (25 pts) B. Adequacy of staff and resources (15 pts)		<u>NVS</u>
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (18 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		<u>22</u> <u>12</u>
III. ABILITY TO PROVIDE SERVICES A. Reference's state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		<u>8</u> <u>2</u>
IV. QUALITY OF PROPOSAL A. Sufficiently address all objectives (17 pts) B. Provide additional amplifying information (5 pts) C. Presentation, clarity, neatness (3 pts)		<u>10</u> <u>3</u> <u>1</u>
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (total vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6 = 0 (10 pts)	100	<u>0</u> <u>82</u>
		<u>0</u>

Rated By: _____
 Name: David Gons CGO
 Title: _____
 Date: 3/21/24

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Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm/Est: JAS
Project/Service: _____

Date: 3/21/24
Project/Act No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		<u>JAS</u> <u>25</u> <u>14</u>
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal includes a San Diego firm as part of consulting team (2 pts)		<u>4</u> <u>0</u>
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		<u>14</u> <u>4</u>
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation - clarity, neatness (3 pts)		<u>10</u> <u>5</u> <u>3</u>
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. services comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	<u>0</u> <u>81</u>

Rated By Name: DAVID GANS CBO
Title: _____
Date: 3/21/24

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Additional Comments: _____

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): BPR
Project/Service: _____

Date: 3/21/24
Project/Acct No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized experience of members (25 pts) B. Adequacy of staff and resources (15 pts)		<u>80</u>
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		<u>24</u> <u>14</u>
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		<u>60</u>
IV. QUALITY OF PROPOSAL A. Sufficiently address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation - clarity, neatness (3 pts)		<u>13</u> <u>5</u>
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6 = 0 (9 pts)	100	<u>10</u> <u>5</u> <u>3</u> <u>0</u> <u>80</u>
	0	0

Rated By Name: DAVID GANS CBO
Title: _____
Date: 3/21/24

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Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm/Service: TRUENORTH Date: 3/21/24
 Project/Act No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members: (25 pts) B. Adequacy of staff and resources: (15 pts)		<u>TMC</u> <u>20</u> <u>10</u>
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred): (8 pts) B. Proposal included a San Diego firm as part of consulting team: (2 pts)		<u>8</u> <u>2</u>
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete; submittal time: (4 pts) B. Proposed project schedule: (6 pts)		<u>14</u> <u>6</u>
IV. QUALITY OF PROPOSAL A. Statement fully addresses all objectives: (12 pts) B. Provide additional amplifying information: (5 pts) C. Presentation, clarity, neatness: (3 pts)		<u>10</u> <u>5</u> <u>3</u>
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost: cost vs. service comparison: Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	<u>0</u> <u>78</u>

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Rated By Name: DAVID GANS CBO
 Title: _____
 Date: _____

Additional Comments:
EMON ON P. 25

City of Occochee
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): CSG Date: 3/21/24
 Project/Spec No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specified expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		CSG 24 12
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		CSG 5
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		14 5
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation clarity neatness (3 pts)		10 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (total vs. service comparables) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6 = 0 pts	100	0 78

Rated By: _____
 Name: DAN GANS CBO
 Title: _____
 Date: 3/21/24

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Additional Comments: _____

City of Oceanside

CONSULTANT PROPOSAL RATING FORM

SCA

Name of Firm(s):
Project/Service:

Date: 3/21/24
Project/Act No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		SCA 24 14
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		0 0
III. ABILITY TO PROVIDE SERVICES A. Reference state ability to complete job on time (4 pts) B. Proposed project is flexible (6 pts)		14 0
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation, clarity, neatness (3 pts)		10 5 3
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	0 76

Rated By Name: DAVID GANS CDO
Title:
Date: 3/21/24

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Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): J LEE

Project/Service: _____

Date: 3/21/24

Project/Acct No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized experience of members (25 pts) B. Adequacy of staff and resources (15 pts)		<u>J LEE</u> <u>20</u> <u>10</u>
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		<u>50</u>
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job on time (4 pts) B. Proposed project schedule (6 pts)		<u>14</u> <u>6</u>
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation, clarity, neatness (1 pt)		<u>10</u> <u>5</u> <u>5</u>
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. other competitors) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6 = 0 pts	100	<u>8</u> <u>76</u> <u>0</u>

Rated By Name: David Gans CBO
Title: _____

Date: 3/21/24

RANKING

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Additional Comments: _____

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): 4 LEAF

Project/Spec No.: _____

Date: 3/21/24

CRITERIA	POINTS	CONSULTANT	
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		20	10
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		6	2
III. ABILITY TO PROVIDE SERVICES A. References state ability to complete job within (14 pts) B. Proposed project schedule (6 pts)		12	5
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional qualifying information (5 pts) C. Presentation, clarity, neatness (3 pts)		10	5
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (100% vs. service opportunities) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 (pts)	100	0	75
			0

Rated By Name: DAVID GANS CBO

Title: _____

Date: 3/21/24

RANKING

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Additional Comments:

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm/Service: INTERWEST

Date: 3/24/24

Project/Act No.:

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		<u>INTERWEST</u> <u>22</u> <u>12</u>
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area preferred) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		<u>8</u> <u>2</u>
III. ABILITY TO PROVIDE SERVICES A. References user ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		<u>14</u> <u>6</u>
IV. QUALITY OF PROPOSAL A. Satisfactorily address all objectives (12 pts) B. Provide additional amplifying information (5 pts) C. Presentation clarity neatness (3 pts)		<u>12</u> <u>5</u> <u>3</u>
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost (cost vs. service contribution) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6 = 0 pts	100	<u>0</u> <u>74</u> <u>0</u>

Rated By Name: DAVID GANS CBO

Title: _____

Date: _____

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Additional Comments:

City of OceanSide
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): ABSC Date: 3/24/24
 Project/Account No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS		ABSC
A. Specialized expertise of members (24 pts)		24
B. Adequacy of staff and resources (15 pts)		14
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER		
A. Comparable work (local area preferred) (8 pts)		0
B. Proposal included 3 San Diego firms as part of consulting team (12 pts)		0
III. ABILITY TO PROVIDE SERVICES		
A. References state ability to complete job on time (14 pts)		14
B. Proposed project schedule (6 pts)		6
IV. QUALITY OF PROPOSAL		
A. Narrative/attach address all objectives (12 pts)		8
B. Provide additional sampling information (5 pts)		3
C. Presentation, clarity, neatness (1 pts)		7
V. WORK PERFORMANCE FOR THE CITY		
A. Proposal cost (cost v.s. service comparison)		0
Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	74
		0

Rated By: _____ Name: DAVID GARDNER
 Title: _____ Date: 3/24/24

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Additional Comments: RATES ONLY PROVIDED AS A PERCENTAGE

City of Oceanside
CONSULTANT PROPOSAL RATING FORM

Name of Firm(s): AVANTI Date: 3/21/21
 Project/Service: _____ Project/Asst No.: _____

CRITERIA	POINTS	CONSULTANT
I. QUALIFICATIONS OF FIRM AND MEMBERS A. Specialized expertise of members (25 pts) B. Adequacy of staff and resources (15 pts)		<u>AVANTI</u> <u>20</u> <u>10</u>
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER A. Comparable work (local area projects) (8 pts) B. Proposal included a San Diego firm as part of consulting team (2 pts)		<u>30</u> <u>3</u> <u>0</u>
III. ABILITY TO PROVIDE SERVICES A. References able ability to complete job on time (14 pts) B. Proposed project schedule (6 pts)		<u>14</u> <u>6</u>
IV. QUALITY OF PROPOSAL A. Satisfaction address all objectives (12 pts) B. Provide additional supporting information (5 pts) C. Presentation clarity neatness (3 pts)		<u>10</u> <u>3</u> <u>3</u>
V. WORK PERFORMANCE FOR THE CITY A. Proposal cost total vs. service comparison) Rank 1 = 10, 2 = 8, 3 = 6, 4 = 4, 5 = 2, 6+ = 0 pts	100	<u>6</u> <u>77</u> <u>0</u>

Rated By _____
 Name: DAVID GANS CBO
 Title: _____
 Date: 3/21/21

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Additional Comments:
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OCEANSIDE AGENDA STATEMENT

Meeting date: June 26, 2024

Check one (or more if a joint item): City Council X Harbor CDC OPFA

Staff Contact: Jonathan Wells

Extension: 3536

PLACEMENT: (check one)

 Proclamations/Presentations

 Mayor and/or Councilmember Item

X Consent Calendar

 City Manager Item

 6:00 p.m. Public Hearing

 City Clerk/City Attorney Item

 General Item (Discussion)

 Ordinance Introduction

Agenda Item Description –

City Council approval of a one-year Professional Services Agreement (PSA) with The Code Group, Inc. dba VCA Code ("VCA Code") in the amount not-to-exceed \$400,000 per a one year period, for building plan review and permit technician services; appropriate \$295,600 from General Fund, Unassigned Reserve Funds; and authorize the City Manager to execute the agreement upon receipt of all necessary documents.

If Discussion item, please fill in the blanks: N/A

- A) Report by _____, _____
- B) Discussion
- C) Recommendation – _____

If Public Hearing item, please fill in the blanks: N/A

- A) Mayor opens public hearing
- B) Mayor requests disclosure of Councilmember and constituent contacts and correspondence
- C) City Clerk presents correspondence and/or petitions
- D) Testimony, beginning with _____ (name and title)
- E) Recommendation – _____