



CITY OF GARDEN GROVE

OFFICE OF THE CITY CLERK

*Safeguard all official records of the City.
Conduct municipal elections and oversee legislative administration.
Provide reliable, accurate, and timely information to the
City Council, staff, and the general public.*

Steve Jones
Mayor

George S. Brietigam
Mayor Pro Tem - District 1

John R. O'Neill
Council Member - District 2

Cindy Ngoc Tran
Council Member - District 3

Joe DoVinh
Council Member - District 4

Stephanie Klopfenstein
Council Member - District 5

Kim Bernice Nguyen
Council Member - District 6

July 21, 2023

Southstar Engineering and Consulting, Inc.
1945 Chicago Avenue, Suite C-2
Riverside, CA 92607

Attention: Vanessa Barrientos

Enclosed is a copy of the fully executed Agreement between the City of Garden Grove and Southstar Engineering and Consulting, Inc., to develop a Public Outreach Plan for the Bicycle Corridor Improvement Project (BCIP).

Sincerely,

Teresa Pomeroy, CMC
City Clerk

A handwritten signature in black ink, appearing to read 'Liz Vasquez', written in a cursive style.

By: Liz Vasquez
Deputy City Clerk

Enclosure

c: Finance Department/Purchasing
Economic Development Department

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made 20th day of July, 2023, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **SOUTHSTAR ENGINEERING AND CONSULTING, INC.** herein after referred to as "CONSULTANT".

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove Council Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONSULTANT **to provide the City with professional Public Outreach Plan related to the Bicycle Corridor Improvement Program (BCIP) Project CML-5328(083).**
3. CONSULTANT is qualified by virtue of experience, training, education and expertise to accomplish services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination** The term of the agreement shall be effective as of the date first set forth above. This Agreement shall commence upon the effective date of this Agreement, and shall remain and continue in effect until tasks described herein are completed unless otherwise terminated prior to this date pursuant to the provisions of this Agreement.
2. **Services to be Provided.** The services to be performed by CONSULTANT shall consist of tasks, including but not limited to work plan listed in Exhibit "A", and is incorporated herein by reference. The Exhibit and this Agreement do not guarantee any specific amount of work.
3. **Compensation.** CONSULTANT shall be compensated as follows:
 - 3.1 **AMOUNT.** Total Compensation under this agreement shall not exceed (NTE) amount of **Fifteen Thousand Five Hundred Dollars and 00/100 cents (\$15,500.00)**, payable in arrears and in accordance with the Rate and Fee Estimate attached in Exhibit "A"
 - 3.2 **Payment.** For work under this Agreement, payment shall be made per invoice for work completed. Within 45 day of delivery of goods or completion of performance of services, CONSULTANT must promptly render an invoice to CITY or payment may be significantly delayed. For extra work not a part of this Agreement, a written authorization by CITY

will be required, and payment shall be based on Rate and Fee Estimate included in Exhibit "A".

- 3.3 Records of Expenses. CONSULTANT shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to CITY.
- 3.4 Termination. CITY and CONSULTANT shall have the right to terminate this agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

4. Insurance requirements.

- 4.1 COMMENCEMENT OF WORK. CONSULTANT shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance and provide a Waiver of Subrogation in favor of the City.
- 4.2 WORKERS COMPENSATION INSURANCE. During the duration of this Agreement, CONSULTANT and all sub-CONSULTANTS shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.
- 4.3 INSURANCE AMOUNTS. CONSULTANT shall maintain the following insurance for the duration of this Agreement:
 - (a) Commercial general liability in an amount of \$2,000,000.00 per occurrence (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
 - (b) Automobile liability in an amount of \$1,000,000.00 combined single limit (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
 - (c) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and

licensed In California and have a Best's Guide Rating of A-Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/CONSULTANT shall obtain continuing insurance coverage for the prior acts or omissions of professional/CONSULTANT during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONSULTANT. CONSULTANT shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONSULTANT. CONSULTANT shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONSULTANT's insurance coverage shall be primary insurance as respects CITY, it's officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, it's officers, officials, employees, agents, and volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.

If CONSULTANT maintains higher insurance limits than the minimums shown above, CONSULTANT shall provide coverage for the higher insurance limits otherwise maintained by the CONSULTANT.

5. **Non-Liability of Officials and Employees of the CITY.** No official or employee of CITY shall be personally liable to CONSULTANT in the event of any default or breach by CITY, or for any amount which may become due to CONSULTANT.

6. **Non-Discrimination.** CONSULTANT covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.
7. **Independent CONSULTANT.** It is agreed to that CONSULTANT shall act and be an independent CONSULTANT and not an agent or employee of the CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Compliance with Law.** CONSULTANT shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government. CONSULTANT shall comply with, and shall be responsible for causing all CONSULTANTs and sub-CONSULTANTs performing any of the work pursuant to this Agreement to comply with, all applicable federal and state labor standards, including, to the extent applicable, the prevailing wage requirements promulgated by the Director of Industrial Relations of the State of California Department of Labor. The City makes no warranty or representation concerning whether any of the work performed pursuant to this Agreement constitutes public works subject to the prevailing wage requirements.
9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.
 - a. Address of CONSULTANT is as follows:

SOUTHSTAR ENGINEERING AND CONSULTING, INC.
Attn: VANESSA BARRIENTOS
1945 CHICAGO AVENUE, SUITE C-2
RIVERSIDE, CA 92607
VanessaB@Southstareng.com
 - b. Address of CITY is as follows:

Department of Community and Economic Development
City of Garden Grove
11222 Acacia Parkway
Garden Grove, CA 92840
Attn: Christy Le/ Alana Cheng
10. **CONSULTANT'S PROPOSAL.** This Agreement shall include CONSULTANT'S proposal which shall be incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

11. **Licenses, Permits, and Fees.** At its sole expense, CONSULTANT shall obtain a Garden Grove Business License, all permits, and licenses as may be required by this Agreement.
12. **Familiarity with Work.** By executing this Agreement, CONSULTANT warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement. Should CONSULTANT discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONSULTANT'S risk, until written instructions are received from CITY.
13. **Time of Essence.** Time is of the essence in the performance of this Agreement.
14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONSULTANT, its principals and employees were a substantial inducement for CITY to enter into this Agreement. CONSULTANT shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of CITY. If CONSULTANT is permitted to subcontract any part of this Agreement, CONSULTANT shall be responsible to CITY for the acts and omissions of its sub-CONSULTANT as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any sub-CONSULTANT and CITY. All persons engaged in the work will be considered employees of CONSULTANT. CITY will deal directly with and will make all payments to CONSULTANT.
15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
16. **Indemnification.** To the fullest extent permitted by law, CONSULTANT shall defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damages of any nature, including interference with use of property, arising out of, or in any way connected with the negligence, recklessness and/or intentional wrongful conduct of CONSULTANT, CONSULTANT'S agents, officers, employees, sub-CONSULTANTS, or independent CONSULTANTS hired by CONSULTANT in the performance of the Agreement. The only exception to CONSULTANT'S responsibility to protect, defend, and hold harmless CITY, is due to the sole negligence, recklessness and/or wrongful conduct of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT.

17. **Appropriations.** This Agreement is subject to and contingent upon funds being appropriated therefor by the Garden Grove City Council for each fiscal year covered by the term of this Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to the CITY.
18. **Modification.** This Agreement constitutes the entire agreement between the parties and supersedes any previous agreements, oral or written. This Agreement may be modified only by subsequent mutual written agreement executed by CITY and CONSULTANT.
19. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONSULTANT.
20. **California Law.** This Agreement shall be construed in accordance with the laws of the State of California. Any action commenced about this Agreement shall be filed in the central branch of the Orange County Superior Court.
21. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties
22. **Preservation of Agreement.** Should any provision of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.

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(Agreement Signature Block on Next Page)

IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: 7/20/23

**"CITY"
CITY OF GARDEN GROVE**

By: [Signature]
City Manager

ATTESTED:

[Signature]
Deputy City Clerk

Date: 7/20/23

**"CONSULTANT"
SOUTHSTAR ENGINEERING
AND CONSULTING INC.**

By: [Signature]

Name: Amr Abuelkassa

Title: Executive Vice President

Date: 7-12-2023

Tax ID No. _____

CONSULTANT's License: _____

Expiration Date _____

If CONSULTANT is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:

[Signature]
Garden Grove City Attorney

7-19-2023
Date

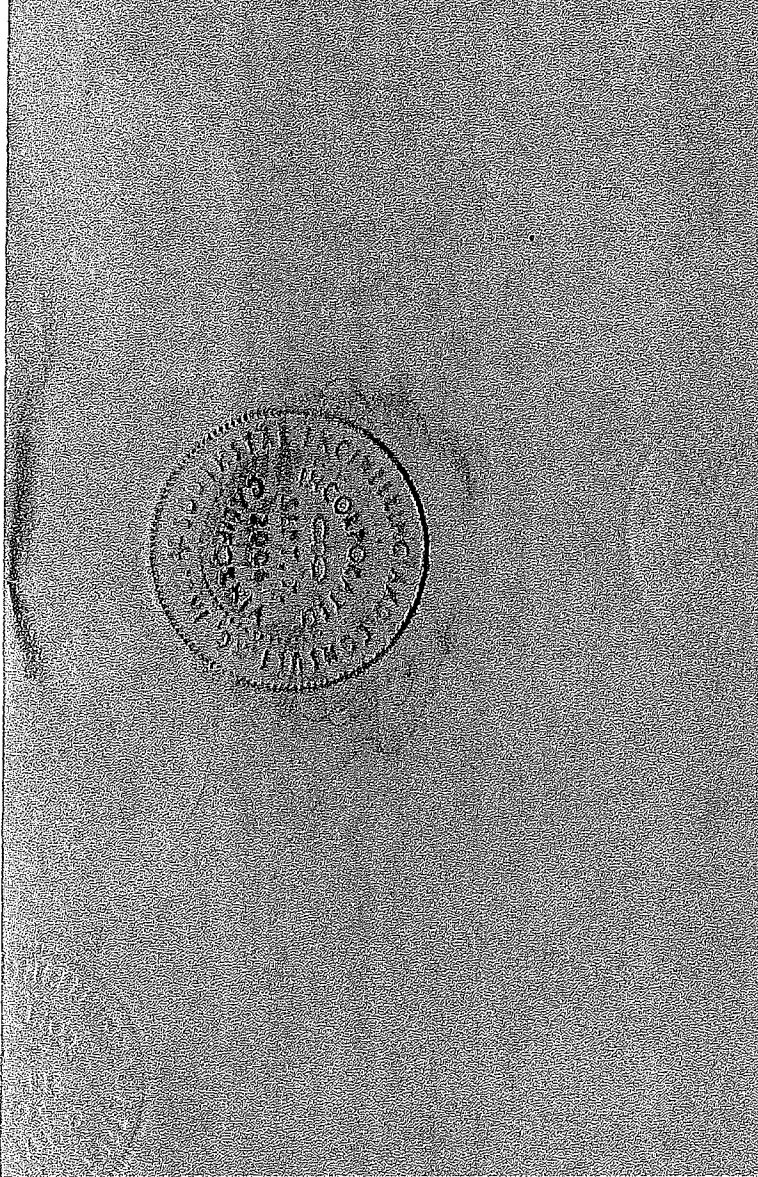


EXHIBIT "A"

WORK PLAN & FEE ESTIMATE

SCOPE OF WORK

To develop a factsheet, dedicated project email that will be used to communicate with the community, and provide content for the webpage.

WORK HOURS AND FEES

- **Preconstruction phase** (June 2023 through start of construction): Up to 30 hours.
- **Construction phase** (July 2023 through September 2023): Up to 70 hours.
- **Total cost:** \$15,500.00

COMMUNITY OUTREACH

This public awareness plan will help share project improvements, identify project issues, concerns and expectations. The goal of community outreach is to build trust and secure public support. The project will install improvements such as striping buffers on existing bike lanes, striping bike lane network gaps, improving and creating bicycle routes, and providing wayfinding signs.

- Provide a regional-bilingual public awareness plan for the community.
- Provide a consistent, two-way communications approach.
- Ensure that the community understands the project need and benefits.

PUBLIC AWARENESS PLAN TASKS

June 2023 – September 2023 (Pre-Construction and Construction Phase)

TASK	DELIVERABLES	
<p>Project Document Factsheet</p>	<p>Develop a factsheet content for each area, construction map with all the areas.</p> <ol style="list-style-type: none"> 1. Brookhurst Avenue (From Trask Avenue to Katella Avenue) 2. Western Street (From Garden Grove Boulevard to Orangewood Avenue) 3. Chapman Avenue (From Valley View Street to Beach Boulevard) 4. Gilbert Street (From Deodora Drive to Katella Avenue) 5. Lampson Avenue (From Dale Street to Haster Street) 	<p>Vanessa:</p> <ul style="list-style-type: none"> - Content - Design - Spanish - Korean statement. <p>City:</p> <ul style="list-style-type: none"> - Vietnamese - Webpage, social media, press release <p>Contractor</p> <ul style="list-style-type: none"> - Hand deliver
<p>Project Document Notice</p>	<p>A construction notice and map will be developed for each (5) area at the start of construction in each location.</p>	<p>Vanessa:</p> <ul style="list-style-type: none"> - Content - Design - Spanish - Korean statement. <p>City:</p> <ul style="list-style-type: none"> - Vietnamese - Webpage, social media, press release <p>Contractor</p> <ul style="list-style-type: none"> - No Parking Signs
<p>Communication Email</p>	<p>Dedicated project email that will be used to communicate with the community.</p>	<p>City:</p> <ul style="list-style-type: none"> - Provide a City Email <p>Vanessa</p> <ul style="list-style-type: none"> - Manage
<p>Communication Hotline</p>	<p>Dedicated project helpline that will be used to communicate with the community. 714-955-4694</p>	<p>Vanessa</p> <ul style="list-style-type: none"> - Manage

<u>Communication Webpage</u>	Provide content for the webpage on the City website.	City - Provide link. Vanessa - Provide content, images, weekly updates. - Create QR code
<u>Dissemination Videos</u>	Develop a project video with project updates, construction activities and progress photos. Provide video links and embed codes.	Vanessa - Provide final links. City - Post on socials.
<u>Dissemination Social Media Support</u>	Provide SM media content and videos	Vanessa - Provide content. City - Post on socials.
<u>Dissemination Hand Delivery</u>	Contractor will hand deliver the factsheet at the beginning of the project.	Contractor - Hand deliver Vanessa - Provide PDF and coordinate.
<u>Dissemination City Resources</u>	City will send project information through Monthly Email blast, Mobile App., Next Door App and press release.	City - Disseminate Vanessa - Provide updates
<u>Meetings</u>	Attend project or team meetings.	Vanessa
<u>Translation</u>	- Translate all project material in Spanish and Vietnamese.	- City and Vanessa

COST AND HOURS June 2023 – September 2023 (Pre-Construction and Construction Phase)

<u>Pre-Construction Phase</u>	- Prepare public outreach tasks including documents (content, design, translation) and setting up communication tools.	June 2023 through start of construction - Up to 30 hours
<u>Construction Phase</u>	Implementation of outreach tasks.	July 2023 through September 2023 - Up to 70 hours. Depends on the community response during construction.
Other Direct Cost:	- Evoice Helpline Number	- June 2023 – September 2023 - \$60



City of Garden Grove Compliance Summary Report

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage
V03179	SOUTHSTAR ENGINEERING & CONSULTING, INC.	Compliant					
		Ag , XIV	California Automobile Insurance Company	BA040000063415	11/17/2022	11/17/2023	Auto Liability
		A+p , XV	Sentinel Insurance Company, Ltd.	72SBABE7952	1/14/2023	1/14/2024	Excess Liability
		A+p , XV	Sentinel Insurance Company, Ltd.	72SBABE7952	1/14/2023	1/14/2024	General Liability
		NR ,	Lloyd's Syndicate 2987 (Brit Syndicates Limited)	PF00048A22	12/1/2022	12/1/2023	Professional Liability
		Ap , XIII	Insurance Company of the West	WSD506421901	2/9/2023	2/9/2024	Workers Comp

Risk Profile : Professional Services/Consulting

Required Additional Insured : City of Garden Grove, its officers, officials, agents, employees and volunteers