



# City of Del Mar Staff Report



TO: Honorable City Council Members

FROM: Kristen M. Crane, Management Services Director  
Kathleen Garcia, Planning and Community Development Director  
Via Scott W. Huth, City Manager

DATE: May 16, 2016

SUBJECT: Amendment to the Contractual Service Agreement with the Miller Hull Partnership LLC. for City Hall/Town Hall Project Construction Documents and Construction Administration and Additional Professional Services Related to Design

## REQUESTED ACTION/RECOMMENDATION:

Adopt the proposed resolution (Attachment A) authorizing the City Manager to execute an amendment to the Professional Services Agreement that the City has made with the Miller Hull Partnership LLC to extend their agreement to include the Construction Bid & Award and Construction Administration phases, as well as additional auxiliary services for design, and authorizing an additional \$358,602 for this phase of work.

## DISCUSSION/ANALYSIS:

On April 6, 2015, the City Council directed the City Manager to enter into an agreement with the Miller Hull Partnership LLC (Miller Hull) to prepare the design for the City Hall/Town Hall project. Their original contract (Attachment B) authorized work through the first four phases: 1.0 - Concept Design; 2.0 - Schematic Design Phase; 3.0 - Entitlement Phase; and 4.0 - Design Development Phase.

On March 21, 2016, the City Council authorized the City Manager to enter an agreement up to \$355,709 with Miller Hull for the next phase of the project, 5.0 - Construction Documents, which is necessary to take the design into bidding and construction.

Per Council authorization, since March 25, 2016, Miller Hull has been working on construction documents, which are now at 50% complete. Construction documentation is the preparation of the drawings and specifications necessary for a contractor to build the project. Negotiations have also been underway with Miller Hull for their work and that of their applicable subconsultants for the final phases of the project, which will

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City Council Action:

include their role during Bid & Award (the response to bidders questions) and Construction Administration (the response to contractor's questions regarding the construction documents). Construction Administration will take the project through completion of construction, building occupancy, and contract close-out scheduled to take 17 months upon award of construction to a contractor.

At this point in time, staff is requesting that the City Council authorize the City Manager to enter an agreement amendment with The Miller Hull Partnership, LLC, in the amount of \$358,602 for the Construction Bid & Award and Construction Administration phases, as well as several additional professional services related to the project design.

<b>Category</b>	<b>Amount</b>
Miller Hull Partnership <i>Construction Bid &amp; Award (\$10,132) and Construction Administration (\$237,795)</i>	\$247,927
<b>Additional Services</b>	
Acoustical Engineering Services <i>(Not to Exceed)</i>	\$28,000
Mechanical, Electrical, & Plumbing Design Services Related to Catering Kitchen	\$10,675
Preparation of Record Drawings <i>(Based on an estimate of 5% of Construction Administration)</i>	\$12,000
Design Services Contingency (10%)	\$60,000
<b>New Contract Amount with Miller Hull for Remaining Services</b>	<b>\$358,602</b>

***Additional Design-Related Professional Services***

Recognizing that the project scope has changed in several areas since the original Miller Hull contract was approved, additional design-related professional services have been required, such as an acoustical engineering analysis (estimated to cost approximately \$28,000) and mechanical, electrical, and plumbing (MEP) design services for a more complex catering kitchen (estimated to cost \$10,675). These costs were not originally included in the Miller Hull scope for preparation of construction

documents and construction administration. Several other anticipated items are also included, such as preparation of record drawings and a contingency (which will be deducted from the contingencies included in the overall project budget, if it is used). Therefore, it is recommended that the City Council authorize the City Manager to expend an additional \$110,675 via Miller Hull for these auxiliary services.

FISCAL IMPACT:

The amount allocated for this contract extension is included in the FY 2015-2016 and 2016-2017 Operating and Capital Budget (Revised). An update on the status of the project budget will be provided at the June 6, 2016 City Council meeting, which incorporates the 50% construction drawings construction cost estimate.

ENVIRONMENTAL IMPACT:

On January 4, 2016, the City Council certified the Environmental Impact Report for the City Hall/Town Hall/Plaza Project.

PRIOR CITY COUNCIL REVIEW:

On April 6, 2015, the City Council authorized staff to proceed with the design phase contract with The Miller Hull Partnership LLC. and allocated funding to the Capital Improvement Project account.

ATTACHMENTS:

Attachment A – Draft Resolution  
Attachment B – The Miller Hull Partnership, LLC. Contract

RESOLUTION NO. 2016- \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AMENDED PROFESSIONAL SERVICE AGREEMENT WITH THE MILLER HULL PARTNERSHIP LLC. PROVIDING SERVICES FOR CONSTRUCTION BID & AWARD AND CONSTRUCTION ADMINISTRATION, AS WELL AS AUXILIARY DESIGN SERVICES FOR THE CITY HALL/TOWN HALL PROJECT

WHEREAS, on April 6, 2015 the City Council directed the City Manager to enter into a Professional Service Agreement with the Miller Hull Partnership LLC. to provide architectural design consulting services for the City Hall/Town Hall Project; and

WHEREAS, the determination to enter into the Professional Service Agreements followed an extensive Request for Qualifications, Request for Proposals and screening/selection process conducted by the Ad Hoc City Hall/Town Hall Project Design Team Selection Committee; and

WHEREAS, the terms of the Professional Service Agreement authorized a work program and fee through the first four phases of effort: 1.0 Concept Design; 2.0 Schematic Design Phase; 3.0 Entitlement Phase; and, 4.0 Design Development Phase; and

WHEREAS, the City's Professional Service Agreement Exhibit B1 Fee Schedule identified a fee of \$355,709.00 for the preparation of Phase 5.0 Construction Documents; and

WHEREAS, on March 21, 2016, the City Council authorized the City Manager to enter into an amended Professional Service Agreement with the Miller Hull Partnership, LLC. for the preparation of Construction Documents in an amount not to exceed \$355,709.00; and

WHEREAS, the Miller Hull Partnership LLC., has successfully met the conditions of the existing agreement; and

WHEREAS, the City desires additional services not included in the original contract for specialties, such as an acoustical engineering analysis and mechanical/electrical/plumbing design work for the catering kitchen; and

WHEREAS, the City desires to maintain continuity and the project schedule by having the Miller Hull Partnership LLC., as the previously screened and selected firm, available to provide Phase 5.0 Construction Documents, Phase 6.0 Bid and Award, and Phase 7.0 Construction/Contract Administration, as well as additional design-related services as may be necessary based on the project design.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Mar, California, that:

- A. The above recitals are true and correct.
- B. The City Council authorizes the City Manager to enter into an amended Professional Service Agreement with the Miller Hull Partnership, LLC. for the provision of services during the Construction Bid and Award phase, and Contract/Construction Administration, as well as auxiliary design services, in an amount not to exceed \$358,602.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the \_\_\_\_ day of May 2016.

\_\_\_\_\_  
SHERRYL PARKS, Mayor  
City of Del Mar

APPROVED AS TO FORM:

\_\_\_\_\_  
LESLIE E. DEVANEY, City Attorney

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO  
CITY OF DEL MAR

I, Ashley Jones, Administrative Services Director/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 2016-\_\_\_\_\_, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the \_\_\_\_ day of May, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
ASHLEY JONES,  
Administrative Services Director/City Clerk  
City of Del Mar

**AGREEMENT BETWEEN THE CITY OF DEL MAR  
AND  
THE MILLER HULL PARTNERSHIP**

This Agreement ("Agreement"), made this 21st day of April, 2015, by and between the CITY OF DEL MAR, a Municipal Corporation, duly organized and existing under and by virtue of the laws of the State of California ("CITY"), and THE MILLER HULL PARTNERSHIP LLP, a Washington Limited Liability Partnership ("CONSULTANT") with reference to the following facts which are acknowledged by each party as true and correct:

RECITALS

A. CITY is a general law city, formed and existing pursuant to the provisions of the California Government Code.

B. Chapter 7.16 of the Del Mar Municipal Code provides for acquisition of services from architects, engineers, land surveyors, construction management firms ("Design Professionals") on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the professional services.

C. CITY desires or is in need of architectural and associated design and engineering services for the City Hall/Town Hall project.

D. CONSULTANT has special knowledge, experience and facilities for accomplishing the above services.

E. CITY now desires to retain CONSULTANT to accomplish the above services, and CONSULTANT is willing to be so retained pursuant to the terms and conditions of this Agreement.

AGREEMENT

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

OPERATIVE PROVISIONS

1. RESPONSIBILITIES OF CONSULTANT

1.1 CONSULTANT shall undertake to carry on the scope of services as listed in the attached Scope of Services through the Design Development Task (refer to Exhibit "A"), which is attached to and made a part of this Agreement. To the extent the provisions of Exhibit "A" are ambiguous in relation to the provisions of this Agreement, inconsistent with the provisions of this Agreement, or expand upon the provisions of this Agreement, the provisions of this Agreement shall take precedence and the provisions of Exhibit "A" shall not apply. These duties may be adjusted from time to time as agreed upon in writing by CONSULTANT and CITY. Any additional services authorized by CITY shall be subject to all terms and conditions of this Agreement, except as modified in writing in accordance with Section 24.

1.2 Representations. CONSULTANT will perform the services set out in this Agreement, as contemplated herein, in an efficient, timely, and professional manner, and in

accordance with generally accepted standards for performing similar services. It is understood that CITY, in entering into this Agreement, is relying on CONSULTANT's representations for quality and professional work performed in a timely manner, and CONSULTANT shall perform in accordance with those representations and standards.

1.3 Monthly Written Reports. The Project Principal of CONSULTANT shall prepare and submit to the designated CITY representative a monthly written report specifying the activities of CONSULTANT pursuant to this Agreement. CONSULTANT shall prepare the monthly written report in a format acceptable to the CITY. CONSULTANT shall submit the monthly written report to the CITY by the second Friday of each month.

2. ADMINISTRATION OF AGREEMENT

2.1 CITY appoints its City Manager, or his designee, to administer CITY's rights under this Agreement, and to review the work performed by CONSULTANT pursuant to the scope of services.

2.2 CONSULTANT shall keep the City Manager, CITY's representative, or his designee or designees, fully informed as to the progress of the work and shall submit to CITY such oral and written reports as CITY may specify.

2.3 This Agreement shall be administered on behalf of the parties hereto, and any notice desired or required to be sent to a party hereunder shall be addressed, as follows:

For CITY:	Kathleen A. Garcia, FASLA, Planning Director
Address:	City of Del Mar 1050 Camino del Mar Del Mar, CA 92014
Phone:	(858) 755-9313
Facsimile:	(858) 755-2794

For CONSULTANT:	Caroline Kreiser, AIA, Principal in Charge
CONSULTANT:	The Miller Hull Partnership, LLP
Address:	2150 W. Washington Street, Suite 113
Phone:	(619) 220-0984
Facsimile:	(206) 682-5692

3. TERM

3.1 The term of this Agreement shall be from April 21, 2015 until October 19, 2018.

3.2 Time is of the essence for this Agreement and each provision of this Agreement, unless otherwise specified in this Agreement.

4. PAYMENT TO CONSULTANT

4.1 Consideration. In consideration of the services to be performed by CONSULTANT for the CITY as set forth in Section 1, the CITY agrees to pay CONSULTANT the sum of Five Hundred Fourteen Thousand Four Hundred and Thirty One Dollars (\$514,431.00) per Exhibit B.

4.2 Additional Services. If CITY desires any additional services ("Additional Services"), CONSULTANT may, upon written request by the CITY, furnish a proposal including an itemized statement of the estimated cost of the Additional Services thereof, and the CITY may modify or alter the proposal, or may reject the proposal in its entirety, at its sole discretion, or may direct the submission of a new proposal which may be accepted, altered or rejected. Upon the written approval of any Additional Services including costs by CONSULTANT and CITY, CONSULTANT shall perform the Additional Services and CITY will pay to CONSULTANT the cost of the Additional Services as agreed in writing. All money due for Additional Services shall be supported by a detailed statement of CONSULTANT showing the basis of said claims, and certified by proper officers of CONSULTANT.

4.3 Payments. Payment of CONSULTANT's fee shall be made in accordance with CITY's normal schedule for issuance of checks. CONSULTANT agrees and acknowledges that it is CONSULTANT's sole responsibility to report as income all compensation received from CITY, and to make the requisite tax filings and payments to the appropriate federal, state and local tax authorities.

## 5. STATUS OF CONSULTANT

5.1 Independent Contractor. It is understood and agreed that CITY is interested only in the results obtained from service hereunder and that CONSULTANT shall perform as an independent contractor with sole control of the manner and means of performing the services required under this Agreement. CONSULTANT shall complete this Agreement according to its own methods of work which shall be in the exclusive charge and control of CONSULTANT and which shall not be subject to control or supervision by the CITY, except as to the results of the work. CONSULTANT is, for all purposes arising out of this Agreement, an independent contractor, and neither CONSULTANT, nor its employees, agents and representatives shall be deemed an employee of the CITY for any purpose.

5.2 Employee Benefits. CONSULTANT shall be responsible for all salaries, payments, insurance and benefits for all of its officers, agents, representatives and employees in performing services pursuant to this Agreement. It is expressly understood and agreed that CONSULTANT and its employees, agents, and representatives shall in no event be entitled to any CITY benefits to which CITY employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation, worker's compensation, sick or injury leave or other benefits.

5.3 Workers' Compensation Insurance. CONSULTANT agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder, as provided in Section 6.1.2 of this Agreement.

5.4 Prevailing Wages. Pursuant to the provisions of section 1773 of the Labor Code of the State of California, the City Council has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this Agreement, from the Director of the

Department of Industrial Relations. These rates are on file with the City Clerk. Copies may be obtained at cost at the City Clerk's office. CONSULTANT shall post a copy of such rates at their office and shall pay the adopted prevailing wage rates as a minimum. If applicable, CONSULTANT shall comply with the provisions of sections 1773.8, 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code and any other applicable laws.

Pursuant to the provisions of section 1775 of the Labor Code, CONSULTANT shall forfeit to CITY, as a penalty, the sum of fifty dollars (\$50.00) for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this Agreement, by him or by any sub-consultant under him, in violation of the provisions of this Agreement.

## 6. INSURANCE

CONSULTANT shall not begin the services under this Agreement until it has: (a) obtained, and upon the CITY's request, provided to the CITY, insurance certificates reflecting evidence of all insurance required in this Section 6; however, CITY reserves the right to request, and CONSULTANT shall submit, copies of any policy upon reasonable request by CITY; (b) obtained CITY approval of each company or companies as required by Section 6; and (c) confirmed that all policies contain the specific provisions required in Section 6.

6.1 Types of Insurance. At all times during the term of this Agreement, CONSULTANT shall maintain insurance coverage as follows:

6.1.1 Commercial General Liability. Commercial General Liability (CGL) Insurance written on an occurrence basis to protect CONSULTANT and CITY against liability or claims of liability which may arise out of this Agreement in the amount of One Million Dollars (\$1,000,000) per occurrence and subject to an annual aggregate of Two Million Dollars (\$2,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability.

6.1.2 Workers' Compensation. For all of CONSULTANT's employees who are subject to this Agreement and to the extent required by applicable state or federal law, CONSULTANT shall keep in full force and effect a Workers' Compensation policy. That policy shall provide employers' liability coverage as required by applicable state and/or federal Workers' Compensation laws, and CONSULTANT shall provide an endorsement that the insurer waives the right of subrogation against the CITY and its respective elected officials, officers, employees, agents and representatives. In the event a claim under the provisions of the California Workers' Compensation Act is filed against CITY by a bona fide employee of CONSULTANT participating under this Agreement, CONSULTANT agrees to defend and indemnify the CITY from such claim.

6.1.3 Professional Liability. For all of CONSULTANT's employees who are subject to this Agreement, CONSULTANT shall keep in full force and effect Professional Liability coverage for professional liability (errors and omissions) with a limit of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) annual aggregate. CONSULTANT shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of services under this Agreement; and (2) the policy will be maintained in force for a period of four years after termination of this Agreement or substantial completion of services under this Agreement, whichever occurs last. CONSULTANT agrees that for the time

period defined above, there will be no changes or endorsements to the policy that increase the CITY's exposure to loss.

6.1.4 Commercial Automobile Liability. For all of the CONSULTANT's automobiles including owned, hired and non-owned automobiles, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$500,000 per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto).

6.2 Insurer Requirements. All insurance required by express provision of this Agreement shall be carried only by responsible insurance companies that are no less than "A" and "VII" or better by the A.M. Best Key Rating Guide, and are licensed to do business in the State of California. CITY will accept insurance provided by non-admitted "surplus lines" carriers only if the carrier is authorized to do business in the State of California.

6.3 Deductibles. All deductibles on any policy shall be the responsibility of CONSULTANT and shall be disclosed to CITY at the time the evidence of insurance is provided.

6.4 Specific Provisions Required. Each policy required under this Section 6 shall expressly provide, and an endorsement shall be submitted to CITY, that: (a) the policies are primary and non-contributory to any insurance that may be carried by CITY; and (b) CITY is entitled to thirty (30) days' prior written notice (10 days for cancellation due to non-payment of premium) of cancellation, material reduction, or non-renewal of the policy or policies. Additionally, the CGL and Workers' Compensation policies shall expressly provide, and an endorsement shall be submitted to CITY, that the City of Del Mar and its respective officers and employees are additional insured under the policy.

6.5 Indemnity Not Limited by Insurance. CONSULTANT's liabilities, including, but not limited to, CONSULTANT's indemnity and defense obligations under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement, and CONSULTANT's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement may be treated as a material breach of contract by CITY.

## 7. AUDIT AND INSPECTION OF RECORDS

At any time during CONSULTANT's normal business hours and as often as CITY may deem necessary, and upon reasonable notice, CONSULTANT shall make available to CITY, or any of its duly authorized representatives, for examination, audit, excerpt, copying or transcribing, all data, records, investigation reports and all other materials respecting matters covered by this Agreement. CONSULTANT will permit CITY to audit and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Agreement. All material referenced in this Section, including all pertinent cost accounting, financial records, and proprietary data, must be kept and maintained by CONSULTANT for a period of at least four (4) years, or for the period required by law, whichever is greater, after completion of CONSULTANT's performance hereunder, unless CITY's written permission is given to dispose of same prior to that time.

## 8. CONFIDENTIALITY AND USE OF INFORMATION

8.1 Except as otherwise provided by law, all reports, communications, documents and information obtained or prepared by CONSULTANT respecting matters covered by this Agreement shall not be published without prior written consent of City Manager or his designees, nor shall CONSULTANT issue any news releases or publish information relating to its services hereunder without the prior written consent of the City Manager. CONSULTANT shall hold in trust for the CITY, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the CITY's research, development, trade secrets and business affairs, but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.

8.2 CONSULTANT shall advise CITY of any and all materials used, or recommended for use, by CONSULTANT to achieve the project goals that are subject to any copyright restrictions or requirements. In the event CONSULTANT shall fail to so advise CITY and, as a result of the use of any programs or materials developed by CONSULTANT under this Agreement, CITY should be found in violation of any copyright restrictions or requirements, CONSULTANT agrees to indemnify and hold harmless CITY against any action or claim brought by the copyright holder.

8.3 Ownership of Records. All records created by the CONSULTANT shall become the property of the CITY and shall be subject to state law and CITY policies governing privacy and access to files. The CITY shall have access to and the right to examine all books, documents, papers and records of the CONSULTANT involving transactions and work related to this Agreement. The CONSULTANT shall retain all copies of records for a period of five (5) years from the date of final payment.

## 9. NOTICE

All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service, (b) by U.S. Mail, mailed either by certified mail, return receipt requested, with postage prepaid and addressed to the party to whom the notice is directed, or (c) via facsimile transmission (with proof of confirmation by sender). Service shall be considered given when received if personally served or, if mailed, two days after deposit in the United States Mail by certified mail, return receipt requested. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this Agreement, the addresses of the parties are as set forth in Section 2 above.

## 10. TERMINATION FOR CAUSE

10.1 CITY may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) a material violation of any of the covenants, agreements, or stipulations of this Agreement by CONSULTANT, (b) CONSULTANT, through any cause, failing to fulfill in a timely and proper manner its obligations under this Agreement, (c) any act by CONSULTANT exposing CITY to liability to others for personal injury or property damage, or (d) if CONSULTANT is adjudged bankrupt, CONSULTANT makes a general assignment for the benefit of creditors, or a receiver is appointed on account of CONSULTANT's insolvency. Written notice by CITY of termination for cause shall contain the reasons for such intention to terminate and shall specify the effective date thereof. Unless prior to the effective date of the termination for cause the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall cease and

terminate on the effective date specified in the written notice by CITY.

10.2 In the event of such termination, CONSULTANT shall be paid the reasonable value of satisfactory services rendered up to the date of receipt of the notice of termination in accordance with this Agreement, less any payments theretofore made, as determined by CITY, not to exceed the amount payable herein, and CONSULTANT expressly waives any and all claims for damages or compensation arising under this Agreement in the event of such termination, except as set forth herein.

#### 11. TERMINATION FOR CONVENIENCE OF CITY

11.1 CITY may terminate this Agreement at any time and for any reason by giving written notice to CONSULTANT of such termination, and specifying the effective date thereof, at least fifteen (15) days prior to the effective date.

11.2 If the Agreement is terminated as provided in this Section, CONSULTANT shall be entitled to receive compensation for any satisfactory work completed up to the receipt by CONSULTANT of notice of termination, less any payments theretofore made and not to exceed the amount payable herein, and for satisfactory work completed between the receipt of notice of termination and the effective date of termination pursuant to a specific request by CITY for the performance of such work.

#### 12. PERFORMANCE AFTER TERMINATION

Upon termination of this Agreement as provided herein, CONSULTANT shall, within such reasonable time period as may be directed by City Manager, complete those items of work which are in various stages of completion and which City Manager determines are necessary to be completed by CONSULTANT to allow the project to be completed in a timely, logical, and orderly manner. Upon termination, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, and other materials prepared by CONSULTANT shall be delivered to the City Manager, upon his request, as property of CITY.

#### 13. DEFENSE AND INDEMNIFICATION

13.1 CONSULTANT shall, to the fullest extent permitted by law, hold harmless, protect, defend (with attorneys approved by CITY) and indemnify the CITY, its council, and each member thereof, its officers, agents, employees, representatives, and their successors and assigns, from and against any and all losses, liabilities, claims, suit damage, expenses and costs including reasonable attorney's fees and costs, and expert costs and investigation expenses ("Claims"), which arise out of the architect's negligent performance of professional services under this contract by CONSULTANT, its officers, employees, representatives, subcontractors, or agents. CONSULTANT shall have no obligation, however, to defend or indemnify CITY if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of CITY.

13.2 General Indemnity Provisions. This indemnity is in addition to any other rights or remedies which CITY may have under the law or this Agreement. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, CITY may, at its sole discretion, reserve, retain or apply any monies due to CONSULTANT under this Agreement for the purpose of resolving such claims; provided however, that CITY may release such funds if

CONSULTANT provides CITY with reasonable assurances of protection of the CITY's interest. The CITY shall, in its sole discretion determine whether such assurances are reasonable.

CONSULTANT agrees that its duty to defend the indemnities arises upon an allegation of liability based upon the performance of services under this Agreement by CONSULTANT, its officers, agents, representatives, employees, sub-consultants, or anyone for whom CONSULTANT is liable and that an adjudication of CONSULTANT's liability is not a condition precedent to CONSULTANT's duty to defend.

14. CONFLICT OF INTEREST


14.1 CONSULTANT shall be bound by the requirements of the FPPC (Fair Political Practice Commission) and state law with regard to disclosure of financial interests and prohibited conflicts of interest.

14.2 Prior to execution of this Agreement, CONSULTANT shall disclose in writing to CITY any and all compensation, actual or potential, which CONSULTANT may receive in any form from a party other than CITY as a result of performance of this Agreement by CONSULTANT. If CONSULTANT becomes aware of the potential for such compensation subsequent to the execution of this Agreement, CONSULTANT shall disclose such compensation within three (3) working days of becoming aware of the potential for such compensation.

14.3 Prior to or concurrent with making any recommendation of any products or service for purchase by the CITY, CONSULTANT shall disclose any financial interest that CONSULTANT may have in any manufacturer or provider of the recommended products or services. The term "financial interest" includes, but is not limited to, employment (current or prospective) or ownership interest of any kind and degree.

14.4 CONSULTANT shall not conduct business for third parties which may be in conflict with CONSULTANT's responsibilities under this Agreement. CONSULTANT may not solicit any business during the term of this Agreement which conflicts with its responsibilities under this Agreement. CONSULTANT shall provide no services for any private client within the corporate boundaries or sphere of influence of CITY during the period of this Agreement which may constitute a conflict of interest.

CONSULTANT acknowledges that he/she has read Section 14. Conflict of Interest, and may have \_\_\_ or does not have  a potential conflict of interest, and will \_\_\_ or will not  need to file a Statement of Economic Interest Form 700. If CONSULTANT is required to file a Statement of Economic Interest, a Form 700 shall accompany this executed Contract.

 Consultant's Initial  
City of Del Mar Initial

15. ASSIGNMENT

No portion of this Agreement or any of the work to be performed hereunder may be assigned or delegated (including hiring and retaining use of any other person or entity for any purpose, except for those certain subconsultants specifically included in the attached "Scope of Services") by CONSULTANT without the express written consent of CITY, nor may any interest in this Agreement be transferred (whether by assignment or novation) by CONSULTANT without the express written consent of CITY, and without such consent all services hereunder are to be performed by CONSULTANT, its officers, agents and employees. However, claims for

money due or to become due to CONSULTANT from CITY under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of such assignment or transfer shall be furnished promptly to CITY. Any assignment requiring approval may not be further assigned without CITY approval.

16. SURVIVAL

CONSULTANT's representations, insurance and indemnity obligations, and performance obligations post-termination shall survive termination of this Agreement.

17. COMPLIANCE WITH APPLICABLE LAWS

CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT's business, equipment and personnel engaged in activities covered by this Agreement or arising out of the performance of such activities.

18. PERMITS/LICENSES

CONSULTANT and all of CONSULTANT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

19. NONDISCRIMINATION IN EMPLOYMENT

CONSULTANT agrees that it will not engage in unlawful discrimination in employment and shall comply with all applicable laws and regulations of CITY and/or all other relevant government agencies, including, but not limited to, the California Department of Fair Employment and Housing and the Federal Equal Employment Opportunity Commission. Also, CONSULTANT certifies and agrees that all persons employed by CONSULTANT, its affiliates, subsidiaries and related entities, if any, will be treated equally by CONSULTANT, without unlawful discrimination based upon creed, sex, race, national origin, or any other classification prohibited by state or federal law. If CITY finds that any of the provisions of this Section have been violated, such violation shall constitute a material breach of this Agreement, upon which CITY may determine to cancel, terminate, or suspend this Agreement. While CITY reserves the right to determine independently that the anti-discrimination provisions of the Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or California Department of Fair Employment and Housing, or successor agency, or the Federal Equal Employment Opportunity Commission, or successor agency, that CONSULTANT has violated state or federal anti-discrimination laws relative to this Agreement shall constitute a finding by CITY that CONSULTANT has violated the anti-discrimination provisions of this Agreement.

20. NON-WAIVER

The failure of CITY or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition. Payment to CONSULTANT of compensation under this Agreement shall not be deemed to waive CITY's rights or CONSULTANT's rights

contained in this Agreement.

21. SEVERABILITY

If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, invalid, or void, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

22. DISPUTES

In the event that any action is brought by either party to construe this Agreement or enforce any of its terms, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred, whether or not the matter proceeds to judgment.

23. REMEDIES

The rights and remedies of the CITY provided in this Agreement are not intended to be exclusive, and are in addition to any other rights and remedies permitted by law.

24. ENTIRE AGREEMENT/AMENDMENT

This Agreement and any exhibits attached hereto constitute the entire agreement between the parties and supersede any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement.

25. GOVERNING LAW/VENUE

The terms and conditions of this Agreement shall be governed by the laws of the State of California. Any action or proceeding brought by any party against any other party arising out of or related to this Agreement shall be brought exclusively in San Diego County.

26. BINDING AGREEMENT

This Agreement is intended to be binding on the parties and their respective successors and assigns.

27. NUMBER

The plural shall include the singular, and the singular shall include the plural and neuter wherever the context so indicates or requires.

28. WARRANTY OF AUTHORITY


Each of the parties signing this Agreement warrants to the other that it has the full authority of the entity on behalf of which its signature is made.

29. COUNTERPARTS

This Agreement may be executed in counterparts, all of which taken together will be considered one original document.

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

CITY OF DEL MAR

  
\_\_\_\_\_  
Scott W. Huth, City Manager

THE MILLER HULL  
PARTNERSHIP, LLP

  
\_\_\_\_\_  
Norm Strong, FAIA / Partner

  
\_\_\_\_\_  
Signature

ATTEST:

  
\_\_\_\_\_  
Andrew Potter  
Administrative Services Director/City Clerk

ATTEST:

CAROLINE KREISER  
Caroline Kreiser, AIA / Principal

  
\_\_\_\_\_  
Signature

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Leslie Devaney, City Attorney

**EXHIBIT A**  
**Scope of Services**

## DMCH - SCOPE OF WORK

MH Project No. 1507

Date: April 22, 2015

### CONCEPT DESIGN PHASE

**SCHEDULE:** April 21 to June 15, 2015

**SUMMARY:** Explore - site analysis, program verification, develop three options, community input

**TEAM:** Miller Hull, Spurlock Poirier, Cumming

**GOALS:** Establish project goals and define Owner's project requirements including sustainable design goals. The core client group and the decision making process shall be identified at the beginning of this phase.

**PROCESS:**

- Team to analyze the site for opportunities and constraints, including micro climate research. Document findings on a site analysis drawing. The team will develop three preliminary conceptual site / building massing schemes for community and core group input. All three preliminary concepts will be supported by a cost estimate.
- Provide preliminary zoning code analysis and basic building code review. Determine City requirements for landscape development.
- The program provided for the project shall be verified with the client and user groups, including program for all outdoor areas. A final program summary shall be prepared to serve as a guide for the project design.
- This phase, and all subsequent phases include coordination with Recon and the CEQA process.
- Miller Hull and Spurlock Poirier will participate in two (2) community workshops: this includes the preparation of the agenda and materials for the workshops. We will also attend two (2) council presentations, one to present the three options, and one to present the preferred option along with the concept level cost estimate. Each meeting will be documented with a summary of the input provided.

**DELIVERABLES:** Concept Design Report with project goals and requirements, program summary, community input and the preferred site / building massing scheme, preliminary photo representation of landscape character and materials; the report will include a programming level cost estimate for the preferred scheme as well as programming level cost estimates for the three preliminary options.

### SCHEMATIC DESIGN

**SCHEDULE:** June 16 to August 4, 2015

**SUMMARY:** Advance – develop preferred scheme, grading and drainage, exterior focus

**TEAM:** Miller Hull, Spurlock Poirier, BWE, Hope Amundson, Elen, Cumming

**GOALS:** Test, develop and confirm preferred site / building design.

**PROCESS:**

- Meet with core group and user groups to confirm needs and priorities for program and circulation.
- Offer material suggestions and basic structural and mechanical systems narrative. Develop building forms and architectural character.

- Explore sustainable design strategies and discuss preferred options for the integration of sustainable design. A decision to pursue LEED should occur early in this phase.
- Review relationship to neighboring properties, including view assessment simulations.
- Establish contractor delivery method.
- Site demolition narrative

**DELIVERABLES:** Schematic Design Report including character images and material graphics for both architecture and landscape architecture, Schematic Design Drawings, Outline Specifications, and Cost Estimate (for preferred scheme only).

## **ENTITLEMENTS**

**SCHEDULE:** August 26 to November 18, 2015 – anticipate agency submittal at the end of Design Development

**SUMMARY:** Submit – design for review and commentary and discretionary permits

**TEAM:** Miller Hull, Spurlock Poirier, BWE

**GOALS:** Approval of Design.

**PROCESS:**

- Preparation of submittal documents formatted to City / Agency standards and preparation of associated calculations. Outreach to City / Agency staff (up to three meetings are included) and review comment responses. Anticipated review agencies include: City of Del Mar Design Review Board, City of Del Mar Planning Commission as necessary. Erect story poles on the project site.
- Our scope includes up to (3) three presentations to permitting / review agencies.

**DELIVERABLES:** Concept grading, drainage and utility plans as well as drainage study and storm water management report by civil engineer and certified story poles. Other submittal package materials pre Design Development and DRB requirements, responses to review comments.

## **DESIGN DEVELOPMENT**

**SCHEDULE:** August 4 to November 18, 2015

**SUMMARY:** Refine – coordinate and confirm, interior focus

**TEAM:** Miller Hull, Spurlock Poirier, BWE, Hope Amundson, Elen, Cumming

**GOALS:** Refined Design and Community Approval

**PROCESS:**

- Design refinement and systems integration. Develop material and color palette, including interiors.
- Participation in two community workshops, including the preparation of the workshop agenda and related workshop materials.
- Preparation of preliminary Title 24 report.
- This phase includes one quality control workshop for the entire design team.

**DELIVERABLES:** Design Development Drawings issued at 50% and 100% of phase, Draft 3-part Specifications, and Cost Estimate at 50% and at 100% of phase.

## **CONSTRUCTION DOCUMENTS Future Task; not authorized**

**SCHEDULE:** TBD

**SUMMARY:** Detail

**TEAM:** Miller Hull, Spurlock Poirier, BWE, Hope Amundson, Elen, Cumming

**DELIVERABLES:** Demolition plans, excavation plans, public improvement plans, utility plans, storm water maintenance agreement. Building permit submissions.

Detailed scope to be developed upon further discussion.

**BID & AWARD** Future Task; not authorized

**SCHEDULE:** TBD

**SUMMARY:** Assist

**TEAM:** Miller Hull, Spurlock Poirier, BWE, Hope Amundson, Elen

Detailed discussion to be developed upon further discussion.

**CONSTRUCTION CONTRACT ADMINISTRATION** Future Task; not authorized

**SCHEDULE:** TBD

**SUMMARY:** Observe

**TEAM:** Miller Hull, Spurlock Poirier, BWE, Hope Amundson, Elen

Detailed scope to be developed upon further discussion.

**GENERAL SCOPE NOTES**

MEP Services include: fire alarm design; Title 24 calculations and forms; architectural lighting; coordination with the City regarding the design of pathways to serve and power the system equipment; coordination with the security system vendor regarding the design of pathways to power the security equipment; coordination with the AV system vendor regarding the design of pathways to power the system equipment; emergency generators and associated power distribution system.

**NOT INCLUDED IN THE BASIC DESIGN SERVICES:**

LEED design and documentation is not included in the basic services; Commissioning Services and renewable energy systems; value-engineering studies; cost estimator support beyond the Construction Documents phase; record drawings; Specialty acoustical/audio/visual consultation.

**EXHIBIT B**  
**Fee Schedule**

Exhibit B

**FEE SCHEDULE - City Hall/Town Hall Architectural Design**

<i>Task:</i>	<i>Firm:</i>	<b>Miller Hull</b>	<b>Spurlock Poirier</b> Landscape Architecture	<b>Hope Amundson</b> Structural Engineering	<b>Burkett &amp; Wong</b> Civil Engineering	<b>ELEN</b> MEP Engineering	<b>Cumming</b> Cost Estimation	<b>All Reimbursable</b> Expenses	<b>Total by Task</b>
1.0 Concept Design Phase		\$ 35,406.00	\$ 18,500.00	\$ -	\$ -	\$ -	\$ 14,600.00	\$ 1,582.00	\$ 70,088.00
2.0 Schematic Design Phase		\$ 63,169.00	\$ 6,000.00	\$ 9,000.00	\$ 6,000.00	\$ 35,000.00	\$ 10,560.00	\$ 1,582.00	\$ 131,311.00
3.0 Entitlements Phase		\$ 21,501.00	\$ 4,500.00	\$ -	\$ 9,350.00	\$ -	\$ -	\$ -	\$ 35,351.00
3.5 Story Poles Installation		\$ 3,500.00	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 38,500.00
4.0 Design Development Phase		\$ 135,709.00	\$ 18,000.00	\$ 18,500.00	\$ 8,000.00	\$ 37,500.00	\$ 19,890.00	\$ 1,582.00	\$ 239,181.00
<b>Contract Authorization:</b>		<b>\$ 259,285.00</b>	<b>\$ 47,000.00</b>	<b>\$ 27,500.00</b>	<b>\$ 58,350.00</b>	<b>\$ 72,500.00</b>	<b>\$ 45,050.00</b>	<b>\$ 4,746.00</b>	<b>\$ 514,431.00</b>
									not to exceed
<i>Future Tasks (Requiring additional authorization):</i>									
5.0 Construction Documents		\$ 172,357.00	\$ 35,100.00	\$ 38,000.00	\$ 58,300.00	\$ 37,500.00	\$ 12,870.00	\$ 1,582.00	\$ 355,709.00
6.0 Bid and Award		\$ 4,895.00	\$ 900.00	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00	\$ -	\$ -	\$ 10,795.00
7.0 Construction Contract Admin		\$ 133,271.00	\$ 11,400.00	\$ 19,000.00	\$ 11,500.00	\$ 7,500.00	\$ -	\$ 1,582.00	\$ 184,253.00
<b>Future Tasks Subtotal:</b>		<b>\$ 310,523.00</b>	<b>\$ 47,400.00</b>	<b>\$ 58,500.00</b>	<b>\$ 70,800.00</b>	<b>\$ 47,500.00</b>	<b>\$ 12,870.00</b>	<b>\$ 3,164.00</b>	<b>\$ 550,757.00</b>
<b>Grand Total:</b>		<b>\$ 569,808.00</b>	<b>\$ 94,400.00</b>	<b>\$ 86,000.00</b>	<b>\$ 129,150.00</b>	<b>\$ 120,000.00</b>	<b>\$ 57,920.00</b>	<b>\$ 7,910.00</b>	<b>\$ 1,065,188.00</b>
8.0 Contingency for Tasks 1.0 through 4.0 (Requiring additional authorization)									<b>\$ 35,569.00</b>

Exhibit B1

Title	2015 Hourly Rates
<b>The Miller Hull Partnership, LLP</b>	
Partner	\$200.00
Principal	\$165.00
Associate	\$150.00
Staff Architect 1	\$135.00 - \$150.00
Staff Architect 2	\$100.00 - \$125.00
Staff Architect 3	\$75.00 - \$100.00
Specifications	\$80.00
Administrator	\$70.00
Intern	\$60.00
<b>Spurlock Poirier</b>	
Principal	\$200.00
Senior Project Manager	\$150.00
Project Manager / Project Designer	\$125.00
Senior Landscape Designer	\$125.00
Landscape Designer	\$90.00
Administrator	\$75.00
Intern	\$60.00
<b>BWE Burkett &amp; Wong Engineers</b>	
Principal, Structural Design and Civil Design	\$165.00
Principal, Associate or Project Manager	\$130.00
Project Engineer, Structural Design & Civil Design	\$100.00
Engineering Technician, Structural Design and Civil Design	\$90.00
Principal, Professional Land Surveyor	\$165.00
Surveyor, Professional Land Surveyor	\$130.00
Survey Technician	\$95.00
One-Man Field Crew	\$115.00
One-Man Field Crew (Prevailing Wage)	\$175.00
Two-Man Field Crew	\$195.00
Two-Man Field Crew (Prevailing Wage)	\$220.00
Travel Time	\$100.00
Planner	\$130.00
<b>Hope-Amundson</b>	
Principal-in-Charge	\$210.00
Senior Project Manager	\$160.00
Project Manager	\$150.00
Project Engineer	\$125.00
Designer	\$100.00
Senior BIM/CAD Technician	\$110.00
BIM/CAD Technician	\$90.00
Administrative Assistant	\$75.00
<b>Elen Consulting</b>	
Principal	\$160.00
Engineer	\$100.00
Designer	\$80.00
Drafts Person	\$60.00
Clerical	\$50.00
<b>Cumming Corp</b>	
Managing Director / Director of Cost Management	\$195.00
Senior Cost Manager	\$175.00
Cost Manager	\$160.00
Cost Management Technician / Coordinator	\$115.00



June 17, 2015

City of Del Mar  
Attention: Kathleen Garcia  
1050 Camino Del Mar  
Del Mar, CA 92014

**Re: MEP Design Services for the new Civic Center**

Dear Kathy,

I am writing to let you know that Elen Consulting – the engineer we originally proposed to design the mechanical, electrical and plumbing services for the new Civic Center – is no longer able to offer mechanical and plumbing design services (illness, relocation of several key staff members). We requested several proposals for replacement engineers and have selected Randall Lamb to join our team for mechanical, electrical and plumbing services. Their proposal fits within the fees as currently contracted, plus they offer strong sustainable design expertise.

Please let us know if you take exception to this change.

Sincerely,

Caroline Kreiser, AIA  
The Miller Hull Partnership