

**CITY OF ELK GROVE &  
COSUMNES COMMUNITY SERVICES DISTRICT**



**Request for Proposals**

**For**

**Financial Analysis and Cost Allocation of Assets  
(Streetscapes, Medians, Parks, Trails, Storm Drainage Facilities,  
and Open Space)**

**City Clerk's Office  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758**

**Proposals Due by Thursday, March 5, 2026, at 4:00 p.m.**

**Introduction:**

The City of Elk Grove (City) is accepting proposals from qualified Consultants (Consultant(s)) for Financial Analysis and Cost Allocation of Assets in accordance with the included specifications, terms, and conditions shown in this Request for Proposals (RFP). Prospective respondents are advised to read this information over carefully prior to submitting a proposal. The successful Consultant will enter into a multi-agency agreement between the City of Elk Grove, Cosumnes Community Services District, and the Consultant for the services set forth in this RFP. The City of Elk Grove and Cosumnes Community Services District are sometimes referred to herein as the "Local Agencies."

If not submitted electronically, One (1) signed original, one (1) copy, and one (1) USB Flash Drive copy of the proposal must be submitted to the Office of the City Clerk by Thursday, March 5, 2026, at 4:00 p.m. Proposal shall be submitted in a sealed envelope clearly marked Financial Analysis and Cost Allocation of Assets and addressed to:

**OFFICE OF THE CITY CLERK  
CITY OF ELK GROVE  
8401 Laguna Palms Way  
Elk Grove, CA 95758**

**Electronic Submission:**

As an alternative to written proposals, proposals may be submitted electronically in pdf form, and emailed to Office of the City Clerk at [cityclerk@elkgrove.gov](mailto:cityclerk@elkgrove.gov) prior to the deadline stated above. Large files may be sent using a cloud-based system such as Dropbox. Consultants shall be responsible for ensuring that proposals submitted electronically are received by the City Clerk prior to the deadline. Proposals that are not received prior to the deadline shall not be considered by the City, even if the late submission is due to a technical or other error, including, without limitation, the City's inability to open or access the electronic file. If the proposing Consultant does not receive a confirmation from the City Clerk that the proposal has been received, Consultant should assume the transmission failed and either resubmit or arrange for another method of delivery. Consultants are also encouraged to contact the City Clerk to confirm receipt of their proposal prior to the deadline. Proposals shall not be accepted by fax.

Questions regarding this RFP are to be directed by e-mail to: Kara Reddig, Deputy City Manager, [kreddig@elkgrove.gov](mailto:kreddig@elkgrove.gov). Such contact shall be for clarification purposes only. The City must receive all questions no later than Friday, February 27, 2026. Material changes, if any, to the scope of services or proposal procedures shall only be transmitted by written addendum and posted to the City website. Addendums and answers to submitted questions will be available via the City of Elk Grove website under "Notice" for the RFP announcement.

**Late Proposals:**

Proposals arriving after the specified date and time shall not be considered, nor shall late proposals be opened. Each Consultant assumes responsibility for timely submission of its proposal.

**Withdrawal or Modifications of Proposals:**

Any proposal may be withdrawn or modified by a written request signed by the Consultant and received by the City Clerk prior to the final time and date for the receipt of proposals. Once the deadline is past, Consultants are obligated to fulfill the terms of their proposal.

**Proposal Acceptance and Rejection:**

The Local Agencies reserve the right to accept any proposal, to reject any and all proposals, and to call for new proposals, or dispense with the proposal process in accordance with the Elk Grove Municipal Code.

**Proposal Evaluation and Award:**

Evaluation shall be made based on the criteria noted in Attachment A: Evaluation and Selection Criteria. A multi-agency contract, between Consultant, City of Elk Grove, as well as the Cosumnes Community Services District, may be awarded to the responsible Consultant who best meets the Local Agencies' needs by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services, and shall not necessarily be based on the lowest priced proposal, except as otherwise provided by law, taking into consideration adherence to the included specifications. A contract may be awarded to the next responsible Consultant if the successful Consultant refuses or fails to execute the contract. All Consultants that were not selected shall be notified in writing. Nothing herein shall obligate the Local Agencies to award a contract to any responding Consultant. Any contract awarded will be non-exclusive, and the Local Agencies reserve the right to seek services from other sources, in the Local Agencies' sole discretion.

**Register with the California Secretary of State:**

Unless Consultant is a sole proprietorship, Consultant must be registered and in good standing with the California Secretary of State within 14 days following notification of the Local Agencies' intent to award a contract to Consultant and prior to execution of a final contract. Failure to timely register with the Secretary of State may result in the Local Agencies awarding the contract to another Consultant. Additional information regarding the registration process may be found on the Secretary of State's website at: <https://bizfileonline.sos.ca.gov/>.

**Disclosure of Submitted Materials:**

After selection and execution of the contract(s), (or prior thereto if required by law) all information and materials provided in each submittal received is subject to disclosure through a public records request pursuant to the California Public Records Act, or otherwise as may be required by law. The Local Agencies, in their sole discretion, may release any submitted materials, regardless of whether such materials are marked by respondents as confidential or otherwise as protected.

**Waiver of Irregularities:**

The Local Agencies retain the right, in their sole discretion, to waive any irregularities in proposals that do not comply with the strict requirements of this RFP, and the Local Agencies reserve the right to award a contract to a Consultant submitting any such non-compliant proposal, all in the Local Agencies' sole discretion.

**Validity of Pricing:**

Consultants are required to provide a fee structure including the hourly rate of the principals to be assigned to the matter, and the proposed cost (line item descriptions and pricing), and expense reimbursements levels, and total costs. No cost increases shall be passed onto either Local Agency after the proposal has been submitted. No attempt shall be made to tie any item or items contained in this RFP with any other business with the Local Agencies; each proposal must stand on its own.

**No Guarantee of Usage:**

Any quantities listed in this RFP are estimated or projected and are provided for tabulation and information purposes only. No guarantee of quantities is given or implied by the Local Agencies. Consultant must furnish the Local Agencies' needs as they arise.

**Demonstrations:**

When required, the Local Agencies may request full demonstrations prior to award. When such demonstrations are requested, the Consultant shall respond promptly and arrange a demonstration at a convenient location. Failure to provide a demonstration as specified by the Local Agencies may result in rejection of a proposal.

**Use of Other Governmental Contracts:**

The Local Agencies reserve the right to reject any part or all of any proposals received and utilize other available governmental contracts.

**Qualification/Inspection:**

Proposals will only be considered from Consultants normally engaged in providing the types of services specified herein. By responding to this RFP, the Consultant consents to the Local Agencies' right to take any other action necessary to determine Consultant's ability to perform. The Local Agencies reserve the right to reject proposals where evidence or evaluation is determined to indicate inability to perform. The Local Agencies reserve the right to interview any or all responding Consultants and/or to award a contract without conducting interviews.

**Other Governmental Entities:**

If the Consultant is awarded a contract as a result of this RFP, the Consultant shall, if the Consultant has sufficient capacity, provide to other governmental agencies, so requesting, the services awarded in accordance with the terms and conditions of the RFP.

**Payment Terms:**

Payment shall be made as set forth in the contract attached hereto as Attachment B. In submitting proposals under these specifications, Consultants should take into account all discounts, both trade and time, allowed in accordance with the payment terms.

**Performance:**

It is the intention of the Local Agencies to acquire services as specified herein from a Consultant that will give prompt and convenient service.

**Term of Contract:**

The term of the contract will be for a specific period of time, commencing upon execution. The Local Agencies anticipate the contract to be for a term of twelve months. The Local Agencies reserve the right to set the term for a period deemed to be in the best interest of the Local Agencies, and terminate the contract as set forth therein. If either the City or CSD provides notice of termination of the contract, the contract shall terminate for all parties and be of no further force and effect.

**Amendments:**

If, in the course of the performance of the contract, Consultant or the Local Agencies propose changes to the services provided, and informal consultation with the other party indicates that a change in the terms and conditions of the contract may be warranted, Consultant or the Local Agencies may request a change in the contract. The parties to the contract will meet to discuss and negotiate the required documents. Upon completion of those negotiations, the negotiated documents will be submitted to the Local Agencies for approval. Upon approval by the Local Agencies, an amendment to the contract will be approved by all parties for the change to be implemented. An amendment shall not render ineffective or invalidate any unaffected portions of the Contract. Nothing in this section obligates the Local Agencies to agree to any change order or other amendment, and the Local Agencies may withhold such agreement in its sole discretion.

**Records:**

The Consultant shall maintain complete and accurate records with respect to labor costs, material expenses, and other such information required by Local Agencies that relates to the performance of services under the contract. The Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of the services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible and in a form acceptable to the Local Agencies, which the Local Agencies may jointly specify and change from time to time. The Consultant shall provide free access to the representatives of Local Agencies or its designees, at reasonable times, to such

books and records, shall give Local Agencies the right to examine and audit said books and records, shall permit Local Agencies to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to the contract. Such records, together with supporting documents, shall be maintained for the Local Agencies' inspection for a period of at least three (3) years after receipt of final payment.

**(See next page for Guidelines for Proposal)**

## Guidelines for Proposal

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the Local Agencies by simplifying the review process providing standards for comparison of submissions.

Statements submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented. Statements should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFP, and should not contain redundancies and conflicting statements.

If not submitted electronically, proposals shall be printed double sided, submitted on 8-1/2" x 11" recycled paper, with easy to read font size and style. Pages shall be numbered, tabbed, and bound (spiral / comb / three ring binder). Tabbed dividers should separate and identify the response items described below.

If not submitted electronically, submit One (1) signed original, One (1) copy, and one (1) USB Flash Drive copy of the proposal must be submitted to the Office of the City Clerk by Thursday, March 5, 2026, at 4:00 p.m. Proposal shall be submitted in a sealed envelope clearly marked Financial Analysis and Cost Allocation of Assets and addressed to:

**OFFICE OF THE CITY CLERK  
CITY OF ELK GROVE  
8401 Laguna Palms Way  
Elk Grove, CA 95758**

Proposals shall contain the following information in the order listed:

1. Introductory letter

The introductory letter should be addressed to:

Kara Reddig  
Deputy City Manager  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758

The letter shall include the Consultant's name submitting the proposal, their mailing address, telephone number, and contact name. The letter shall address the Consultant's understanding of the project based on this RFP and any other information the Consultant has gathered. Include a statement discussing the Consultant's interest and qualifications for this type of work. A principal of the firm authorized to legally bind the firm shall sign the letter.

2. Table of Contents

The Consultant shall insert a comprehensive table of contents denoting sections three through nine of the proposal as indicated below.

3. Qualifications and Experience

Describe the Consultant's capability for actually undertaking and performing the work, including any professional licenses and certificates held by the Consultant. List types and locations of similar work performed by the Consultant in the last five (5) years that best characterizes the quality and past performance. Include names and current phone numbers for contact on work quality and performance. References may be contacted as part of the selection Process.

4. Work Plan

The work plan must state the Consultant's ability to meet each specification as outlined in this document. The work plan should address the items of work as described in this RFP. The plan should be simple, easy to read and follow, and address and satisfy the objectives and specifications as listed in the Scope of Work in this RFP.

5. Conflict of Interest Statement

Any activities or relationships of the Consultant that might create a conflict of interest for the Consultant or the City, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit the City to appreciate the significance of the conflict and to grant any conflict waiver, if appropriate and necessary.

6. Supportive Information/References

This section may include graphs, charts, photos, resumes, references, and any other relevant information in support of the Consultant's qualifications.

7. Fee

This section should include the cost for requested services outlined in the Scope of Work. Consultants shall clearly describe and outline fees for the services to be provided for each task of the project. Fees should be linked to the tasks of the work plan as provided in Section 4, Work Plan. Upon completion of each task, the Consultant will notify the Local Agencies and request payment for the products and services by submitting an invoice and a brief description of work performed during the billing period. Upon receipt of the invoice, the Local Agencies will review in a timely manner the products and services noted, verify completion, and authorize payment. No cost increases shall be passed onto the Local Agencies after the proposal has been submitted. No attempt shall be made to tie any item or items contained in this RFP with any other business with the Local Agencies.

8. Secretary of State

Consultant shall acknowledge their understanding of needing to be registered with the California Secretary of State as noted in the RFP language above.

9. Contract:

Attached to the RFP (Attachment B) is a copy of the City's standard Consultant Contract (Contract). The Local Agencies will establish a multi-agency contract, that is similar in nature, for the final contract. The City's standard Contract may be modified, in the City's sole discretion, to address the specific provisions of this RFP and Consultants should note that any specifications or other requirements specific to this RFP shall be included in the Contract and Contract's exhibits following an award of the Contract. Please review the Contract carefully and note in your proposal any exceptions or alterations to the Contract. Alterations or changes to the Contract that are not in the Consultant's response shall not be allowed after the selection of the Consultant. This includes alterations, exceptions, or changes to the insurance and indemnity provisions. By requiring these requests up front, the City can compare all respondents on an equal basis. However, the City reserves the right, in its sole discretion, to accept or reject any and all proposed changes to the City's standard Contract. For reference, the insurance amounts that appear in the attached Contract are summarized below.

**Insurance Requirements Summary**

TYPE	SINGLE LIMIT / OCCURRENCE	AGGREGATE	ENDORSEMENTS***
General Liability	\$1,000,000	\$1,000,000	Additional Insured Waiver of Subrogation Primary and Non-Contributory
Automobile Liability	Non-Commercial Auto acceptable		
Work Comp Employer's Liability	Statutory \$1,000,000 each		Waiver of Subrogation
Professional Liability/Errors and Omissions	\$1,000,000	\$1,000,000	Requirement extends 1 year past contract expiration

**\*\*\*Must be actual endorsements. Typed statements on Certificates of Liability are unacceptable. This is a summary only. Please refer to the insurance section and/or exhibit of this contract for specific requirements.**

**(See next page for Scope of Work)**

## **SCOPE OF WORK**

The City of Elk Grove (City) and the Cosumnes Community Services District (District) are seeking qualified consultants to assist with a Financial Analysis and Cost Allocation of Assets including medians, trails, streetscapes, storm drainage facilities (creeks and channels), parks, and open spaces. A key objective of this work is to determine a proportional financial allocation of existing revenue sources for the services required to operate, maintain, and replace these assets based on actual financial data, field data, and inventory. Consultants shall provide expertise in assessing current conditions, developing cost estimates for ongoing operations, maintenance and capital replacement needs, and determining appropriate funding allocations from existing funding sources for each area. As mentioned further below, the Local Agencies are seeking to enter into a multi-agency contract with the successful Consultant.

### **Background on Organizations**

#### **City of Elk Grove (City):**

The City of Elk Grove, California, is a dynamic and rapidly growing suburban community located approximately 15 miles south of the State Capitol in Sacramento. Incorporated on July 1, 2000, as the first city of the 21st century in California, Elk Grove has evolved from its agricultural roots, into a vibrant city of approximately 183,000 residents served by nearly 500 city employees. Elk Grove's governance follows a Council-Manager model, with a directly-elected Mayor, four members of the City Council, and a professionally appointed city manager. The City of Elk Grove is not a full-service City. The City provides public safety, transportation, public works / infrastructure, storm water drainage and flood control, recycling and waste management, community development, housing, planning, and economic development. The City's mission is to create a safe, inclusive, and thriving community that reflects shared values and long-term sustainability.

#### **Cosumnes Community Services District (District):**

The Cosumnes Community Services District serves as a Special District in supporting the health, safety (Fire and EMS), and well-being of Elk Grove residents and neighboring communities. The District's governance includes a five-member elected Board of Directors and an appointed General Manager. The District provides essential fire protection and emergency medical services, manages parks and recreational facilities, and offers diverse programs that strengthen community connection and enhance daily life. Working collaboratively with the City and other partners, the District is committed to delivering high-quality services, fostering community pride, and ensuring that Elk Grove remains a safe, active, and resilient place to live, work, and play.

### **Problem Statement**

The City and the District recognize that overlapping ownership and maintenance responsibilities for landscape medians, trails, streetscapes, storm drainage facilities (creeks and channels), parks, recreational facilities, and open spaces have led to confusion, inconsistency and inefficiencies in how services are delivered. This overlap has created challenges for staff, the public, and both agencies as they work to maintain shared community assets.

To address these issues, the agencies have launched a joint initiative—CLEAR (Collaborative Local Efficiency Alignment Review)—to clarify ownership, streamline maintenance responsibilities, and establish well-defined operational and financial accountability across all public spaces. CLEAR is designed to reduce duplication of effort, eliminate conflicting practices, and improve government efficiency through better coordination of services.

The overarching goal is to reassign or transfer ownership and responsibilities for various assets in a way that aligns with each agency's core functions and operational strengths, resulting in long-term cost savings, reduced deferred maintenance, and more predictable funding for ongoing and future service needs. This effort involves mapping existing assets, reviewing current practices, clearly defining operational roles, and identifying opportunities to create a more efficient and sustainable service model for the community.

The City and District are seeking a qualified consultant to help analyze all related data, estimate maintenance and operational costs for various landscaped areas based on agreed upon levels of service,

and determine appropriate proportional funding from existing relevant revenue sources.

Following is a summary of the various landscaped areas that are being considered:

### **1. Streetscapes and Medians**

The City and District each currently own, operate, and maintain streetscapes and medians throughout Elk Grove.

The City currently owns approximately 261 acres across various parcels, easements, and right-of-way.

The District currently owns approximately 320 acres across various parcels, easements, and right-of-way.

Maintenance responsibilities include all pavement/hardscape, landscape, irrigation, infrastructure, and associated appurtenances.

As part of the CLEAR initiative, the goal is for the City to own, operate, and maintain all streetscapes and medians. To accomplish this, staff will recommend to their respective governing boards that streetscape parcels currently owned by the City shall remain with the City, and parcels currently owned by the District shall be transferred to the City along with an appropriate and proportional amount of funding.

This transfer of funding is needed to ensure that revenue sources historically used by the District to maintain these areas follow the responsibility for service delivery. Without reallocating these revenues, the City would be unable to sustainably absorb the expanded maintenance obligations, and the District would retain funds for assets it no longer maintains. Therefore, funding must be transferred or otherwise realigned to match the new ownership and maintenance structure. Realignment could include future changes to CFD's or other funding mechanisms that would require community approval.

*The Consultant will assist with estimating all maintenance and replacement costs. Estimated costs should be based on landscaping maintained in a healthy, neat, and orderly condition in accordance with generally accepted professional landscape maintenance practices and all applicable existing agreements between agencies and provisions of the City's Municipal Code, including, without limitation, water efficient landscape requirements (WELO) and the City's tree chapter. The Consultant will also assist with determining the amount to be transferred to the City from the applicable sources currently used by the District for streetscape and median maintenance as well as funds to be retained by the City for streetscapes and medians from City controlled financing districts. These sources may include, but are not limited to, Landscape and Lighting Districts (L&Ls) and Mello-Roos/Community Facilities Districts (CFDs), along with any other assessments or revenue streams historically tied to these assets.*

### **2. Parks and Recreational Facilities**

The District owns, operates, and maintains all parks and recreational facilities citywide. The City owns and maintains a limited number of special-use facilities (e.g., District56, Old Town Plaza, Rain Garden Plaza).

The District currently owns approximately 814.03 acres across 107 parks and recreational facilities.

The City currently owns approximately 57.28 acres of special use facilities with park-like features.

Maintenance responsibilities include turf and landscape care, irrigation systems, playgrounds, sports fields, restrooms, hardscape areas, lighting, and all park-related appurtenances.

The Consultant will assist with determining the amount of funds from City controlled CFDs to be transferred to the District for the maintenance and replacement of all CSD owned parks and recreation facilities within the Laguna Ridge and SEPA special planning areas. The Consultant will also determine the funds necessary to maintain the City owned District 56 campus within Laguna Ridge.

### **3. Trails**

Both the City and District currently own, operate, and maintain segments of the community's trail network.

Maintenance responsibilities include pavement and hardscape systems, landscaping, fencing, lighting, signage, and associated infrastructure and appurtenances. Currently, maintenance responsibilities within several trail corridors are split between the City and the District, with the City maintaining the trail surface and the District maintaining the landscaping.

Under the CLEAR initiative, the intent is to eliminate split maintenance responsibilities by assigning full ownership and maintenance of all trails located outside of parks to the City, including pavement and hardscape systems, landscaping, fencing, lighting, signage, and associated infrastructure and appurtenances. The District would continue to own and maintain all trails located within parks.

Trail parcels located outside of parks that are currently owned by the District would be transferred to the City, along with an appropriate and proportional funding amount to support ongoing maintenance and ownership obligations.

Funding for trails outside parks will be transferred to the City from the District from applicable sources such as L&Ls, CFDs, or other trail-related funding streams.

Trails within parks will continue to be funded and maintained fully by the District, including the use of funds transferred to the District from the City for park operation and maintenance.

Consultant will help determine all estimated costs to maintain and replace all trails within the City and an appropriate allocation of existing funding sources to both the City and CSD based on the appropriate share of estimated trail-related expenses.

### **4. Storm Drainage Facilities (Creeks and Channels)**

The City and District each currently own or maintain portions of the community's storm drainage system, including both natural and constructed features.

The City currently owns and maintains 689 acres of creeks, channels and drainage related parcels.

The District currently owns approximately 43 acres of creeks, channels, and drainage related parcels.

Maintenance responsibilities include vegetation management, erosion control, sediment removal, structural repairs, inspections, pavement/hardscape systems, landscaping, fencing, and all related operational needs.

Under the CLEAR framework, the goal is for the City to own and maintain all storm drainage facilities citywide except for stormwater features located within District-owned parks or District

facilities. To accomplish this, storm drainage parcels currently owned by the City will remain with the City, and parcels currently owned by the District will be transferred to the City along with an appropriate and proportional amount of funding.

The Consultant will assist with determining the amount to be transferred to the City from the applicable sources currently used by the District for maintenance.

## 5. Open Space

The City and District each currently own and maintain a variety of open space areas. These are areas that are left in their natural state or minimally altered to protect wildlife habitat, scenic views, watershed function, or farmland.

Maintenance responsibilities generally include vegetation management, litter removal, habitat stewardship, trail/edge maintenance, and access controls.

Under the CLEAR initiative, each agency will continue to own and maintain its existing open space holdings unless the character and use of a particular parcel evolves. If an open space area begins functioning more like a park—featuring amenities, regular recreational use, or programming ownership and associated maintenance responsibility may shift to the District along with an appropriate and proportional transfer of funding. Minimal support from the Consultant is anticipated relative to open space. Consultant should have a general awareness and understanding of Open Space throughout the City and advise the agencies of unforeseen conflicts with this approach.

## Existing Funding Sources

The following is a summary of the primary funding sources for landscape medians, trails, streetscapes, storm drainage facilities (creeks and channels), parks, and open spaces.

### City Funding:

**Laguna Ridge CFD 2005-1** – City maintenance CFD that funds parks owned by the District within Laguna Ridge and District 56, landscape medians, trails and streetscapes owned by the City. Funds are collected by the City, and a portion is remitted to the District annually for Laguna Ridge park maintenance expenses based on an annual District prepared and City approved budget.

**Citywide CFD 2006-1** – City Maintenance CFD that funds City owned landscape medians, trails, and streetscapes, except in Laguna Ridge (see CFD 2005-1). CFD 2006-1 also funds maintenance for Parks in the SEPA planning area that are owned by the District. Funds are collected by the City, and a portion is remitted to the District annually for SEPA park maintenance expenses based on an annual District prepared and City approved budget.

**Drainage Fund 503** – City drainage maintenance fund used for all City owned storm drainage maintenance and operations activities.

### CSD Funding:

**Various Landscape and Lighting Districts divided into multiple benefit zone** - District landscape and lighting districts that funds District owned parks, landscape medians, trails, streetscapes. All funds are collected and used by the District for the maintenance of District owned facilities in the various L&L districts. Cosumnes Community Services District (District) levies a Landscape & Lighting (L&L) Assessment to pay for the maintenance of parks, trails and street landscaping.

**L&L Assessment Funds** - are collected annually in thirteen benefit zones. The L&L Assessment levied in each benefit zone is used to maintain the parks, trails and street landscaping that provide a special benefit to the property owners in that benefit zone. Portions of L&L may be assigned to the City based on maintenance or ownership responsibilities.

There are also six overlays, including BZs 14, 15, 16, 18,19 & 20. Property owners voted to approve these overlays in underfunded zones to ensure improved service delivery and address funding gaps.

**Sheldon Farms North** – CFD No. 2021-1 was formed to fund the costs of fire protection, park maintenance and landscaping services for the Sheldon Farms North area.

**Elliott Springs** – CFD No. 2022-1 was formed to fund the maintenance of public facilities, including street lighting, landscaping, drainage, and other basic public infrastructure, as well to fund fire protection and paramedic services for the Elliott Springs Area.

### **Consultant Scope of Services Outline**

1. Kick-off Meeting, Information Gathering, and Scope Refinement
  - Meet with CLEAR Committee and understand goals and expectations.
  - Review existing agreements, financial documents and other background information. Existing material to review can be found below:
    - City and CSD landscaped areas (includes all the streetscape and trail related landscaping areas) GIS data – <https://arcg.is/1bfXCy1>.
    - Maps of open space/parks and drainage parcels (creeks/channels) –
      - Creeks/Channels: <https://elkgrove.gov/sites/default/files/city-files/Departments/purchasing/request-for-proposals/2026/clear/creekschannels-11x17.pdf>
      - Open Space and Parks: <https://elkgrove.gov/sites/default/files/city-files/Departments/purchasing/request-for-proposals/2026/clear/openspaceparks-11x17.pdf>
    - District Materials – which includes Operating Budgets, CIP, L&L Engineer's Reports, and other materials - <https://www.cosumnescsd.gov/992/Financial-Documents>
    - City Materials –
      - Infrastructure CFD's - [Mello-Roos Community Facilities Districts \(CFDs\)](#)
      - Operating Budgets - [Annual Budget](#)
  - Review current MOUs between the City and District which outline current responsibilities. Those can be accessed below:
    - MOU between the City of Elk Grove and the Cosumnes Community Services District concerning the Development of Park and Recreation Facilities - <https://elkgrove.gov/sites/default/files/city-files/Departments/purchasing/request-for-proposals/2026/clear/c-19-510-ccsd-mou-dev-park-facilities.pdf>
    - MOU between the City of Elk Grove and the Cosumnes Community Services District concerning landscape, trails, and parks maintenance - <https://elkgrove.gov/sites/default/files/city-files/Departments/purchasing/request-for-proposals/2026/clear/c-19-512-ccsd-mou-landscape-trails-maint.pdf>
  - Evaluate current operations (maintenance, capital projects, programs) performed by both agencies.
  - Interview staff to better understand needs and challenges.
  - Refine recommendations based on all information that illuminate needs and challenges.
  - Develop Project Delivery Schedule.

*Deliverables:*

- Kick-off meeting agenda, presentation materials, and meeting summary.
- Data request list for both agencies.
- Summary memo of existing agreements, budgets, and financial documents reviewed.
- Summary of interviews (themes, needs, challenges, operational observations).
- Refine additional items to investigate or follow up questions incorporating committee feedback.
- Detailed Project Delivery Schedule (tasks, durations, milestones, responsible parties).
- Updated risk register or assumptions log.

2. Asset Collection

- Review asset information included in City and District Geographic Information Services (GIS) and Computerized Maintenance Management System (CMMS).
- Establish mutually agreed upon definition of asset types/categories.
- Quantify all assets sufficient to determine cost of maintenance, operation, and replacement - Maintenance & Responsibility (M&R).
- Consultant shall identify gaps in the City's and District's asset data and propose a methodology for resolving or reasonably estimating missing information.

*Deliverables:*

- Inventory matrix of all asset categories and subcategories (joint City–District format).
- Asset definition framework (agreed-upon terminology, categories, and criteria).
- GIS/CMMS data review memorandum identifying completeness, gaps, inconsistencies.
- Proposed methodology for estimating missing asset data (with assumptions).
- Summary table quantifying assets by type, ownership, location, and attributes.
- Data gap resolution workplan.

3. Cost Estimating

- Establish appropriate unit costs for the M&R of each asset type/category.
- Determine total costs for the M&R of all assets and/or areas to be maintained by each entity.

*Deliverables:*

- Unit cost library for maintenance, operations, and capital replacement, with sources.
- Cost estimating methodology document (assumptions, inflation factors, life-cycle considerations).
- Calculated total M&R cost model for each asset type/category.
- Cost allocation tables showing totals for each agency under existing ownership.

4. Funding Analysis

- Review and identify funding types currently being used for the M&R of all assets and or areas to be maintained by each entity (assessments, overlays, fees, or any other funding source).
- Identify primary funding source that should be used for the M&R of all assets based on L&L and/or CFD formation documentation.
- Summarize current fund balance(s) and projected revenues.
- Determine eligibility of revenues/budget to be allocated to each agency for the M&R of assigned assets/areas.
- Identify funding gaps and potential reallocations.
- Recommend proportional split of funding across agencies based on the cost estimating for M&R of assets.

*Deliverables:*

- Funding source inventory (assessments, taxes, fees, general fund, CFDs, grants, or other funding source.).
- Funding eligibility matrix for each asset type/category.
- Summary of current fund balances, historical revenues, and revenue projections.
- Funding gap analysis (current state vs. required M&R costs).
- Options for revenue reallocation or restructuring.
- Recommended proportional funding split model (based on cost and asset ownership scenarios).
- Financial model spreadsheet (modifiable by City/District).

5. Options & Recommendations

- Provide alternative funding distribution strategies.
- Offer short- and long-term scenarios with pros/cons.

*Deliverables:*

- Alternative funding distribution strategies with evaluation metrics.
- Short- and long-term service delivery scenarios (roles, responsibilities, staffing implications).
- Pros/cons, risks, and implementation considerations for each option.
- Preferred option recommendation with justification.
- Executive-level summary for leadership.

6. Implementation Support, as needed

- Assist with developing new/revised agreements and performance measures and other identified implementation steps.

*Deliverables:*

- Draft revised agreements and/or amendments (MOU, operating agreements, cost-sharing structures).
- Implementation roadmap (phasing, milestones, decision points).

7. Coordination and Engagement

- Regular meetings with CLEAR Committee
- Engagement with operations, finance, engineering, parks staff and any other applicable departments deemed necessary
- Facilitation of workshops to build consensus on roles/responsibilities
- Presentation of findings to City and District leadership

*Deliverables:*

- Standing meeting schedule and tracking log.
- Regular status reports (monthly or agreed-upon frequency).
- Workshop agendas, materials, attendance lists, and summary notes.
- Consensus-building worksheets or decision matrices used in workshops.
- Final presentation materials for City/District executive leadership and elected bodies.
- Summary of all stakeholder engagement activities.

8. GIS Support, in consultation with both agencies (Optional)

- Create maps
- Perform analysis and fix errors
- Update features, layers, parcel data, etc.

*Deliverables:*

- Updated GIS layers for landscaped areas, trails, medians, streetscapes, drainage, parks, open space, etc.
- Asset inventory maps (by category, ownership, condition, gaps).
- Spatial analysis products (heat maps, service area maps, overlap/duplication maps).
- Corrected GIS errors (documented before/after changes).
- GIS change log documenting updates to features, layers, and parcel data.
- Exportable GIS packages for City and District use.

GIS support is included as an optional task since the City and District both have GIS Teams that are working together to map assets and determine current and future ownership. The above GIS link and maps include estimated assets in each category. This information should be considered DRAFT and estimates only, however, once final, consultant will have access to the maps for use in quantifying assets and cost estimating.

**Fees / Costs**

Consultant shall propose a fee, with a structure of their choosing (hourly, fixed, etc.), that includes a total not-to-exceed amount.

**Contracting**

Local Agencies desire to enter into a three-party contract agreement with the successful consultant. Monthly billing will be split equally between City and District, and each agency will be billed separately. This is a process and method both agencies have historically done.

**Review and Selection Process**

Staff will evaluate the merits of the proposals received in accordance with the evaluation factors stated in this RFP and formulate a recommendation. For each evaluation criteria, proposals will be evaluated on their relative strengths, deficiencies, and weaknesses.

**(See next page for Attachments)**

## ATTACHMENTS

### Attachment A: Evaluation and Selection Criteria

#### Evaluation Criteria

The following represent the principle selection criteria, which will be considered during the evaluation process:

Firms Qualifications, Experience, and References: Experience in performing work of a closely similar nature and size; experience working with public agencies; strength, stability, experience, and technical competence; assessment by client references.

Qualifications and Experience of Personnel and Staffing: Qualifications and experience of proposed personnel for requested services.

Work Plan: Depth of Consultants understanding of City's requirements; overall quality and logic of work plan.

Quality and Responsiveness of the Proposal: Completeness of response in accordance with the RFP instructions.

Rates and Fees: Reasonableness and competitiveness of the rates and fees proposed; adequacy of data in support of figures quoted, basis on which rates and fees are quoted.

**Attachment B: Sample Professional Services Contract**

# CITY OF ELK GROVE



## CONSULTANT CONTRACT FOR

**Consultant Name**

**Consultant Services Provided**

## CONTRACT FOR SERVICES

THIS CONTRACT is made on \_\_\_\_\_, 2026, by and between City of Elk Grove, a municipal corporation (the “City”) and \_\_\_\_\_, a \_\_\_\_\_ (the “Consultant”), collectively referred to as the “Parties.”

### WITNESSETH

WHEREAS, Consultant has presented a proposal to provide services, which services are identified in the Scope of Work attached hereto and incorporated herein by this reference as **Exhibit A**, and by reason of its qualifications, experience, and facilities, is duly authorized to perform the type of services contemplated herein; and,

WHEREAS, City desires to hire Consultant to perform the Scope of Work pursuant to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, City and Consultant agree to as follows:

### **1. SCOPE OF SERVICES**

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the Scope of Work. This Contract and its exhibits shall be known as the “Contract Documents.” Terms set forth in any exhibits shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control.

B. Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

### **2. TERM OF CONTRACT**

A. This Contract shall be effective as of the date executed by the Parties and approved as to form by the City Attorney and shall terminate at 11:59 p.m. on \_\_\_\_\_, unless earlier terminated pursuant to Section 11 of this Contract. Notwithstanding any other provision of this Contract, the City Manager shall be authorized to modify the Scope of Work and/or extend the termination date of this Contract (including, as necessary, modification of the Scope of Work and/or Schedule of Performance as to time of performance) by a writing signed by the City Manager and the Consultant prior to the initial termination or any extended termination date.

### **3. SCHEDULE FOR PERFORMANCE**

City and Consultant agree that time is of the essence and Consultant agrees that services shall be undertaken and completed in accordance with the schedule of performance (the “Schedule of Performance”), attached hereto and incorporated herein by reference as **Exhibit B**. Deviations from the time schedule stated in the Schedule of Performance may be made with the written approval of City

City of Elk Grove  
**Consultant's name**  
Re:



Manager, or the City Manager's authorized representative. Consultant's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 4.

#### 4. COMPENSATION

A. Consultant shall be paid as set forth in Exhibit C, "Compensation and Method of Payment," attached hereto and incorporated herein by reference, for the actual fees, costs and expenses for the time and materials required and expended, and approved by City, but in no event shall total compensation under this Contract exceed [REDACTED] (\$ [REDACTED]), without City's prior written approval. Said amount shall be paid upon submittal of an invoice showing completion of the tasks, including the services rendered, the costs incurred for materials, the person(s) rendering performed services, the amount of time spent by such person(s), and the applicable hourly rate.

B. If Consultant's performance is not in conformity with the Scope of Work or Schedule of Performance, payments may be delayed or denied, unless otherwise agreed to by City in writing.

C. If the work is halted at the request of City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 11.

#### 5. NOTICES

A. Consultant shall transmit invoices and any notices to City, with copy (excepting invoices) to City Attorney, as follows:

City of Elk Grove  
Attn: Finance Department  
8401 Laguna Palms Way  
Elk Grove, California 95758

City of Elk Grove  
Attn: City Attorney's Office  
8401 Laguna Palms Way  
Elk Grove, California 95758

Consultant shall serve the City notice in writing by certified mail prior to a change of address. The notice shall include the new address where notices and communications related to the Agreement may be sent, the point of contact for the Agreement, and include the point of contact's phone number and email address.

B. City shall transmit payments on invoiced amounts, and any notices required by this Contract to Consultant as follows:

[REDACTED]



## **6. PROFESSIONAL SERVICES**

Consultant agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which Consultant and its subcontractors or agents are engaged. Consultant shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any information, confidential or otherwise, relative to the work of City or the operations or procedures of City without the prior written consent of City.

Consultant further agrees that it shall not, during the term of this Contract, take any action that would affect its impartiality or professionalism due to City whether perceived or actual.

## **7. INDEPENDENT CONTRACTOR**

It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor, and that no relationship of employer-employee exists between the Parties hereto.

A. Consultant's assigned personnel shall not be entitled to any benefits payable to employees of City.

B. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of the Contract and is not required to issue W-2 Forms for income and employment tax purposes for any of Consultant's assigned personnel.

C. Consultant, in the performance of its obligation hereunder, is only subject to the control or direction of City as to the designation of tasks to be performed and the results to be accomplished.

D. Any third-party person(s) employed by Consultant shall be entirely and exclusively under the direction, supervision, and control of Consultant.

E. Consultant hereby indemnifies and holds City harmless from any and all claims that may be made against City based upon any contention by any third party that an employer-employee relationship exists by reason of this Contract.

## **8. AUTHORITY OF CONSULTANT**

Consultant shall possess no authority with respect to any City decision and no right to act on behalf of City in any capacity whatsoever as agent, or to bind City to any obligations whatsoever.

## **9. CONFLICT OF INTEREST**

Consultant certifies that it has disclosed to City any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided pursuant to this Contract. Consultant agrees to advise City of any actual, apparent or potential conflicts of interest that may develop



subsequent to the date of execution of this Contract. Consultant further agrees to complete any statements of economic interest if required by either City ordinance or State law.

## **10. AMENDMENTS, CHANGES OR MODIFICATIONS**

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the Parties hereto and shall be signed by the persons authorized to bind the Parties.

## **11. TERMINATION**

A. This Contract may be terminated by City, provided that City gives not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. Upon termination, City shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

B. City may temporarily suspend this Contract, at no additional cost to City, provided that Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract. A temporary suspension may be issued concurrent with the notice of termination provided for in subsection A of this section.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to City for damages sustained by City by virtue of any breach of this Contract by Consultant, and City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due City from Consultant is determined.

D. In the event of termination, Consultant shall be compensated as provided for in this Contract, except as provided in Section 11C. Upon termination, City shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

## **12. FUNDING**

Consultant agrees and understands that renewal of this Contract in subsequent years is contingent upon action by City Council consistent with the appropriations limits of Article XIII B of the California Constitution and that the City Council may determine not to fund this Contract in subsequent years.

## **13. NOTICE TO PROCEED**

Prior to commencing work under this Contract, Consultant shall receive a written "Notice to Proceed" from City. A Notice to Proceed shall not be issued until all necessary bonds and insurances have been received. City shall not be obligated to pay Consultant for any services prior to issuance of



the Notice to Proceed.

#### **14. EXTENSIONS OF TIME**

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions must be authorized in advance by City, in writing, and at City's sole discretion. Such extensions, if authorized, shall be incorporated in written amendments to this Contract or the attached Scope of Work in the manner provided in Section 10.

#### **15. PROPERTY OF CITY**

A. It is mutually agreed that all materials prepared by Consultant under this Contract shall become the property of City, and Consultant shall have no property right therein whatsoever. Immediately upon termination, City shall be entitled to, and Consultant shall deliver to City, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to City which is in Consultant's possession. Publication of the information derived from work performed or data obtained in connection with services rendered under this Contract must be approved in writing by City.

B. Additionally, it is agreed that the Parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant hereunder to be work made for hire. Consultant acknowledges and agrees that the work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of City without restriction or limitation upon its use or dissemination by City.

C. Nothing herein shall constitute or be construed to be any representation by Consultant that the work product is suitable in any way for any other project except the one detailed in this Contract. Any reuse by City for another project or project location shall be at City's sole risk.

#### **16. COMPLIANCE WITH LAW**

Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

#### **17. REPRESENTATIONS**

A. Consultant agrees and represents that it is qualified to properly provide the services set forth herein, in a manner which is consistent with the generally accepted standards of Consultant's profession.



B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law.

C. Consultant shall designate a project manager who at all times shall represent Consultant before City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of City, is no longer employed by Consultant, or is replaced with the written approval of City, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to City for services which fail to meet the above professional and legal standards, and which are reported to Consultant in writing within sixty (60) calendar days of discovery. Should Consultant fail or refuse to perform promptly its obligations, City may render or undertake performance thereof and Consultant shall be liable for any expenses thereby incurred.

## **18. APPROVAL OF STAFF MEMBERS**

A. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Contract. Consultant shall notify City of any changes in Consultant's staff to be assigned to perform the services required under this Contract and shall obtain the approval of the City Manager of a list of all proposed staff members who are to be assigned to perform services under this Contract prior to any such performance.

## **19. ASSIGNMENT AND SUBCONTRACTING**

A. Except as expressly authorized herein, Consultant's obligations under this Contract are not assignable or transferable, and Consultant shall not subcontract any work, without the prior written approval of City. However, claims for money due or which become due to Consultant from City under this Contract may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to City.

B. Consultant shall be as fully responsible to City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, in the same manner as persons directly employed by Consultant.

## **20. MATERIALS CONFIDENTIAL**

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of City or except by court order. If Consultant or any of its officers, employees, or subcontractors does voluntarily provide information in violation of this Contract, City has the right to reimbursement and indemnity from Consultant for any damages caused by Consultant releasing the information, including, but not limited to, City's attorney's fees and disbursements, including without limitation experts' fees and disbursements.



## **21. LIABILITY OF CONSULTANT—NEGLIGENCE**

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. City shall have no right of control over the manner in which the work is to be done but only as to its outcome and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

## **22. INDEMNITY AND LITIGATION COSTS**

To the fullest extent permitted by law, Consultant shall indemnify, protect, defend, and hold harmless City, its officers, officials, agents, employees and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise arising out of the performance of the work described herein, to the extent caused by a negligent act or negligent failure to act, errors, omissions, recklessness or willful misconduct incident to the performance of this Contract on the part of Consultant, except such loss or damage which was caused by the sole negligence, or willful misconduct of City, as determined by a Court of competent jurisdiction. Unless and until such judicial determination is made, or as otherwise agreed by the parties, Consultant shall remain obligated to defend, indemnify, and hold harmless City, its officers, officials, employees, volunteers, and agents pursuant to this Contract. The provisions of this section shall survive termination or suspension of this Contract.

In any contract that Consultant enters into with any subcontractor in any capacity related to any and all duties under this Contract, there must be an indemnification provision identical to the one provided in this Section applicable to the subcontractor requiring the subcontractor to assume the defense, indemnify and save harmless City to the same extent as Consultant. Consultant's failure to include such an indemnification provision in any contract with a subcontractor shall constitute a material breach of this Contract. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, and save harmless City as prescribed under this Section.

## **23. EVIDENCE OF INSURANCE COVERAGE**

Prior to commencement of any work under this Contract, Consultant shall provide and maintain in effect during the term of this Contract evidence of insurance coverage as set forth in **Exhibit D**, attached hereto and incorporated herein by reference. These insurance requirements are summarized as follows:



**INSERT INSURANCE SUMMARY**

Furthermore, Consultant shall certify its compliance with Labor Code Section 3700 in the form attached hereto and incorporated by reference, as **Exhibit E**.

**24. EVIDENCE OF INSURANCE COMPLIANCE**

Consultant or its insurance broker shall deliver the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage to City. City may designate an insurance certificate processor (“Processor”) to accept and process Consultant’s proof of insurance. Consultant shall deliver copies of the actual insurance policies, renewals, or replacements directly to City or Processor upon their request.

**25. EMPLOYMENT PRACTICES**

Consultant, by execution of this Contract, certifies that it does not discriminate against any person upon the basis of race, color, creed, national origin, age, sex, disability or marital status in its employment practices.

**26. UNAUTHORIZED ALIENS**

Consultant hereby promises and agrees to comply with all of the provisions of the federal immigration and nationality act (8 U.S.C.A. § 1101 et seq.), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Contract, and should the federal government impose sanctions against City for such use of unauthorized aliens, Consultant hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys’ fees, incurred by City in connection therewith.

**27. LICENSES, PERMITS, AND OTHER APPROVALS**

Consultant represents and warrants to City that it has all licenses, permits, qualifications and approvals of whatsoever nature legally required for Consultant to practice its profession and perform the work described herein. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, obtain and/or keep in effect at all times during the term of this Contract any licenses, permits, and approvals which are legally required for Consultant to practice its profession at the time the services are performed.

**28. RECORDS AND INSPECTION**

Consultant shall maintain records, books, documents and other evidence directly pertinent to the performance of work under this Contract in accordance with generally accepted accounting principles



and practices. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

## 29. MISCELLANEOUS PROVISIONS

A. Attorneys' Fees: In the event an action or proceeding is instituted by either party for the breach or enforcement of any provision of this Contract, the prevailing party shall be entitled to reasonable attorneys' fees and all litigation expenses, including, but not limited to expert's fees and disbursements.

B. Venue: This Contract shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Contract governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Contract shall be filed in and adjudicated by a court of competent jurisdiction in the County of Sacramento, State of California.

C. Enforceability: If any term or provision of this Contract is found to be void, voidable, invalid or unenforceable by a court of competent jurisdiction under the laws of the State of California, any and all of the remaining terms and provisions of this Contract shall remain binding.

D. Time: All times stated herein or in any other Contract Documents are of the essence.

E. Binding: This Contract shall bind and inure to the heirs, devisees, assignees and successors in interest of Consultant and to the successors in interest of City in the same manner as if such parties had been expressly named herein.

F. Survivorship: Any responsibility of Consultant for warranties, insurance, indemnity, record-keeping or compliance with laws with respect to this Contract shall not be invalidated due to the expiration, termination or cancellation of this Contract.

G. Construction and Interpretation: Consultant and City agree and acknowledge that the provisions of this Contract have been arrived at through negotiation and that each party has had a full and fair opportunity to revise the provisions of this Contract and to have such provisions reviewed by legal counsel. Therefore, any ambiguities in construing or interpreting this Contract shall not be resolved against the drafting party. The titles of the various sections are merely informational and shall not be construed as a substantive portion of this Contract.

H. Waiver: The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Contract shall not be deemed a waiver with respect to any subsequent default or other matter.

I. Severability: The invalidity, illegality or unenforceability, of any provision of this Contract shall not render the other provisions invalid, illegal or unenforceable.

J. No Third-Party Beneficiary: It is expressly understood and agreed that the enforcement



of these terms and conditions shall be reserved to City and Consultant. Nothing contained in the agreement shall give or allow any claim or right of action whatsoever by any third party. It is the express intent of City and Consultant that any such person or entity, other than City or Consultant, receiving benefits or services under this agreement shall be deemed as incidental beneficiary.

K. Non-Discrimination/Non-Preferential Treatment Statement: In performing this Contract, the parties shall not discriminate or grant preferential treatment on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity, or national origin, and shall comply to the fullest extent allowed by law, with all applicable local, state, and federal laws relating to nondiscrimination.

L. Authority to Execute: The person or persons executing this Contract on behalf of Consultant warrant and represent that they have the authority to execute this Contract on behalf of their agency and further warrant and represent that they have the authority to bind Consultant to the performance of its obligations hereunder.

M. Dispute Resolution: Prior to either party commencing any legal action under this Contract, the parties agree to try in good faith, to settle any dispute amicably between them. If a dispute has not been settled after forty-five (45) days of good-faith negotiations and as may be otherwise provided herein, then either party may pursue available legal and equitable remedies against the other.

N. Force Majeure: Neither party shall be in default by reason of any failure in the performance of this Contract if such failure arises out of causes beyond its reasonable control. Such causes may include, but are not limited to, acts of God, acts of the public enemy, acts of government in either its sovereign or contractual capacity, acts of the party whose performance is not sought to be excused, fires, flood, weather, epidemics, quarantine restrictions, strikes, freight embargoes, failure of transmission or power supply, mechanical difficulties with equipment which could not have been reasonably forecasted or provided for, or other causes beyond its sole control. The party so affected will resume performance as soon as practicable after the force majeure event terminates.

### 30. ENTIRE AGREEMENT

This instrument and any attachments hereto constitute the entire Contract between City and Consultant concerning the subject matter hereof and supersedes any and all prior oral and written communications between the Parties regarding the subject matter hereof.

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Parties as follows:

Approved to as form:

**CONSULTANT**

By: \_\_\_\_\_  
Attorney for Consultant

By: \_\_\_\_\_

City of Elk Grove  
**Consultant's name**  
Re:



Approved as to form:

**CITY OF ELK GROVE**

By: \_\_\_\_\_  
Jonathan P. Hobbs, City Attorney

By: \_\_\_\_\_  
Jason Behrmann, City Manager

Attest to:

By: \_\_\_\_\_  
Jason Lindgren, City Clerk

Dated: \_\_\_\_\_

City of Elk Grove  
**Consultant's name**  
Re:



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**EXHIBIT A**  
**Scope of Work**

City of Elk Grove  
**Consultant's name**  
Re:



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**EXHIBIT B**

**Schedule of Performance**

City of Elk Grove  
**Consultant's name**  
Re:



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**EXHIBIT C**

**Compensation and Method of Payment**



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## EXHIBIT D

### Insurance Requirements

Prior to commencement of any work under this Contract, Consultant shall provide to the City proof of, and maintain in full force and effect at all times during the term of the Contract, at its sole cost and expense, policies of insurance as set forth herein. Consultant shall comply with all reporting and other provisions of the policies of insurance as set forth herein including, but not limited to, timely reporting of claims and suits. Further, should Consultant maintain any programs of self-insurance, Consultant shall comply with the applicable fulfillment of any self-insured retentions.

1. General Liability:
  - a. Comprehensive general liability insurance including, but not limited to, protection for claims of bodily injury and property damage liability.
  - b. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage form CG 0001 (occurrence).
  - c. Claims-made coverage is not acceptable.
  - d. The limits of liability shall not be less than:

Each occurrence:	One Million Dollars (\$1,000,000)
Aggregate:	One Million Dollars (\$1,000,000)
  - e. The City, its officials, employees, agents and authorized volunteers shall be covered and specifically named as additional insured as respects liability arising out of activities performed by or on behalf of Consultant, products and completed operations of Consultant, and premises owned, occupied, or used by Consultant on a separate endorsement acceptable to the City.
  - f. The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents, and authorized volunteers for losses arising from work performed by Consultant.
  - g. The policy shall contain no special limitations on the scope of coverage afforded to the City, its officials, employees, agents, or authorized volunteers.
  - h. Provision or endorsement stating that for any claims related to this contract, Consultant's insurance coverage shall be primary insurance as respects the City, its officials, employees, agents, and authorized volunteers to the extent the City is an additional insured. Any insurance or self-insurance maintained by the City, its officials, employees, agents, or authorized volunteers shall be in excess of Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss or judgment.



2. Automobile Liability:
  - a. Automobile liability insurance providing protection against claims of bodily injury and property damage arising out of ownership, operation, maintenance, or use of automobiles.
  - b. Non-commercial policies are acceptable.
  
3. Workers' Compensation:
  - a. Workers' Compensation Insurance, with coverage as required by the State of California (unless Consultant is a qualified self-insurer with the State of California or is not required by California law to carry workers' compensation coverage), and Employers Liability coverage. Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in Exhibit E.
  - b. Employer's Liability Coverage shall not be less than \$1,000,000.
  - c. If an injury occurs to any employee of Consultant for which the employee or his dependents, in the event of his death, may be entitled to compensation from the City under the provisions of the Acts, for which compensation is claimed from the City, there will be retained out of the sums due Consultant under this Contract, an amount sufficient to cover such compensation as fixed by the Acts, until such compensation is paid or it is determined that no compensation is due. If the City is required to pay such compensation, the amount so paid will be deducted and retained from such sums due, or to become due to Consultant.
  - d. The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents, and authorized volunteers for losses arising from work performed by Consultant.
  
4. Errors and Omissions; Malpractice; Professional Liability:
  - a. Errors and omissions, malpractice, or professional liability insurance sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Contract.
  - b. The limits of liability shall not be less than:

Each occurrence or claim:	One Million Dollars (\$1,000,000)
Aggregate:	One Million Dollars (\$1,000,000)
  - c. Both occurrence and claims-made policies are acceptable. For claims-made policies, upon termination of this Contract the same insurance requirements in Section 4 of this Exhibit will apply for a one (1) year period following such termination. A "tail" policy may be purchased as an alternative to satisfy this requirement.
  
5. Acceptability of Insurers: Insurance is to be placed with insurers with a **Bests' rating of no less than A:VII**.



6. Any deductibles, aggregate limits, pending claims or lawsuits that may diminish the aggregate limits, or self-insured retention(s), must be declared to, and approved by, the City.
7. Consultant shall furnish the City with certificates of insurance and original endorsements or insurance binders, signed by a person authorized by the insurer to bind coverage on its behalf, evidencing the coverage required by this Contract. At the written request of the City, Consultant agrees to furnish a duplicate original or certified copy of each required policy including the declaration pages, conditions, provisions, endorsements, and exclusions.
8. The City, due to unforeseen risk or exhaustion, failure, or dilution of Consultant's insurance coverage, at its discretion, may increase the amounts and types of insurance coverage required hereunder at any time during the term of the contract by giving 30 days written notice.
9. Consultant shall serve the City notice, in writing by certified mail, within 2 days of any notices received from any insurance carriers providing insurance coverage under this Agreement that concern the suspension, voidance, cancellation, termination, reduction in coverage or limits, non-renewal, or material changes of coverage proposed or otherwise.
10. If Consultant fails to procure or maintain insurance as required by this section, and any Supplementary Conditions, or fails to furnish the City with proof of such insurance, the City, at its discretion, may procure any or all such insurance. Premiums for such insurance procured by the City shall be deducted and retained from any sums due Consultant under the contract.
11. Failure of the City to obtain such insurance shall in no way relieve Consultant from any of its responsibilities under the contract.
12. The making of progress payments to Consultant shall not be construed as relieving Consultant or its Sub-Consultants or agents of responsibility for loss or direct physical loss, damage, or destruction occurring prior to final acceptance by the City.
13. The failure of the City to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at any time during the term of the contract.
14. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.



**EXHIBIT E**

**Certificate of Compliance With Labor Code § 3700, Release and Indemnification**

The undersigned, on behalf of and as the duly certified representative of Consultant, certifies as follows:

1. 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 Consultant has complied or will comply with such provisions before commencing the performance of the work of this contract. (Cal. Labor Code §§1860, 1861.)
2. Should Consultant fail to secure Workers' Compensation coverage as required by the State of California, Consultant shall release, hold harmless, defend and indemnify City of Elk Grove from and against any damage, liability, claim, cause of action and any other loss, including without limitation, court costs, reasonable attorney's fees and costs resulting from any failure to take and/or maintain Workers' Compensation insurance as required by law. The provisions of this Exhibit shall survive termination, suspension and/or completion of this Contract. It is further understood and agreed that this release and assumption of risk is to be binding on Consultant's successors, heirs and assigns.

CONSULTANT

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_