

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: September 21, 2020  
Reviewed by: NA

**SUBJECT:** CIP No. 32000 – 2020 and 2021 Sanitary Sewer Rehabilitation  
Project: Award of Contract No. C21-07 for Engineering Design  
Services

**REPORT BY:** Robert Gonzales, CIP Manager  
Mark Hurley, Public Works Director/City Engineer

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**SUMMARY**

The issue before Council is approval of a contract for design services to Nute Engineering to develop the 2021 and 2022 Sanitary Sewer Rehabilitation (SSRP) projects. These projects are part of the City's compliance program for the 2014 Consent Decree with the U.S. Environmental Protection Agency (EPA). Services will include preparation of final design drawings, specifications, and an engineering cost proposal.

**STAFF RECOMMENDATION**

That the Council adopt Resolution No. 2020-92, authorizing the City Manager to execute Contract No. C21-07 with Nute Engineering in the not-to-exceed amount of \$288,500 for a two year contract for preliminary and final sewer rehabilitation design services, using previously appropriated funds for the Annual Sewer Rehabilitation Program (CIP No. 32000)

**BACKGROUND**

The City owns and maintains approximately 32 miles of sewer main and 14 miles of lower laterals. Sewer mains that have not yet been replaced or rehabilitated are predominantly made of vitrified clay with cement mortar joints. Most clay pipes in Albany's system are over 60 years old and are in a deteriorated condition. Root intrusion through the joints has caused fracturing and other pipe defects, which increase the risk of a major structural failure or blockage.

Older sewer systems also experience excessive amounts of wet weather sanitary flows caused by the infiltration of stormwater and groundwater into the cracked sewer pipes and aging brick manholes which would otherwise be conveyed through the storm drain system. This influx of water can overwhelm the treatment plants that clean wastewater, causing partially treated wastewater to be released into the San Francisco Bay.

In 2014, the City entered into a Consent Decree with the US Environmental Protection Agency (EPA). The City of Albany is required to comply with the requirements of the Consent Decree agreement with the US EPA and the San Francisco Regional Water Quality Control Board. The requirements include rehabilitation of at least 5,706 linear feet of sanitary sewer main annually through Fiscal Year 2030.

As of June 30, 2020, the City has rehabilitated 41,698 linear feet of sewer main and is currently in compliance with the Consent Decree. Compliance with the Consent Decree is expected to continue through June 30, 2021 with the ongoing construction of the 2020 Sanitary Sewer Rehabilitation Project (Phase B) and the forthcoming 2020 Sanitary Sewer Rehabilitation Project (Phase C) which is planned for construction in Fall 2020/Spring 2021.

## **DISCUSSION**

The contract under consideration in this Staff Report is to provide design services for the 2021 and 2022 Sanitary Sewer Rehabilitation construction contracts. The design packages will consist of approximately 12,500 feet of sewer rehabilitation to maintain continued compliance with City's annual sewer rehabilitation requirements. Locations included in the project were selected based on prioritizations in the City's Sanitary Sewer Master Plan in conjunction with other upcoming capital improvements, including the City's annual pavement rehabilitation project.

Staff requested and Nute Engineering provided a proposal for engineering design services in the amount of \$288,500. Engineering design services included in the contract will consist of field investigation, design and preparation of contract documents for sewer rehabilitation by means of pipe bursting and open trench installation. Contract documents will include preparation of technical specifications, cost estimates, and assistance during bid for two separate construction contracts planned to start in Summer 2021 and 2022.

Staff has reviewed this estimate and has found it to be competitive with other firms offering this service. Nute Engineering is on the City's on-call list of engineering design firms and is currently concluding the 2020 Sanitary Sewer Rehabilitation design services contract. Nute Engineering has a proven record of delivering design packages on-schedule and of a quality that demonstrates robust knowledge of the City's sewer system and standards. With Nute Engineering's design services under the 2018 and 2020 Sanitary Sewer Rehabilitation projects, Staff was able to accelerate sewer rehabilitation through 2020 and bring rehabilitation rates into compliance with the Consent Decree.

The City's adopted Capital Improvement Program awarded \$12.8 million in appropriations for planned investments in the Annual Sanitary Sewer Rehabilitation Program. An additional \$3.3 million was appropriated in 2019 (see Resolutions No. 2019-17, 2019-83), bringing the appropriated budget up to \$16.1 million for fiscal years 2015/16 through 2019/20. Implementation of the Capital Improvement Program will require significant staff support from consultant services, including the contract under consideration in this Staff Report.

**SUSTAINABILITY IMPACT**

Nute Engineering support will help reach several of the City’s sustainability goals including continued stewardship of the San Francisco Bay through rehabilitation of sewer infrastructure and hazard mitigation. Sewer rehabilitation prevents sanitary sewer overflows (SSOs), which can reach storm drains and the San Francisco Bay and expose people, fish, and wildlife to unhealthy bacteria and pollutant levels. Sewer rehabilitation also reduces hazards to vehicular and pedestrian traffic by reducing subsurface deterioration of the City’s pavement.

**FINANCIAL IMPACT**

Prior fiscal years’ budget for the Annual Sewer Rehabilitation Program (CIP No. 32000) program was appropriated by Council as part of the City’s Capital Improvement Plan, last updated on March 19, 2018 (Resolution No. 2018-36).

Council approved a new budget appropriation for the program on May 18, 2020 (Resolution No. 2020-41) in the amount of \$1,105,000 as part of the action to award Contract No. C20-46 to Bay Pacific Pipelines for the 2020 Sanitary Sewer Rehabilitation Project. An additional contract was awarded to Zoon Engineering (C20-55) for construction management for this project. The newly appropriated amount was previously planned and approved by Council as part of the FY2018-22 CIP for FY20.

The follow table details the proposed expenditures for the two-year Nute Engineering Contract No. C21-07.

<b><u>Expenditures</u></b>	<b><u>Budget</u></b>
Professional Services	\$288,500
<b>Total Expenditures</b>	<b>\$288,500</b>

The following table details the approved budget and funding sources for the Annual Sewer Rehabilitation Program (CIP No. 32000), Fiscal Years 2015/16 through 2019/20:

<b><u>Program Budget</u></b> <b><u>(CIP No. 32000)</u></b>	<b><u>FY16-FY20</u></b>
CIP Appropriations	\$12,800,761
Resolution No. 2019-17	\$1,449,000
Resolution No. 2019-83	\$1,885,000
<b>Total Budget:</b>	<b>\$16,134,761</b>
<b><u>Funding Source</u></b>	
Sewer Capital Projects (4002)	\$16,134,761

Most recently, Contract No. C20-77 for CSG Consultants was encumbered in the amount of \$234,000 (Resolution No. 2020-86). As of September 8th, 2020, the City has either spent or encumbered approximately \$14.8 million of the appropriated program budget for the noted fiscal years, including the contract for CSG Consultants. The Nute Engineering contract recommended for award in this staff report is within the remaining appropriated program budget and no adjustments are needed.

**Attachments**

1. Proposal
2. Resolution No. 2020-92
3. Contract No. C21-07



**CONTRACT # 21-07**  
**AGREEMENT FOR CONSULTANT SERVICES**  
**BETWEEN**  
**THE CITY OF ALBANY**  
**AND**  
**NUTE ENGINEERING**  
**FOR PROJECT:**  
**2021 AND 2022 SANITARY SEWER REHABILITATION – ENGINEERING**  
**DESIGN SERVICES**

This AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT"), is made and entered into this \_\_\_ day of \_\_\_\_\_ 20\_\_ by and among the City of Albany a California charter city ("CITY") and Nute Engineering, a California corporation, ("CONSULTANT").

In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

**SECTION 1. TERM OF AGREEMENT.**

Subject to the provisions of SECTION 19 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period of two (2) years from the date of execution of this AGREEMENT, as first shown above. Such term may be reduced or extended upon written agreement of both parties to this AGREEMENT.

**SECTION 2. SCOPE OF SERVICES.**

CONSULTANT agrees to perform the services set forth in EXHIBIT "A" "SCOPE OF SERVICES" and EXHIBIT "E" "CONSULTANT PROPOSAL" and made a part of this AGREEMENT.

**SECTION 3. ADDITIONAL SERVICES.**

CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to or outside of those set forth in this AGREEMENT or listed in EXHIBIT "A" "SCOPE OF SERVICES" or EXHIBIT "E" "CONSULTANT PROPOSAL", unless such additional services are authorized in advance and in writing by the City Council or City Manager of CITY. CONSULTANT shall be compensated for any such additional services in the amounts and in the manner agreed to by the City Council or City Manager.

#### **SECTION 4. COMPENSATION AND METHOD OF PAYMENT.**

Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay CONSULTANT the amounts specified in EXHIBIT "B" "COMPENSATION" and made a part of this AGREEMENT for services satisfactorily rendered under this AGREEMENT. The total compensation payable, including reimbursement for actual expenses, shall not exceed two hundred and eighty eight thousand, five hundred dollars (\$288,500.00) unless additional compensation is approved in writing by the City Council or City Manager.

Each month CONSULTANT shall furnish to CITY an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, sub-consultant contracts and miscellaneous expenses. CITY shall independently review each invoice submitted by the CONSULTANT to determine whether the work performed and expenses incurred are in compliance with the provisions of this AGREEMENT. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth below. In the event any charges or expenses are disputed by CITY, the original invoice shall be returned by CITY to CONSULTANT for correction and resubmission.

Except as to any charges for work performed or expenses incurred by CONSULTANT which are disputed by CITY, CITY will use its best efforts to cause CONSULTANT to be paid within thirty (30) days of receipt of CONSULTANT's invoice.

Payment to CONSULTANT for work performed pursuant to this AGREEMENT shall not be deemed to waive any defects in work performed by CONSULTANT.

#### **SECTION 5. INSPECTION AND FINAL ACCEPTANCE.**

CITY may inspect and accept or reject any of CONSULTANT's work under this AGREEMENT, either during performance or when completed. CITY shall reject or finally accept CONSULTANT's work within sixty (60) days after submitted to CITY. CITY shall reject work by a timely written explanation, otherwise CONSULTANT's work shall be deemed to have been accepted. CITY's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of CONSULTANT's work by CITY shall not constitute a waiver of any of the provisions of this AGREEMENT including, but not limited to, SECTIONS 15 and 16, pertaining to indemnification and insurance, respectively.

#### **SECTION 6. OWNERSHIP OF DOCUMENTS.**

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by CONSULTANT in the course of providing any services pursuant to this AGREEMENT shall become the sole property of CITY and may be used, reused or

otherwise disposed of by CITY without the permission of the CONSULTANT. Upon completion, expiration or termination of this AGREEMENT, CONSULTANT shall turn over to CITY all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

#### **SECTION 7. CONSULTANT'S BOOKS AND RECORDS.**

CONSULTANT shall maintain any and all documents and records demonstrating or relating to CONSULTANT's performance of services pursuant to this AGREEMENT. CONSULTANT shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to CITY pursuant to this AGREEMENT. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by CONSULTANT pursuant to this AGREEMENT. Any and all such documents or records shall be maintained for three years from the date of execution of this AGREEMENT and to the extent required by laws relating to audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, at any time during regular business hours, upon written request by CITY or its designated representative. Copies of such documents or records shall be provided directly to the CITY for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at CONSULTANT's address indicated for receipt of notices in this AGREEMENT.

(c) Where CITY has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of CONSULTANT's business, CITY may, by written request, require that custody of such documents or records be given to the requesting party and that such documents and records be maintained by the requesting party. Access to such documents and records shall be granted to CITY, as well as to its successors-in-interest and authorized representatives.

#### **SECTION 8. STATUS OF CONSULTANT.**

(a) CONSULTANT is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of CITY. CONSULTANT shall have no authority to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against CITY, whether by contract or otherwise, unless such authority is expressly conferred under this AGREEMENT or is otherwise expressly conferred in writing by CITY.



(b) The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that CONSULTANT or any of CONSULTANT's officers, employees or agents are in any manner officials, officers, employees or agents of CITY.

(c) Neither CONSULTANT, nor any of CONSULTANT's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to CITY'S employees. CONSULTANT expressly waives any claim CONSULTANT may have to any such rights.

#### **SECTION 9. STANDARD OF PERFORMANCE.**

CONSULTANT represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this AGREEMENT in a thorough, competent and professional manner. CONSULTANT shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this AGREEMENT, CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of CONSULTANT under this AGREEMENT.

#### **SECTION 10. COMPLIANCE WITH APPLICABLE LAWS, PERMITS, AND LICENSES.**

CONSULTANT shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this AGREEMENT. CONSULTANT shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this AGREEMENT. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall be liable, at law or in equity, as a result of any failure of CONSULTANT to comply with this section.

CONSULTANT shall obtain and maintain in full force and effect during the term of this AGREEMENT a Business License from the CITY's Finance Department. Provide City of Albany Business License number and Expiration Date on Page 11 of this contract.

#### **SECTION 11. NONDISCRIMINATION.**

CONSULTANT shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap,

medical condition or marital status in connection with or related to the performance of this AGREEMENT.

**SECTION 12. 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 M., 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 AGREEMENT, and should any liability or sanctions be imposed against CITY for such use of unauthorized aliens, CONSULTANT hereby agrees to and shall reimburse CITY for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by CITY.

**SECTION 13. CONFLICTS OF INTEREST.**

(a) CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of CITY or which would in any way hinder CONSULTANT's performance of services under this AGREEMENT. CONSULTANT further covenants that in the performance of this AGREEMENT, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the City Manager. CONSULTANT agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY in the performance of this AGREEMENT.

(b) CITY understands and acknowledges that CONSULTANT is, or may be, as of the date of execution of this AGREEMENT, independently involved in the performance of non-related services for other governmental agencies and private parties. CONSULTANT is unaware of any stated position of CITY relative to such projects. Any future position of CITY on such projects shall not be considered a conflict of interest for purposes of this section.

**SECTION 14. CONFIDENTIAL INFORMATION AND RELEASE OF INFORMATION.**

(a) All information gained or work product produced by CONSULTANT in performance of this AGREEMENT shall be considered confidential, unless such information is in the public domain or already known to CONSULTANT. CONSULTANT shall not release or disclose any such information or work product to persons or entities other than CITY without prior written authorization from the City Administrator, except as may be required by law.

(b) CONSULTANT, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of CITY, voluntarily provide declarations, letters of support, testimony at

depositions, response to interrogatories or other information concerning the work performed under this AGREEMENT. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives CITY notice of such court order or subpoena.

(c) If CONSULTANT, or any officer, employee, agent or subcontractor of CONSULTANT, provides any information or work product in violation of this AGREEMENT, then CITY shall have the right to reimbursement and indemnity from CONSULTANT for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of CONSULTANT's conduct.

(d) CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this AGREEMENT and the work performed thereunder. CITY retains the right, but has no obligation, to represent CONSULTANT or be present at any deposition, hearing or similar proceeding. CONSULTANT agrees to cooperate fully with CITY and to provide CITY with the opportunity to review any response to discovery requests provided by CONSULTANT. However, this right to review any such response does not imply or mean the right by CITY to control, direct, or rewrite said response.

## **SECTION 15. INDEMNIFICATION.**

(a) CITY and its elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "INDEMNITEES") shall have no liability to CONSULTANT or any other person for, and CONSULTANT shall indemnify, defend, protect and hold harmless INDEMNITEES from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements (collectively "CLAIMS"), which INDEMNITEES may suffer or incur or to which INDEMNITEES may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise occurring as a result of or allegedly caused by the CONSULTANT's performance of or failure to perform any services under this AGREEMENT or by the negligent or *willful* acts or omissions of CONSULTANT, its agents, officers, directors, subcontractors or employees, committed in performing any of the services under this AGREEMENT.

(b) If any action or proceeding is brought against INDEMNITEES by reason of any of the matters against which CONSULTANT has agreed to indemnify INDEMNITEES as provided above, CONSULTANT, upon notice from CITY, shall defend INDEMNITEES at CONSULTANT's expense by counsel acceptable to CITY, such acceptance not to be unreasonably withheld. INDEMNITEES need not have first paid for any of the matters to which INDEMNITEES are entitled to indemnification in order to

be so indemnified. The insurance required to be maintained by CONSULTANT under SECTION 16 shall ensure CONSULTANT's obligations under this section, but the limits of such insurance shall not limit the liability of CONSULTANT hereunder. The provisions of this section shall survive the expiration or earlier termination of this AGREEMENT.

(c) If CONSULTANT's obligation to defend, indemnify, and/or hold harmless arises out of CONSULTANT's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, CONSULTANT's indemnification obligation shall be limited to CLAIMS that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT, and, upon CONSULTANT obtaining a final adjudication by a court of competent jurisdiction, CONSULTANT's liability for such claim, including the cost to defend, shall not exceed the CONSULTANT's proportionate percentage of fault.

(d) The provisions of this section do not apply to CLAIMS occurring as a result of the CITY's sole negligence or *willful* acts or omissions.

#### **SECTION 16. INSURANCE.**

CONSULTANT agrees to obtain and maintain in full force and effect during the term of this AGREEMENT the insurance policies set forth in EXHIBIT "C" "INSURANCE" and made a part of this AGREEMENT. All insurance policies shall be subject to approval by CITY as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Administrator. CONSULTANT agrees to provide CITY with copies of required policies upon request.

#### **SECTION 17. ASSIGNMENT.**

The expertise and experience of CONSULTANT are material considerations for this AGREEMENT. CITY has an interest in the qualifications of and capability of the persons and entities who will fulfill the duties and obligations imposed upon CONSULTANT under this AGREEMENT. In recognition of that interest, CONSULTANT shall not assign or transfer this AGREEMENT or any portion of this AGREEMENT or the performance of any of CONSULTANT's duties or obligations under this AGREEMENT without the prior written consent of the CITY. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this AGREEMENT entitling CITY to any and all remedies at law or in equity, including summary termination of this AGREEMENT. CITY acknowledges, however, that CONSULTANT, in the performance of its duties pursuant to this AGREEMENT, may utilize subcontractors.

#### **SECTION 18. CONTINUITY OF PERSONNEL.**

CONSULTANT shall make every reasonable effort to maintain the stability and continuity of CONSULTANT's staff assigned to perform the services required under this AGREEMENT. CONSULTANT shall notify CITY of any changes in CONSULTANT's staff assigned to perform the services required under this AGREEMENT, prior to any such performance.

#### **SECTION 19. TERMINATION OF AGREEMENT.**

(a) CITY may terminate this AGREEMENT, with or without cause, at any time by giving thirty (30) days written notice of termination to CONSULTANT. In the event such notice is given, CONSULTANT shall cease immediately all work in progress.

(b) CONSULTANT may terminate this AGREEMENT at any time upon thirty (30) days written notice of termination to CITY. In the event such notice is given, CONSULTANT shall cease immediately all work in progress.

(c) If either CONSULTANT or CITY fail to perform any material obligation under this AGREEMENT, then, in addition to any other remedies, either CONSULTANT, or CITY may terminate this AGREEMENT immediately upon written notice.

(d) Upon termination of this AGREEMENT by either CONSULTANT or CITY, all property belonging exclusively to CITY which is in CONSULTANT's possession shall be returned to CITY. CONSULTANT shall furnish to CITY a final invoice for work performed and expenses incurred by CONSULTANT, prepared as set forth in SECTION 4 of this AGREEMENT. This final invoice shall be reviewed and paid in the same manner as set forth in SECTION 4 of this AGREEMENT.

#### **SECTION 20. DEFAULT.**

In the event that CONSULTANT is in default under the terms of this AGREEMENT, the CITY shall not have any obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and may terminate this AGREEMENT immediately by written notice to the CONSULTANT.

#### **SECTION 21. EXCUSABLE DELAYS.**

CONSULTANT shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of CONSULTANT. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of CITY, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this AGREEMENT shall be equitably adjusted for any delays due to such causes.

#### **SECTION 22. COOPERATION BY CITY.**

All public information, data, reports, records, and maps as are existing and available to CITY as public records, and which are necessary for carrying out the work as outlined in the EXHIBIT "A" "SCOPE OF SERVICES" and Exhibit "E" "CONSULTANT PROPOSAL", shall be furnished to CONSULTANT in every reasonable way to facilitate, without undue delay, the work to be performed under this AGREEMENT.

**SECTION 23. NOTICES.**

All notices required or permitted to be given under this AGREEMENT shall be in writing and shall be personally delivered, or sent by telecopier or certified mail, postage prepaid and return receipt requested, addressed as follows:

To CITY: Nicole Almaguer  
City Manager  
City of Albany  
1000 San Pablo Avenue  
Albany, CA 94706

To CONSULTANT: David Stier  
Partner  
Nute Engineering  
907 Mission Avenue  
San Rafael, CA 94901

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

**SECTION 24. AUTHORITY TO EXECUTE.**

The person or persons executing this AGREEMENT on behalf of CONSULTANT represents and warrants that he/she/they has/have the authority to so execute this AGREEMENT and to bind CONSULTANT to the performance of its obligations hereunder.

**SECTION 25. BINDING EFFECT.**

This AGREEMENT shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

**SECTION 26. MODIFICATION OF AGREEMENT.**

No amendment to or modification of this AGREEMENT shall be valid unless made in writing and approved by the CONSULTANT and by the CITY. The parties agree that

this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

#### **SECTION 27. WAIVER**

Waiver by any party to this AGREEMENT of any term, condition, or covenant of this AGREEMENT shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this AGREEMENT shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this AGREEMENT. Acceptance by CITY of any work or services by CONSULTANT shall not constitute a waiver of any of the provisions of this AGREEMENT.

#### **SECTION 28. LAW TO GOVERN; VENUE.**

This AGREEMENT shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in Alameda County. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

#### **SECTION 29. CLAIMS.**

All claims arising out of or related to this agreement must be presented not later than six (6) months after the accrual of the cause of action. Such claims shall be governed by the provisions of the Albany Municipal Code and such claims shall further be governed by the provisions of section 930.4 of the Government Code for the purposes of filing leave to present a later claim. It is further provided that subdivision (b) of section 911.4 sections 911.6 to 912.2, inclusive and section 946.6 are applicable to all such claims, and the time specified in this agreement shall be deemed the "time specified" in section 911.2 within the meaning of sections 911.6 and 946.6.

#### **SECTION 30. W-9 FORM**

Complete the attached EXHIBIT "D" "W-9 FORM" that will be removed from this contract and forwarded to our Finance Department for use during invoice processing.

#### **SECTION 31. ENTIRE AGREEMENT.**

This AGREEMENT, including the attached EXHIBITS "A" through "E", is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between CONSULTANT and CITY prior to the execution of this AGREEMENT. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding. No

amendment to this AGREEMENT shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

**SECTION 32. SEVERABILITY.**

If any term, condition or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

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

**CITY OF ALBANY:**

By \_\_\_\_\_  
Nicole Almaguer, City Manager

Date \_\_\_\_\_

**(Contract C21-07)**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Malathy Subramanian, City Attorney

Date \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Anne Hsu, City Clerk

Date \_\_\_\_\_

**CONSULTANT:**

By David Stier  
(Authorized Officer)

Name: David E. Stier, P.E.

Title: Vice President

By Mark T. Wilson  
(Authorized Officer)

Name: Mark T. Wilson, P.E.

Title: President

City of Albany Business License

**BL #** 6465

**Expiration Date:**

9/9/2021



EXHIBIT “A”  
SCOPE OF SERVICES

**Schedule A-1 Services - 2021 SSRP Design of Plans and Specifications**<sup>1</sup>

- 1) Perform Field Investigation
- 2) Prepare contract plans (without profiles)
- 3) Prepare an project construction cost estimate at 35%, 95%, and 100% submittal.
- 4) Attend a kick-off meeting and three progress meetings with City staff during design.
- 5) Provide assistance during bidding including responding to contractors’ questions, attendance at a pre-bid meeting and issuing addendums as necessary.

**Schedule A-2 Services - 2022 SSRP Design of Plans and Specifications**<sup>1</sup>

- 1) Perform Field Investigation
- 2) Prepare contract plans (without profiles)
- 3) Prepare an project construction cost estimate at 35%, 95%, and 100% submittal.
- 4) Attend a kick-off meeting and three progress meetings with City staff during design.
- 5) Provide assistance during bidding including responding to contractors’ questions, attendance at a pre-bid meeting and issuing addendums as necessary.

**Schedule B Services - Additional Design Tasks (Allowances)**<sup>1</sup>

- 1) Potholing Investigations
- 2) Topographic surveying
- 3) Geotechnical investigation
- 4) Engineered traffic control plans
- 5) Plan and profile drawings

<sup>1</sup> For details of and specific exclusions to Scope of Services, refer to Exhibit “E” “Consultant Proposal.”

EXHIBIT “B”  
COMPENSATION

<b>Scope</b>	<b>Cost<sup>1</sup></b>
<b>Schedule A-1</b>	
2021 SSRP Design and preparation of plans and specifications	\$131,925
<b>Schedule A-2</b>	
2022 SSRP Design and preparation of plans and specifications	\$114,793
<b>Schedule B</b>	
Additional Tasks (Allowances)	\$ 41,786
<b>Total (Rounded)</b>	<b>\$288,500</b>

<sup>1</sup> All work to be performed on a time and material basis and billed according to the Schedule of Hourly rates included in Exhibit “E” “Consultant Proposal.”

EXHIBIT “C”  
INSURANCE

## EXAMPLE OF EXHIBIT C INSURANCE

Note: Please Do Not Add This instruction “Example of Exhibit C Insurance” as YOUR insurance copy. See Page 3 of these instructions to view a sample of the form that is required. This instruction lists coverage required and special clauses, especially item “C #1”

CONSULTANT shall procure and maintain for the duration of the contract such insurance, in the forms and amounts specified by CITY, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, his/her agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE. CONSULTANT shall maintain minimum limits of Insurance as follows:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers Compensation limits as required by the Labor Code of the State of California.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, officials, consultants and volunteers; or the CONSULTANT shall provide a financial guarantee satisfactory to the CITY guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. OTHER INSURANCE PROVISIONS. The general liability and automobile policies are to contain, or be endorsed to contain, the following provisions:

1. The CITY, its officers, officials, employees, consultants, and volunteers are to be covered as insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the CONSULTANT; and with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT

including materials, parts or equipment furnished in connection with such work or operation. General liability coverage can be proved in the form of an endorsement to the CONSULTANT'S insurance or as a separate owners policy.

SEE PAGE THREE FOR A SAMPLE OF INCLUDING THE ABOVE UNDER DESCRIPTION OF OPERATIONS/ LOCATIONS/ VEHICLES/ EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS

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

3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested has been given to the CITY.

D. ACCEPTABILITY OF INSURERS. Insurance is to be placed with a current A.M. Best's rating of no less than A:II.

E. VERIFICATION OF COVERAGE. CONSULTANT shall furnish the CITY with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the CITY or on other than the entity's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the CITY before work commences. The CITY reserves the right to require complete, certified copies of all required insurance policies including endorsements effecting the coverage required by these specifications at any time.

F. SUBCONTRACTORS. CONSULTANT shall include all subcontractors as insureds under its policies or each subcontractor shall furnish separate certificates and endorsements. All coverages for subcontractors shall be subject to all of the requirements stated herein.

## EXHIBIT C INSURANCE

CONSULTANT shall procure and maintain for the duration of the contract such insurance, in the forms and amounts specified by CITY, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, his/her agents, representatives, employees or subcontractors.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE.** CONSULTANT shall maintain minimum limits of Insurance as follows:

1. **General Liability:** \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. **Workers Compensation and Employers Liability:** Workers Compensation limits as required by the Labor Code of the State of California.
4. **Professional Liability Insurance:** \$1,000,000 of Professional Liability Insurance (Errors and Omissions). The policy shall provide 30 days advance written notice to CITY for cancellation or reduction in coverage.

B. **DEDUCTIBLES AND SELF-INSURED RETENTIONS.** Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, officials, consultants and volunteers; or the CONSULTANT shall provide a financial guarantee satisfactory to the CITY guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. **OTHER INSURANCE PROVISIONS.** The general liability and automobile policies are to contain, or be endorsed to contain, the following provisions:

1. The CITY, its officers, officials, employees, consultants, and volunteers are to be covered as insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the CONSULTANT; and with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operation. General liability coverage can be proved in the form of an endorsement to the CONSULTANT'S insurance or as a separate owners policy.

2. For any claims related to this project, the contractor's insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested has been given to the CITY.

D. ACCEPTABILITY OF INSURERS. Insurance is to be placed with a current A.M. Best's rating of no less than A:II.

E. VERIFICATION OF COVERAGE. CONSULTANT shall furnish the CITY with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the CITY or on other than the entity's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the CITY before work commences. The CITY reserves the right to require complete, certified copies of all required insurance policies including endorsements affecting the coverage required by these specifications at any time.

F. SUBCONTRACTORS. CONSULTANT shall include all subcontractors as insureds under its policies or each subcontractor shall furnish separate certificates and endorsements. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
9/25/2014

PRODUCER <b>CITY OF ALBANY</b>  <b>OCT 14 2014</b>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED <b>ADMINISTRATION DEPARTMENT</b>	INSURERS AFFORDING COVERAGE <span style="float: right;">NAIC #</span>
	INSURER A: <b>United Fire Ins. Co.</b> <span style="float: right;">19682</span>
	INSURER B: <b>Specialty Ins. Co.</b>
	INSURER C: <b>Casualty Insurance Co.</b> <span style="float: right;">29424</span>
	INSURER D:
	INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:5,000  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	57CESOF4492	09/30/14	09/30/15	EACH OCCURRENCE <b>\$1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) <b>\$300,000</b> MED EXP (Any one person) <b>\$10,000</b> PERSONAL & ADV INJURY <b>\$1,000,000</b> GENERAL AGGREGATE <b>\$2,000,000</b> PRODUCTS - COMP/OP AGG <b>\$2,000,000</b>
C		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	57UUNIF1488	09/30/14	09/30/15	COMBINED SINGLE LIMIT (Ea accident) <b>\$1,000,000</b>  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	57WEGG5794	09/30/14	09/30/15	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT <b>\$1,000,000</b> E.L. DISEASE - EA EMPLOYEE <b>\$1,000,000</b> E.L. DISEASE - POLICY LIMIT <b>\$1,000,000</b>
B		OTHER Professional Liability	CPV6710060915	09/30/14	09/30/15	<b>\$2,000,000 per claim</b> <b>\$4,000,000 annl aggr.</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**General Liability Excludes Claims Arising Out of the Performance of Professional Services.**

Project Name/Number: **Albany County**. The City of Albany, its Officers, Officials, Employees, Consultants and Volunteers are additional insureds as respects to General & Automobile Liability per policy form wording. Such insurance is Primary & Non Contributory. See attachments

<b>CERTIFICATE HOLDER</b>  City of Albany 1000 San Pablo Avenue Albany, CA 94706-0000	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE <i>Julie La Nelson</i>
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EXHIBIT "D"  
W-9 FORM

EXHIBIT D - W-9 FORM

To be completed and returned with contract

Form W-9 (Rev. November 2017) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Form fields 1-7: Name, Business name, Tax classification, Exemptions, Address, City, ZIP code, List account number(s).

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding.

Social security number input fields

OR

Employer identification number input fields

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number... 2. I am not subject to backup withholding because... 3. I am a U.S. citizen or other U.S. person... 4. The FATCA code(s) entered on this form... indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Sign Here section with Signature of U.S. person and Date fields

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

EXHIBIT "E"  
CONSULTANT PROPOSAL





Civil & Sanitary Consultants

August 28, 2020

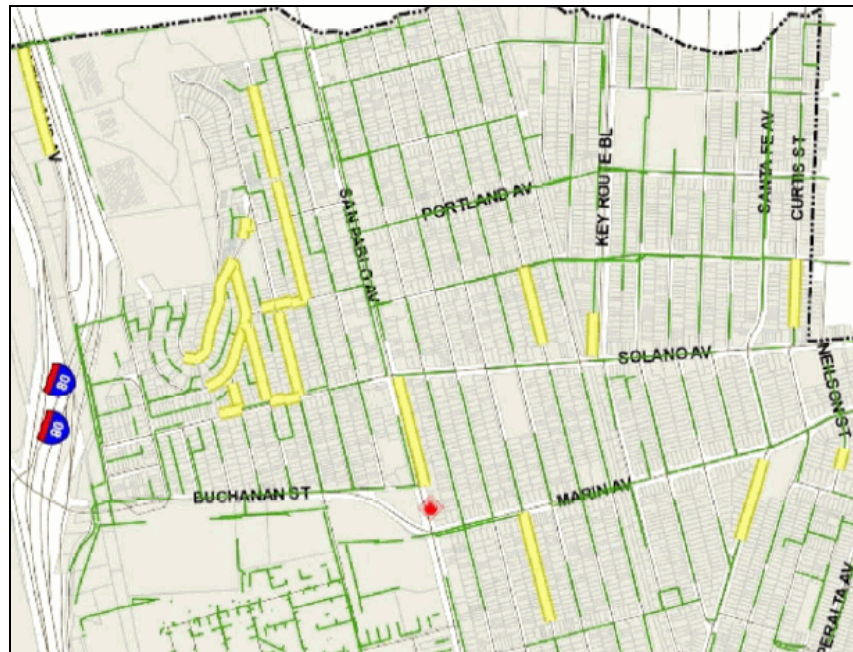
Mr. Mark Hurley, P.E.  
City of Albany Public Works Director  
1000 San Pablo Avenue  
Albany, CA 94706

**Re: 2021 and 2022 Sanitary Sewer Rehabilitation Projects  
Proposal for Engineering Design Services**

Nute Engineering is pleased to submit the following proposal for the engineering design services for the 2021 and 2022 Sanitary Sewer Rehabilitation Projects (SSRPs), which will involve rehabilitation of at minimum 11,412 LF (5,706 per year) of existing sewer lines within the City of Albany. The project work will primarily be done using pipe bursting as a pipe replacement method. It is understood that some locations may require other methods including open-cut rehabilitation and Cured-In-Place-Pipe (CIPP) depending on physical constraints. The exact location and/or extent of the sewer replacements may be revised based on findings in the pre-design investigations.

**PROJECT DESCRIPTION**

The proposed sections of sewer to be rehabilitated in the upcoming projects are shown in the Figure 1 and Table 1 below:



**Figure 1. Approximate location of subject sewers for 2021 and 2022 SSRPs (City of Albany).**

<b>Street</b>	<b>Street Limits</b>	<b>Pipe Length</b>
Cerrito Street	Solano Avenue to Washington Avenue	686
Cerrito Street	Washington Avenue to Hillside Avenue	444
Cleveland Avenue	Richmond City Limits to Midblock	919
Cornell Street	Dartmouth Street to Marin Avenue	907
Curtis Street	Solano Avenue to Washington Avenue	545
Evelyn Avenue	Solano Avenue to Washington Avenue	655
Hillside Avenue	Cerrito Street to Taft Street	233
Hillside Avenue	Jackson Street to Cerrito Street	242
Hillside Avenue	Taft Street to End	772
Jackson Avenue	Solano Avenue to Washington Avenue	705
Key Route Boulevard	Solano Avenue to Washington Avenue	350
Madison Street	Castro Street to Clay Street	666
Madison Street	Clay Street to End	404
Madison Street	Washington Avenue to Castro Street	698
Neilson Street	Marin Avenue to Sonoma	176
Polk Street	Solano Avenue to Washington Avenue	231
San Pablo Avenue	Buchanan Street to Solano Avenue	914
Santa Fe Avenue	Ramona Avenue to Marin Avenue	674
Solano Avenue	Jackson Street to Cerrito Street	248
Solano Avenue	Polk Street to Taylor Street	183
Washington Avenue	Cerrito Street to Polk Street Street	989
Washington Avenue	Jackson Street to Cerrito Street	113
Washington Avenue	Madison Street to Jackson Street	262
Washington Avenue	Polk Street to Gateview Avenue	464
<b>Total Linear Footage</b>		<b>12479</b>

**Table 2. Limits and lengths subject sewers for 2021 and 2022 SSRPs (City of Albany).**

A large portion of the sewer lines identified for the current project are in the Albany Hills area. This area is characterized by narrow streets typically congested with utilities. One easement sewer located between Hillside Avenue and Jackson Street is also included in the project. Work in this area will require careful planning to ensure constructability with minimum impact to residents.

A sidewalk sewer located on San Pablo Avenue has also been included in the project scope. The sewer is located approximately 2 feet away from the front of buildings in the western San Pablo Avenue corridor, making rehabilitation potentially costly and impactful to the businesses. The scope of work will include performing a feasibility investigation to determine if the sewer can be relocated to the roadway. San Pablo Avenue is within the jurisdiction of Caltrans and is anticipated that Caltrans will have extensive planning, design and construction requirements if the relocation is permitted.

Another notable project work location is the northern Cleveland Avenue sewer main. This pipe runs along Cleveland Avenue connecting to the EMBUD interceptor located just south of Cerrito Creek. EBMUD will require engineering review for this connection and assess a fee. Nute Engineering will coordinate all necessary connection requirements with EBMUD.

The remainder of the subject sewers are located throughout the City, generally comprised of sewer mains identified in the 2014 City of Albany Sewer Master Plan. An effort will be made during design to group the sewer lines in projects accordingly to minimize construction impacts to residents if possible.

As stated, most of the sewer lines included in both projects will be pipe burst and a DR-17 HDPE liner pipe will be inserted, except where a CIPP method is necessary due to site constraints. Some open cut sewer replacement may also be necessary depending on pre-design investigation findings. The lateral connections will be reinstated and the lower laterals will be replaced or pipe burst. Most of the lines in the project are located in roadways, but some of the pipes are within easements on private property or on sidewalks.

A two-way cleanout will be installed at the connection of the lower lateral to the upper lateral, likely in the sidewalk or just off the edge of the sidewalk. In addition, the manholes on the sewer lines will be replaced unless they are found to be new or in good condition.

During the sewer rehabilitation operations, it will be necessary to divert the sewage flow. Some of the lines to be pipe burst are dead end lines so there is no flow coming through except for the connected properties. The homeowners will need to be advised not to use their fixtures during the pipe bursting process. Where there is a need to divert sewage, a pump will be inserted in the upstream manhole and discharge pipe will need to be strung out to the downstream manhole. The daytime flows are typically low and cars can drive over the flexible discharge piping so it will not block driveways.

## **APPROACH TO THE DESIGN**

In order to economize on the design costs we plan to use the City's sewer maps as the base maps without profiles for the majority of the bid and construction plans. The City's sewer maps are very detailed and provide the rim and invert elevations of the manholes, which will be sufficient information for the contractor's bidding and construction purposes. No topographic surveys will be conducted for this project and construction stakes should not be necessary, unless a decision is made to rehabilitate any specific pipelines by open cut replacement. A field investigation will be performed to verify length of the project sewers based on a ground surface measure and manhole depths using a survey rod with a specialized device designed for manholes. In past projects, a City of Albany employee has accompanied our staff during field investigations to provide important institutional knowledge about the project.

Geotechnical investigations will not be completed for this project unless determined necessary for a specific location for which an allowance is included in the proposal. It is mutually understood that there is some risk of high ground water or hard rock being encountered during construction for project areas where a geotechnical investigation has not been completed.

We will prepare the bid schedule and bid descriptions as well as the special provisions and technical provisions dealing with pipe bursting, CIPP lining, open cut sewer replacement and other required specifications.

The existing CCTV inspection records of these lines may not be sufficiently complete to locate all the side sewers connecting to the sewer mains. We will show one lateral per property on the plans either in the location determined by the televising or at an assumed location. The plans and specifications will require the contractor to televise the sewer lines to find the laterals and then physically locate and

pothole all laterals prior to sewer replacement. In some cases there may be more than one lateral per building structure which the contractor will need to find.

For the design plans we will show the location of the water and/or gas meters but we will not know the location of the gas service because they are generally attached to the building structure. Californian Public Contract Code does not require that utility laterals are shown on the plans if a house is present at the location.

In the event the televising finds an obstruction that would prevent pipe bursting the contractor will be required to dig up and remove the obstruction so the pipe bursting can proceed.

We will contact the utility companies for copies of their records of their underground utilities. Utilities will be shown on the plans in the vicinity of the pipe bursting and possible excavations such as where manholes are to be replaced or where the lower laterals will cross other utilities. If determined to be necessary, a contractor will pothole during the design phase to locate and confirm the depth and size of grade critical utilities. City of Albany storm drains will also be mapped based on the available GIS data.

Traffic control should not be a large issue for these sewers except where excavation will be required for manhole replacement, especially on busier roadways such as San Pablo Avenue. Traffic control may also be necessary around sewage diversions where manholes must remain open to accommodate the diversion hose. The project specifications will require the contractor to provide an engineered traffic control plan for approval by the City of Albany and Caltrans for the San Pablo Avenue crossing. An allowance for engineered traffic control plans is included based on potential Caltrans requirements for San Pablo Avenue.

## **BASIC DESIGN SERVICES TO BE PERFORMED BY THE ENGINEER**

The following are the scope of basic design services we propose to provide on the above described sewer improvement project.

### **Schedule A-1 Services – 2021 SSRP Design and Preparation of Plans and Specifications**

1. Perform Field Investigation – In-depth site investigation to verify and develop a database of findings:
  - Pipe lengths, diameter, materials
  - Manhole material, conditions, depths
2. Prepare contract plans (without profiles) using the City of Albany sewer map including the following;
  - a. Prepare the background plans and investigate the underground utilities from record drawings, markings on the pavement or from potholing by others.
  - b. Review State of California Geotracker site to assess risk of encountering contaminated soil or groundwater during construction.
  - c. Review televising information to locate laterals and possible obstructions. Draft the laterals and any obstructions on the plans.
  - d. Prepare the plan showing the sewer mains to be pipe burst together with annotations.
  - e. Prepare construction details including traffic control requirements.

- f. Prepare technical specifications to be incorporated into the City’s front end bid documents and standard specifications.
  - g. Coordinate all backfill, paving and traffic control requirements of the City of Albany and EBMUD connection requirements on Cleveland Avenue.
  - h. San Pablo Avenue sewer relocation investigation and Caltrans coordination. Also, coordinate with EBMUD for their potential relocation of sidewalk water mains into the San Pablo travelled way.
3. Prepare an estimate of the project construction cost based on the final construction plans and specifications at 35%, 95%, and 100% submittal.
  4. Attend a kick-off meeting and three progress meetings with City staff during design.
  5. Provide assistance during bidding including responding to contractors’ questions, attendance at a pre-bid meeting and issuing addendums as necessary.

**Schedule A-2 Services – 2022 SSRP Design and Preparation of Plans and Specifications**

1. Perform Field Investigation – In-depth site investigation to verify and develop a database of findings:
  - Pipe lengths, diameter, materials
  - Manhole material, conditions, depths
2. Prepare contract plans (without profiles) using the City of Albany sewer map including the following;
  - a. Prepare the background plans and investigate the underground utilities from record drawings, markings on the pavement or from potholing by others.
  - b. Review State of California Geotracker site to assess risk of encountering contaminated soil or groundwater during construction.
  - c. Review televising information to locate laterals and possible obstructions. Draft the laterals and any obstructions on the plans.
    - i. Prepare the plan showing the sewer mains to be pipe burst together with annotations.
    - j. Prepare construction details including traffic control requirements.
    - k. Prepare technical specifications to be incorporated into the City’s front end bid documents and standard specifications.
    - l. Coordinate all backfill, paving and traffic control requirements of the City of Albany.
3. Prepare an estimate of the project construction cost based on the final construction plans and specifications at 35%, 95%, and 100% submittal.
4. Attend a kick-off meeting and three progress meetings with City staff during design.
5. Provide assistance during bidding including responding to contractors’ questions, attendance at a pre-bid meeting and issuing addendums as necessary.

**Schedule B Services – Additional Design Tasks (Allowances)**

1. Potholing Investigations

2. Topographic surveying
3. Geotechnical investigation
4. Engineered traffic control plans
5. Plan and profile drawings

## **PROPOSED SCHEDULE**

The following is our proposed schedule for the preparation of the Plans and Specifications for these projects.

### 2021 SSRP Schedule

August 28, 2020	Submit Proposal for engineering services
October 1, 2020	Notice to Proceed with the design
December 1, 2020	Submit 35% Plans and estimates
February 1, 2021	Submit 95% Plans, Specifications and estimates
March 1, 2021	Submit 100% Plans and Specifications for bidding

### 2022 SSRP Schedule

May 1, 2021	Start engineering design work
August 1, 2021	Submit 35% Plans and estimates
November 1, 2021	Submit 95% Plans, Specifications and estimates
February 1, 2022	Submit 100% Plans and Specifications for bidding

## **SERVICES NOT INCLUDED IN THIS PROPOSAL**

It is understood that the following services are outside the scope of this proposal and will be provided by others:

1. Aerial mapping, field surveying and setting of construction stakes.
2. Smoke testing and televising of the sewers and laterals as determined to be necessary.
3. Environmental review or preparation of an environmental impact report of the project.

4. Legal services in connection with the project.
5. Mapping and Acquisition of rights of ways, rights of entries and permits (except Caltrans encroachment permit).
6. Engineering testing/remediation services in connection with contaminated soil or groundwater.
7. On-site inspection services.
8. Engineering Services During Construction.

**ENGINEERING FEE**

We propose to do all the work on a time and materials basis to be billed according to the Schedule of Hourly Rates attached hereto as Attachment A. The following is the budget for the engineering fee for the schedule outlined above:

Schedule A-1 – 2021 SSRP Design and preparation of plans and specifications	\$131,925
Schedule A-2 – 2022 SSRP Design and preparation of plans and specifications	\$114,793
<u>Schedule B – Additional Tasks (Allowances)</u>	<u>\$ 41,786</u>
TOTAL	\$288,500

Very truly yours,

NUTE ENGINEERING

By: 

David Stier, P.E.

- Attachment A – Schedule of Hourly Rates
- Attachment B – Project Estimating Sheet
- Attachment C – 2021 SSRP & 2022 SSRP Project Alignments Spreadsheet



## ATTACHMENT A

### 2020 HOURLY RATE SCHEDULE

<b>OFFICE PERSONNEL</b>	<b>HOURLY RATE</b>
Principal Engineer	\$247.00
Senior Engineer	202.00
Engineer III	190.00
Engineer II	183.00
Engineer I	158.00
Field Representative*	173.00
Assistant Engineer II	123.00
Assistant Engineer I	114.00
Senior Designer	180.00
CAD Drafter II	151.00
CAD Drafter I	132.00
Technical Administrative Support	113.00
Clerical	97.00
<b>LITIGATION SERVICES</b>	
Court Appearance/Deposition	356.00

\*Field Representative for construction is a Prevailing Wage category as required by the California Department of Industrial Relations.

### REIMBURSABLE EXPENSES

Sub-consultants will be charged at 1.10 times cost. Charges for reproductions, blueprinting, outside computer services, rental of special equipment, delivery, express mail, insurance certificates (where client requires to be listed as an additional insured) and meals and lodging will be charged at 1.10 times cost. Mileage and technology charges are included in the hourly rates. Nute Engineering reserves the right to adjust its hourly rate structure for all ongoing contracts.

**EFFECTIVE DATE:** January 1, 2020



ATTACHMENT B  
CITY OF ALBANY  
2021-2022 SANITARY SEWER REHABILITATION PROJECT  
PROPOSAL FOR ENGINEERING SERVICES - LEVEL OF EFFORT

Nute Engineering  
907 Mission Ave  
San Rafael, CA 94901

	Senior Engineer	Engineer III	Engineer II	Senior Designer	CAD Drafter I	Technical Support	Direct Cost	Direct Cost Markup	TOTALS
Rate \$/Hr	\$202	\$190	\$183	\$180	\$124	\$113			
<b>SCHEDULE A-1 - 2021 SSRP Design and Preparation of Plans &amp; Specifications</b>									
1. Field Investigation - Pipe and MH Database		40	40		40	20			
2. Design and Prepare Plans and Details									
a. Prepare background plans, utility investigations		60	60	8	60				
b. Review Geotracker for possible contaminated areas		4	4						
c. Review CCTV Inpsection Reports/video, draft laterals		16	24		40				
d. Prepare plans and annotations	4	20	20	8	30				
e. Prepare construction details		20	20	8	20				
f. Technical Specifications	2	8	8			20			
g. Coordinate backfill, paving and traffic control, EBMUD on Cleveland Ave		12	12						
h. San Pablo Sewer Investigation/Caltrans Coordination	2	40	40			16			
3. Prepare estimates of construction cost @ 35%, 95%, and 100%	2	12	12						
4. Attend kickoff meeting and two progress meetings		9	9						
5. Assistance during bidding (contractors' questions, pre-bid mtg, addenda)		8	8			12			
Total Hours	10	249	257	24	190	68			798
Total Schedule A-1 Cost	\$2,020	\$47,310	\$47,031	\$4,320	\$23,560	\$7,684			\$131,925
<b>SCHEDULE A-2 - 2022 SSRP Design and Preparation of Plans &amp; Specifications</b>									
1. Field Investigation - Pipe and MH Database		40	40		40	20			
2. Design and Prepare Plans and Details									
a. Prepare background plans, utility investigations		60	60	8	60				
b. Review Geotracker for possible contaminated areas		4	4						
c. Review CCTV Inpsection Reports/video, draft laterals		16	24		40				
d. Prepare plans and annotations	4	20	20	8	30				
e. Prepare construction details		20	20	8	20				
f. Technical Specifications	2	8	8			20			
g. Coordinate backfill, paving and traffic control		12	12						
3. Prepare estimates of construction cost @ 35%, 95%, and 100%	2	12	12						
4. Attend kickoff meeting and two progress meetings		9	9						
5. Assistance during bidding (contractors' questions, pre-bid mtg, addenda)		8	8			12			
Total Hours	8	209	217	24	190	52			700
Total Schedule A-2 Cost	\$1,616	\$39,710	\$39,711	\$4,320	\$23,560	\$5,876			\$114,793
<b>SCHEDULE B - Additional Design Tasks (Allowances)</b>									
1. Potholing Investigation		4	4				7,000	700	
2. Topographic surveying		4	4				5,000	500	
3. Geotechnical investigation		4	4				10,000	1,000	
4. Engineered Traffic Control Plans		4	4				2,500	250	
5. Prepare plan and profile drawings (assume 5 sheets)		12	36						
Total Hours		28	52						80
Total Schedule B Cost		\$5,320	\$9,516				\$24,500	\$2,450	\$41,786
TOTAL									\$288,504



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/2/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Dealey, Renton & Associates License # 0020739 P. O. Box 12675 Oakland CA 94604-2675	<b>CONTACT NAME:</b> Nancy Ferrick <b>PHONE (A/C, No, Ext):</b> 510-465-3090 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> nferrick@dealeyrenton.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Nute Engineering, Inc. 907 Mission Avenue San Rafael CA 94901-2910	<b>INSURER A :</b> XL Specialty Insurance Co.	
	<b>INSURER B :</b> Sentinel Insurance Company	
	<b>INSURER C :</b> Hartford Casualty Insurance Company	
	<b>INSURER D :</b> Hartford Accident and Indemnity Company	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES**

CERTIFICATE NUMBER: 2110912906

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	84SBWAW0530	4/16/2020	4/16/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	84UEGTL4607	4/16/2020	4/16/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	84SBWAW0530	4/16/2020	4/16/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	84WEGAD5P4V	4/16/2020	4/16/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			DPR9958781	4/16/2020	4/16/2021	\$2,000,000 \$2,000,000 per Claim Annl. Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: 2021 &amp; 2022 Sanitary Sewer Rehabilitation Projects.

City of Albany, its officers, officials, employees and volunteers are named as Additional Insured for General Liability and Auto Liability as required by written contract or agreement. Insurance is primary and non-contributory per policy form.

**CERTIFICATE HOLDER****CANCELLATION** 30 Days Notice of Cancellation

City of Albany Attn: Eileen Harrington 1000 San Pablo Ave. Albany, CA 94706	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Angela Borg</i>
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POLICY NUMBER: 57SBWAW0530

EXCERPTS FROM: Hartford Form SS 00 08 04 05

## **BUSINESS LIABILITY COVERAGE FORM**

### **C. WHO IS AN INSURED**

#### **6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit**

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit. A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

#### **f. Any Other Party**

(1) Any other person or organization who is not an insured under Paragraphs a. through e. above, but only with respect to liability for "bodily injury, "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- (a) In the performance of your ongoing operations;
- (b) In connection with your premises owned by or rented to you; or
- (c) In connection with "your work" and included within the "products- completed operations hazard, but only if
  - (i) The written contract or written agreement requires you to provide such coverage to such additional insured; and
  - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to: "Bodily injury, "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including: inspection, or engineering

#### **E.5. Separation of Insureds**

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom a claim is made or "suit" is brought.

#### **E.7.b.(7).(b) Primary And Non-Contributory To Other Insurance When Required By Contract**

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

#### **E.8.b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)**

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

**EXCERPTS FROM CA 0001 (1013)  
HARTFORD BUSINESS AUTO COVERAGE**

**Additional Insured: SECTION II – COVERED AUTO LIABILITY COVERAGE**

A.1. WHO IS AN INSURED: The following are “insureds”

c. Anyone liable for the conduct of an “insured”...but only to the extent of that liability.

**Primary Insurance: SECTION IV – BUSINESS AUTO CONDITIONS**

B. General Conditions - 5. Other Insurance

a. For any covered “auto” you own, this Coverage Form provides primary insurance.

For any covered “auto” you don’t own, the insurance provide by this Coverage Form is excess over any other collectible insurance.

c. Regardless of the provisions of paragraph a. above, this Coverage Form’s Covered Auto Liability Coverage is primary for any liability assumed under an “insured contract”.

**Cross Liability Clause: SECTION V – DEFINITIONS**

G. “Insured” means any person or organization qualifying as an insured in the Who is An Insured provision of the applicable coverage. Except with respect to the Limit of Insurance, the coverage afforded applies separately to each insured who is seeking coverage or against whom a claim or “suit” is brought.

**EXCERPTS FROM HA9916 (0312)**

**HARTFORD COMMERCIAL AUTOMOBILE BROAD  
FORM ENDORSEMENT**

15. WAIVER OF SUBROGATION – We waive any right of recovery we may have against any person or organization with whom you have a written contract that requires such waiver because of payments we make for damages under this Coverage Form.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

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

**Policy Number:** 84WEGAD5P4V

**Endorsement Number:**

**Effective Date:** 04/16/2020

Effective hour is the same as stated on the Information Page of the policy.

**Named Insured and Address:** Nute Engineering, Inc.  
907 Mission Avenue  
San Rafael, CA 94901-2910

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2 % of the California workers' compensation premium otherwise due on such remuneration.

**SCHEDULE**

**Person or Organization**

**Job Description**

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

*Angela Berg*

Countersigned by \_\_\_\_\_  
Authorized Representative