



CITY OF ALBANY CITY COUNCIL AGENDA STAFF REPORT

Agenda Date: January 16, 2024

Reviewed by: NA

SUBJECT: Albany Creeks & Open Space Maintenance and Restoration Program–
Change Order #1, Contract No. C21-28

REPORT BY: Margot Cunningham, Natural Areas Coordinator
Devora Zauderer, Public Works Program Manager
Mark Hurley, Public Works Director/City Engineer

SUMMARY

The issue before Council is approval of Change Order #1 to Contract No. C21-28, a one-year extension to the existing three-year contract with Urban Tilth (Contractor) to perform maintenance and restoration work at Albany Hill, Cerrito Creek, and Codornices Creek.

STAFF RECOMMENDATION

That the Council adopt Resolution No. 2024-04, authorizing the City Manager to execute Change Order #1 for Contract No. C21-28 with Urban Tilth in the amount of \$106,666.99 for a total contract amount of \$400,318.92 for the Albany Creeks & Open Space Maintenance and Restoration Program, using funds from a Wildfire Resilience Grant from the State Coastal Conservancy, funds provided for Codornices Creek restoration maintenance as part of the Memorandum of Understanding (MOU) with the City of Berkeley and UC Berkeley, and funds previously appropriated as part of the Public Works operating budget.

BACKGROUND

In 2012 the Council adopted the Albany Hill Creekside Park Master Plan, which outlines vegetation management actions for Albany Hill and the section of Cerrito Creek next to the hill.

Starting in 2017, the City has conducted increased vegetation and other maintenance on Albany Hill and Cerrito Creek, with Urban Tilth performing work on three projects on the hill in the past two years. In 2018 the City initiated restoration and maintenance along the section of Cerrito Creek from San Pablo Ave. to Adams St. with Urban Tilth as the contractor.

Since 2019, the City has taken on vegetation maintenance along Codornices Creek per the Memorandum of Understanding (MOU) between the City of Albany, City of Berkeley, and University of California. The MOU is intended to outline responsibilities related to

maintenance of restoration work that has occurred on the creek over the course of the last several years.

[On March 1, 2021 City Council](#) passed and approved Resolution No. 2021-24, executing Contract No. C21-28 with Urban Tilth in the amount of \$293,651.93 for the Albany Creeks & Open Space Maintenance and Restoration Program, using funds appropriated as part of the Public Works operating budget.

DISCUSSION

Since 2021 Urban Tilth's Watershed Stewardship Crew has provided year-round, long-term vegetation management on Albany Hill, Cerrito Creek, and Codornices Creek.

Urban Tilth, a Richmond-based 501(c)-3 non-profit, has a Basins of Relations Watershed Stewardship Program empowering young adults as they restore critical riparian and watershed habitat in collaboration with local agencies and landowners since 2015, and Urban Tilth has a Watershed Stewardship Restoration Field Crew employing exceptional graduates from this program.

This contract change order will benefit the City by continuing Urban Tilth's important work in Albany's natural areas. Their work has benefited the ecosystems in these areas by restoring native plant and animal habitats, and their work has also benefited the communities surrounding the open spaces to mitigate fire hazards.

Activities have included planting native plants, applying erosion control cloth, pruning branches away from paths and fire roads, repairing trails, building retaining walls, thinning young oak thickets, removing invasive plants, and fire risk mitigations such as mowing grasslands and removing downed bark and branches near fire roads.

Urban Tilth has a relationship with members of the Sogorea Te Land Trust and works with them on a project in El Sobrante. On Albany Hill members of Sogorea Te and the Urban Tilth crew collect native plant seeds and share knowledge about native plants, propagation, and watersheds maintenance and habitat restoration.

At a [September 5, 2023 Study Session](#), staff provided Council with a summary of actions on the Albany Hill Eucalyptus Project and the Council provided initial input on developing a plan for managing the eucalyptus forest and restoring habitat on city property on Albany Hill. After this plan is approved Urban Tilth's Watersheds Crew will help with implementation through planting, restoration, and maintaining habitats.

SUSTAINABILITY CONSIDERATIONS

The project on Albany Hill, Cerrito Creek, and Codornices Creek will benefit the environment and community of Albany by maintaining vegetation for access and fire safety and restoring native ecosystems.

The project is consistent with the goals, policies, and actions of the following plans:

City of Albany Climate Action and Adaptation Plan 2019, Goal 3: Increase resilience of natural lands and systems. Approach: Manage, restore, and partner to foster resilient natural landscapes. Action 4.3.1 Continue to restore and maintain creeks to accommodate increased rain events Action 4.3.2 Continue to manage wildfire risk by implementing vegetation management and fuel reduction programs.

Albany 2035 General Plan, Parks, Recreation, and Open Space Element:

Action PROS-1.B: Creekside Master Plan Implementation

Implement the open space management recommendations of the 2012 Creekside Master Plan, including vegetation management, trail improvements, signage and other park improvements.

Policy PROS-3.7: Vegetation Management Ensure that park landscaping and maintenance practices are consistent with City policies to reduce wildfire hazards and manage vegetation. These practices should also reinforce City programs to conserve water, promote Bay-friendly landscaping such as native, non-invasive, drought-tolerant plants, and use reclaimed water for irrigation.

Action PROS-3.H: Measure R Prior to the expiration of the Measure R Landscape and Lighting Assessment District (No. 1996-1) in 2020, utilize available funds to acquire additional open space and implement vegetation management programs on Albany Hill, and to undertake continued restoration of Cerrito and Codornices Creeks. If approved by voters, broaden use of Measure R funds to include additional open space projects.

Policy PROS-6.7: Albany Hill: Maintain and expand the system of trails on Albany Hill, including connections between Creekside Park and the neighborhoods on the hill's perimeter. Action PROS-6.E: Community-Based Creek Restoration: Continue to support the work of Friends of Albany Hill, Friends of Five Creeks, and other community based organizations to enhance the open space and trail potential of Codornices Creek, Cerrito Creek, Village Creek, and other natural areas in the city.

Albany 2035 General Plan, Conservation and Sustainability Element:

Policy CON-1.3: Conservation of Albany Hill: Protect and restore natural features, native vegetation, and wildlife on Albany Hill.

Policy CON-1.7: Creek Restoration: Enhance the natural characteristics of Albany's creeks and uncover and restore ("daylight") portions of creeks that have been placed in underground culverts and pipes where feasible.

Action CON-1.A: Codornices and Cerrito Creek Restoration Initiatives: Continue collaborative efforts with community organizations, resource agencies, and adjacent cities to restore natural conditions and stabilize banks along Albany's creeks, particularly Codornices and Cerrito Creeks.

Policy CON-2.5: Albany Hill Vegetation Management: Protect the remaining native plant communities on Albany Hill. Vegetation on the Hill should be managed in a way that gradually reduces the extent of the eucalyptus forest and encourages native plants to return.

Action CON-2.D: Creekside Master Plan Implementation: Implement the vegetation management prescriptions of the Albany Hill Creekside Master Plan, and periodically update the Plan as conditions change.

Action CON-2.G: Native Plant Restoration: Preserve and enhance native plant communities in the city while encouraging the control or removal of invasive and non-native species.

Policy CON-5.3: Monarch Butterfly Roosting: Consider potential impacts to Monarch butterfly roosting sites on Albany Hill in any future applications for development, park expansion, trail construction, and fuel reduction on the Hill.

Action CON-5.D: Monarch Butterfly Surveys: For construction projects that would affect eucalyptus, pine, and cypress groves during the period between September and March, require pre-construction surveys by a qualified biologist to determine if roosting Monarch butterflies are present. In the event winter colonies are identified, require appropriate measures to avoid impacts, such as postponing tree removal until butterflies have left or by designating buffer areas around the affected trees.

SOCIAL EQUITY AND INCLUSIVITY CONSIDERATIONS

The project encourages access to opportunities and resources by providing gainful long-term employment to young adults through the Watershed Stewardship Restoration Field Crew of Urban Tilth, a 501(c)-3 non-profit founded in 2005. Urban Tilth teaches local residents about the relationships between natural ecosystems, food, health, and justice, and directly engages community members in activities to improve urban environments.

Urban Tilth's Basins of Relations Watershed Stewardship Program has been empowering young adults as they restore critical riparian and watershed habitat in collaboration with local agencies and landowners. Since the program's creation in 2015 over thirty young adults have graduated from the 15-week-long hands-on program. Exceptional students from the program earn permanent employment in the Stewardship Field Crew. They have learned a diverse array of knowledge and skills to steward and restore ecosystems within their communities, including native plant identification and propagation, invasive species removal, wildland weed control, erosion control, trail maintenance and stewardship, soil bioengineering, green infrastructure construction and maintenance, creek restoration, and more.

CITY COUNCIL STRATEGIC PLAN INITIATIVES

This project is consistent with the following goals from the City's Strategic Plan 2023-2025:

- GOAL 1: Advance Climate Action & Adaptation

FINANCIAL CONSIDERATIONS

This contract extension is proposed to be funded through three funding sources.

<u>Work Area</u>	<u>Annual Cost</u>	<u>Source</u>
Codornices Creek	\$24,764.45	Funds allocated by MOU, to maintain restoration areas shared with Berkeley and UC Berkeley
Cerrito Creek	\$22,102.55	Public Works Operating Budget, Creeks & Open Space Program
Albany Hill	\$59,799.99	State Coastal Conservancy Wildfire Resilience Grant (for Contract Y4)
Total 1-Yr Extension Cost:	\$106,666.99	

The proposed contract extension will bring the total cost for the four-year contract term to \$400,318.92.

Codornices Creek maintenance work specifically is supported by funds allocated as part of the Memo of Understanding & associated maintenance agreement for restored creek areas currently held between the City of Albany, City of Berkeley, and University of California.

Cerrito Creek vegetation management and related maintenance is budgeted as part of the Public Works Creeks & Open Space Program, and was last updated as part of the FY2023-4/2024-5 Biennial Operating Budget.

The City was also awarded a State Coastal Conservancy Wildfire Resilience Grant, for which one of the committed activities was to fund extension of this important local partnership for an extra year of vegetation management activities on Albany Hill.

This contract amendment is within the appropriated funds noted above, and no budget adjustments are needed at this time.

Attachments

1. Resolution No. 2024-04
2. Change Order #1 to Contract No. C21- 28
3. Contract No. C21-28

1 **RESOLUTION NO. 2024-04**

2
3 **A RESOLUTION OF THE ALBANY CITY COUNCIL AUTHORIZING**
4 **THE CITY MANAGER TO APPROVE CHANGE ORDER #1 EXTENDING BY ONE**
5 **YEAR CONTRACT NO. C21-28 WITH URBAN TILTH FOR THE ALBANY**
6 **CREEKS & OPEN SPACE MAINTENANCE AND RESTORATION PROGRAM**

7 **WHEREAS**, the City Council adopted the Albany Hill Creekside Park Master Plan
8 in 2012; and

9 **WHEREAS**, the City has increased vegetation and other maintenance on Albany Hill
10 and Cerrito Creek since 2017, and since 2019 the City has conducted vegetation maintenance
11 along Codornices Creek per the MOU to maintain resotred creek areas between the City of
12 Albany, City of Berkeley, and University of California; and

13 **WHEREAS**, for the past three years a continuous, year-round maintenance schedule
14 on Albany Hill, Cerrito Creek, and Codornices Creek has more effectively kept ecosystems
15 healthy, fire-safe, and accessible; and

16 **WHEREAS**, Urban Tilth, a Richmond-based 501(c)-3 non-profit, has a Basins of
17 Relations Watershed Stewardship Program empowering young adults as they restore critical
18 riparian and watershed habitat in collaboration with local agencies and landowners since
19 2015, and Urban Tilth has a Watershed Stewardship Restoration Field Crew employing
20 exceptional graduates from this program; and

21 **WHEREAS**, the City awarded Contract No. C21-28 to Urban Tilth in March 2021
22 (Resolution No. 2021-24) for a three-year period for vegetation and maintenance projects on
23 Albany Hill, Cerrito Creek, and Codornices Creek and is pleased with the quality and value
24 of work performed; and

CITY OF ALBANY
PUBLIC WORKS DEPARTMENT
1000 SAN PABLO AVENUE
ALBANY, CA 94706

CONTRACT CHANGE ORDER No. 1

CONTRACT: *Open Spaces Maintenance & Restoration*
Contract No. C21-28

Page 1 of 4
DATE: Jan. 2, 2024

CONTRACTOR: *Urban Tilt*

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on your contract.

DESCRIPTION OF WORK

Maintenance and Restoration Program for Albany Creeks & Open Space
(Albany Hill, Cerrito Creek, Codornices Creek).

Scope of work same as in original contract.

Schedule of tasks and costs shown on pages 3-4 of this change order, prepared December 2023.

Contractor will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified.

Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising out of or related to the subject of this Change Order and acknowledges that the compensation (time and cost) set forth herein comprises the total compensation due for the work or change defined in the Change Order, including all impact on any unchanged work. By signing this Change Order, the Contractor acknowledges and agrees that the stipulated compensation includes payment for all Work contained in the Change Order, plus all payment for any acceleration or interruption of schedules, extended overhead costs, delay, and all impact or cumulative impact on all Work under this Contract. The Contractor hereby releases and agrees to waive all rights, without exception or reservation of any kind whatsoever, to file any further claim or request for equitable adjustment of any type, for any reasonably foreseeable cause that shall arise out of, or as a result of, this Change Order and/or its impact on the remainder of the Work under the Contract.

In consideration of the change(s) described above, the Contract Time is adjusted as follows:

The Contract Time will be increased by (366) Days

The date of completion as of the date of this Change Order therefore is ___03/___03/___2025___

Except as amended by this Change Order, all other provisions of the Contract remain in full force and effect and shall govern the actions of the parties under this Change Order. From and after the date of this Change Order, whenever the term "Contract" appears in the Contract, it shall mean the Contract as amended by this Change Order.

STATEMENT OF ACCOUNT

Original Contract Price:	\$293, 651.93
Previous Change Orders	\$0.00
Total to date	\$293, 651.93
This Change Order	\$106,666.99
Revised Contract Price	\$400,318.92
Contract Price Change	+36%

Contractor:

Date Accepted: January 3, 2024

By: 

CONTRACT REP, Title
Doria Robinson, Executive Director

City of Albany:

Date Approved: _____

By: _____
Nicole Almaguer, City Manager

NOTE: This change order is not effective until approved by the City Manager

In cells: hrs on task/month for month in question	Months																
	March	April	May	June	July	August	September	October	November	December	January	February					
Task 1 - Codornices Creek (MOU)													% of annual crew hours spent on task	Total labor cost for task	supplies cost	overhead 61.5%	SUM for task
Task 1.1 - Pathway Mow & Weeding (2x) (a,b,h)	3		2	2		2							2.57%	\$1,648.51		\$1,013.39	\$2,661.90
Task 1.2 - Pruning Limbs (2x) (c)			4	4			4	4					4.57%	\$2,930.69		\$1,801.57	\$4,732.26
Task 1.3 - Remove Bindweed & Perennial Invasives (d,e,h)	7	7	4		4		4	4					8.57%	\$5,495.04		\$3,377.95	\$8,872.99
Task 1.4 - Plant Natives & Apply Erosion Control (f,g,h)								4	4	4	4	3	5.43%	\$3,480.19	\$500.00	\$2,446.73	\$6,426.93
Task 1.5 - Water Native Plantings				1	2		2	2					2.00%	\$1,282.18		\$788.19	\$2,070.37
Task 2 - Cerrito Creek																Codornices Annual	\$24,764.45
Task 2.1 - Weed & Apply Erosion Control (a,b,e,h)	4	4	6	4	6	4	6	4		4	4		13.14%	\$8,425.73	\$500.00	\$5,486.89	\$14,412.62
Task 2.2 - Replace Plant Losses & Provide Protection (c,g)								2	2	2	2	2	2.86%	\$1,831.68		\$1,125.98	\$2,957.66
Task 2.3 - Pruning (f)								2	2				1.14%	\$732.67		\$450.39	\$1,183.07
Task 2.4 - Water Native Plantings (d)			2	2	2	2	2	2					3.43%	\$2,198.02		\$1,351.18	\$3,549.20
Task 3 - Albany Hill																Cerrito Annual Total:	\$22,102.55
Task 3.1 - Annual Fire Prevention Mow (b,c,d,e,f,g,h,i,m)			14	14	4								9.14%	\$5,861.38		\$3,603.15	\$9,464.53
Task 3.2 - Spring Mow (a,c,h)	16	16											9.14%	\$5,861.38	\$450.00	\$3,879.78	\$10,191.15
Task 3.3 - Pruning (d)				3		6	6						4.29%	\$2,747.52		\$1,688.98	\$4,436.50
Task 3.4 - Plant Natives & Apply Erosion Control (o,p,q)	4								6	12	12	12	13.14%	\$8,425.73	\$500.00	\$5,486.89	\$14,412.62
Task 3.5 - Quarterly Maintenance (g,l,m,r,s)			7			7			7			7	8.00%	\$5,128.71		\$3,152.76	\$8,281.46
Task 3.6 - Thin Young Oak Thickets, Shrubs in Meadows (j,k)								4	2	4	2		3.43%	\$2,198.02		\$1,351.18	\$3,549.20
Task 3.7 - Seed/Propagule Collection (n)		2	2	2	2	2	2						3.43%	\$2,198.02		\$1,351.18	\$3,549.20
Task 3.8 - Water Native Plantings				4	4	4	4	4					5.71%	\$3,663.36		\$2,251.97	\$5,915.33
SUM of hours for given month	34	29	41	36	24	27	36	30	23	20	22	28	100.00%		1950	Hill Annual Total	\$59,799.99
crew hours/week for given month	7.56	6.44	9.11	8.00	5.33	6.00	8.00	6.67	6.57	6.67	5.5	8				Total Annual Cost	\$106,666.99
crew hours/week averaged over 50 weeks	7																

City of Albany - Urban Tilth contract extension				
March 2024-March 2025				
Includes work on: Cerrito Creek, Middle Creek, Codonices Creek, Albany Hill				
Prepared December 2023				
	Personnel expenses			
	hours/week	weeks/year	rate	Annual Cost
Program Director	1	50	\$42.00	\$2,100.00
Field Crew Managers	15	50	\$34.15	\$25,608.83
Field Crew (4 staff)	28	50	\$26.00	\$36,400.00
			Subtotal	\$64,108.83
			<i>Employer taxes @ 11%</i>	\$7,051.97
			<i>Crew Benefits</i>	\$15,788.11
			Personnel Subtotal	\$86,948.90
	Non-personnel expenses			
		Transportation expenses	\$655.00	.655 cents/mile, 20 miles/workday, appx 50 workdays/year
		Safety equipment for Crew	\$450.00	
		Erosion control fabric and supplies	\$1,500.00	
		Tools (weed wrenches, replacement tools, weed eaters)	\$3,200.00	
		Sub-total non-personnel	\$5,805.00	
		Total personnel & direct expenses	\$92,753.90	
			<i>Admin @ 15%</i>	\$13,913.09
		Total Annual Cost	\$106,666.99	
Aggregate format	Annual Sum			
Labor	\$64,108.83	350 annual crew hours		
Supplies and Materials (short term)	\$1,950.00			
Overhead (Admin, benefits, taxes, large equipment replacement, transporation)	\$40,608.16			
Total Annual Cost	\$106,666.99	0.61472728477232	61.5% overhead	

CITY OF ALBANY
MAINTENANCE SERVICES AGREEMENT
OPEN SPACES MAINTENANCE & RESTORATION PROJECT
CONTRACT NO. C21-28

1. PARTIES AND DATE.

This Agreement is made and entered into this 7th day of April 2021 by and between the City of Albany, a California charter city (“City”) and Urban Tilth, a 501(c)-3 non-profit with its principal place of business at 323 Brookside Dr, Richmond, CA 94801 (“Contractor”). City and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain maintenance services required by the City on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing vegetation maintenance services to public clients, that it and its employees or subcontractors have all necessary licenses and permits to perform the Services in the State of California, and that is familiar with the plans of City. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

2.2 Project.

City desires to engage Contractor to render such services for the City of Albany Open Spaces Maintenance and Restoration Project (“Project”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional vegetation maintenance services necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from March 2, 2021 to March 2, 2024 unless earlier terminated as provided herein. City may in its sole discretion extend the term of this Agreement for an additional two years by providing notice of its decision to exercise this option to extend to Contractor. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Responsibilities of Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Contractor on an independent contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of City and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, City shall respond to Contractor's submittals in a timely manner. Upon request of City, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of City.

3.2.4 City's Representative. The City hereby designates the Natural Areas Coordinator, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.5 Contractor's Representative. Contractor hereby designates the Executive Director, or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of the Contractor for all purposes under this Agreement. The Contractor's Representative shall supervise and direct the Services, using his or her best skill and

attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.6 Coordination of Services. Contractor agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.2.7 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including any required business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Contractor's failure to comply with the standard of care provided for herein. Any employee of the Contractor or its sub-contractors who is determined by the City to be a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.8 Period of Performance. Contractor shall perform and complete all Services under this Agreement within the term set forth in Section 3.1.2 above ("Performance Time"). Contractor shall perform the Services in strict accordance with any completion schedule or Project milestones described in Exhibits "A" or "B" attached hereto, or which may be provided separately in writing to the Contractor.

3.2.9 Disputes. Should any dispute arise respecting the true value of any work done, of any work omitted, or of any extra work which Contractor may be required to do, or respecting the size of any payment to Contractor during the performance of this Agreement, Contractor shall continue to perform the Work while said dispute is decided by the City. If Contractor disputes the City's decision, Contractor shall have such remedies as may be provided by law.

3.2.10 Laws and Regulations; Employee/Labor Certifications. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If the Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Contractor shall be solely responsible for all costs arising therefrom. City is a public entity of the State of California subject to certain provisions of the

Health & Safety Code, Government Code, Public Contract Code, and Labor Code of the State. It is stipulated and agreed that all provisions of the law applicable to the public contracts of a municipality are a part of this Agreement to the same extent as though set forth herein and will be complied with. These include but are not limited to the payment of prevailing wages, the stipulation that eight (8) hours' labor shall constitute a legal day's work and that no worker shall be permitted to work in excess of eight (8) hours during any one calendar day except as permitted by law. Contractor shall defend, indemnify and hold City, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10.1 Employment Eligibility; Contractor. By executing this Agreement, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Contractor. Contractor also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Contractor shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Contractor shall maintain records of each such verification, and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements provided for in Section 3.2.10 or any of its sub-sections.

3.2.10.2 Employment Eligibility; Subcontractors, Sub-subcontractors and Consultants. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and consultants performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 3.2.10.1.

3.2.10.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Contractor verifies that they are a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the City to terminate the Agreement for cause: (1) failure of Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for in Sections 3.2.10.1 or 3.2.10.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Contractor under Section 3.2.10.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

3.2.10.4 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.2.10.5 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

3.2.10.6 Air Quality. Contractor must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing Services, including, but not limited to, emissions limits and permitting requirements imposed by the California Air Resources Board (CARB). Contractor shall specifically be aware of the CARB limits and requirements' application to "portable equipment", which definition is considered by CARB to include any item of equipment with a fuel-powered engine. Contractor shall indemnify City against any fines or penalties imposed by CARB or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Contractor, its subcontractors, or others for whom Contractor is responsible under its indemnity obligations provided for in this Agreement.

3.2.10.7 Water Quality.

(A) Management and Compliance. To the extent applicable, Contractor's Services must account for, and fully comply with, all local, state and federal laws, rules and regulations that may impact water quality compliance, including, without limitation, all applicable provisions of the Federal Water Pollution Control Act (33 U.S.C. §§ 1300); the California Porter-Cologne Water Quality Control Act (Cal Water Code §§ 13000-14950); laws, rules and regulations of the Environmental Protection Agency and the State Water Resources Control Board; the City's ordinances regulating discharges of storm water; and any and all regulations, policies, or permits issued pursuant to any such authority regulating the discharge of pollutants, as that term is used in the Porter-Cologne Water Quality Control Act, to any ground or surface water in the state.

(B) Liability for Non-Compliance. Failure to comply with the laws, regulations and policies described in this Section is a violation of law that may subject Contractor or City to penalties, fines, or additional regulatory requirements. Contractor shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from and against any and all fines, penalties, claims or other regulatory requirements imposed as a result of Contractor's non-compliance with the laws, regulations and policies described in this Section, unless such non-compliance is the result of the sole established negligence, willful misconduct or active negligence of the City, its officials, officers, agents, employees or authorized volunteers.

(C) Training. In addition to any other standard of care requirements set forth in this Agreement, Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them without impacting water quality in violation of the laws, regulations and policies described in this Section. Contractor further warrants that it, its employees and subcontractors will receive adequate training, as determined by City, regarding the requirements of the laws, regulations and policies described in this Section as they may relate to the Services provided under this Agreement. Upon request, City will provide Contractor with a list of training programs that meet the requirements of this paragraph.

3.2.11 Insurance.

3.2.11.1 Time for Compliance. Contractor shall not commence Work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this Section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this Section.

3.2.11.2 Minimum Requirements. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. The policy shall not contain any exclusion contrary to the Agreement, including but not limited to endorsements or provisions limiting coverage for (1) contractual liability (including but not limited to ISO CG 24 26 or 21 29); or (2) cross liability for claims or suits by one insured against another.

(B) Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location 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; and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease. Defense costs shall be paid in addition to the limits.

(C) Notices; Cancellation or Reduction of Coverage. At least fifteen (15) days prior to the expiration of any such policy, evidence showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or materially reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Contractor or the City may withhold amounts sufficient to pay premium from Contractor payments. In the alternative, the City may suspend or terminate this Agreement.

(D) Additional Insured. The City of Albany, its officials, officers, employees, agents, and volunteers shall be named as additional insureds on Contractor's and its subcontractors' policies of commercial general liability and automobile liability insurance using the endorsements and forms specified herein or exact equivalents.

3.2.11.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Contractor shall provide endorsements on forms supplied or approved by the City to add the following provisions to the insurance policies:

(A) General Liability. The general liability policy shall include or be endorsed (amended) to state that: (1) using ISO CG forms 20 10 and 20 37, or endorsements providing the exact same coverage, the City of Albany, its officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Services or ongoing and complete operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work; and (2) using ISO form 20 01, or endorsements providing the exact same coverage, the insurance coverage shall be primary insurance as respects the City, its officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any excess insurance shall contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the City, before the City's own primary insurance or self-insurance shall be called upon to protect it as a named insured. Any insurance or self-insurance maintained by the City, its officials, officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.3(A).

(B) Automobile Liability. The automobile liability policy shall include or be endorsed (amended) to state that: (1) the City, its officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Contractor or for which the Contractor is responsible; and (2) the insurance coverage shall be primary insurance as respects the City, its officials, officers, employees, agents, and

volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its officials, officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.3(B).

(C) Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Contractor.

(D) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days (10 days for nonpayment of premium) prior written notice by certified mail, return receipt requested, has been given to the City; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its officials, officers, employees, agents, and volunteers. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officials, officers, employees, agents and volunteers, or any other additional insureds.

3.2.11.4 Separation of Insureds; No Special Limitations; Waiver of Subrogation. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its officials, officers, employees, agents, and volunteers. All policies shall waive any right of subrogation of the insurer against the City, its officials, officers, employees, agents, and volunteers, or any other additional insureds, or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against City, its officials, officers, employees, agents, and volunteers, or any other additional insureds, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

3.2.11.5 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. Contractor shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officials, officers, employees, agents, and volunteers; or (2) the Contractor shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.2.11.6 Subcontractor Insurance Requirements. Contractor shall not allow any subcontractors to commence work on any subcontract relating to the work under the Agreement until they have provided evidence satisfactory to the City that they have secured all insurance required under this Section. If requested by Contractor, the City may approve different scopes or minimum limits of insurance for particular subcontractors. The Contractor

and the City shall be named as additional insureds on all subcontractors' policies of Commercial General Liability using ISO form 20 38, or coverage at least as broad.

3.2.11.7 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the City.

3.2.11.8 Verification of Coverage. Contractor shall furnish City with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the City if requested. All certificates and endorsements must 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, at any time.

3.2.11.9 Reporting of Claims. Contractor shall report to the City, in addition to Contractor's insurer, any and all insurance claims submitted by Contractor in connection with the Services under this Agreement.

3.2.12 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.13 Bonds.

3.2.13.1 Performance Bond. If required by law or otherwise specifically requested by City in Exhibit "C" attached hereto and incorporated herein by reference, Contractor shall execute and provide to City concurrently with this Agreement a Performance Bond in the amount of the total, not-to-exceed compensation indicated in this Agreement, and in a form provided or approved by the City. If such bond is required, no payment will be made to Contractor until it has been received and approved by the City.

3.2.13.2 Payment Bond. If required by law or otherwise specifically requested by City in Exhibit "C" attached hereto and incorporated herein by reference, Contractor shall execute and provide to City concurrently with this Agreement a Payment Bond in the amount of the total, not-to-exceed compensation indicated in this Agreement, and in a

form provided or approved by the City. If such bond is required, no payment will be made to Contractor until it has been received and approved by the City.

3.2.13.3 Bond Provisions. Should, in City's sole opinion, any bond become insufficient or any surety be found to be unsatisfactory, Contractor shall renew or replace the affected bond within 10 days of receiving notice from City. In the event the surety or Contractor intends to reduce or cancel any required bond, at least thirty (30) days prior written notice shall be given to the City, and Contractor shall post acceptable replacement bonds at least ten (10) days prior to expiration of the original bonds. No further payments shall be deemed due or will be made under this Agreement until any replacement bonds required by this Section are accepted by the City. To the extent, if any, that the total compensation is increased in accordance with the Agreement, the Contractor shall, upon request of the City, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the City. To the extent available, the bonds shall further provide that no change or alteration of the Agreement (including, without limitation, an increase in the total compensation, as referred to above), extensions of time, or modifications of the time, terms, or conditions of payment to the Contractor, will release the surety. If the Contractor fails to furnish any required bond, the City may terminate this Agreement for cause.

3.2.13.4 Surety Qualifications. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A:VIII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

3.2.14 Accounting Records. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed Two Hundred Ninety-Three Thousand, Six Hundred Fifty-One Dollars and Ninety-Three Cents (\$293,651.93) without written approval of City's Natural Areas Coordinator. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Contractor shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by

Contractor. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Contractor perform Extra Work. As used herein, “Extra Work” means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from City’s Representative.

3.3.5 California Labor Code Requirements

a. Contractor is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects (“Prevailing Wage Laws”). If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the Services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subcontractors performing such Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subcontractors, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any

stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor's performance of Services, including any delay, shall be Contractor's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay and shall not be compensable by the City. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor.

3.4 Termination of Agreement.

3.4.1 Grounds for Termination. City may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least thirty (30) days, except where such termination is due to a threat to public health, safety, welfare or property arising out of or resulting from Contractor's performance of Services under this Agreement in which case the City may terminate immediately upon notice, before the effective date of such termination. Upon termination, Contractor shall be compensated only for those Services which have been adequately rendered to City, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause upon providing thirty (30) days prior written notice before the effective date of termination.

3.4.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Contractor to provide all finished or unfinished Documents and Data and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

3.4.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5 General Provisions.

3.5.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractor:

Urban Tilth
323 Brookside Dr.
Richmond, CA 94801
Attn: Doria Robinson, Executive Director

City:

City of Albany
1000 San Pablo Avenue
Albany, California 94706
Attn: Nicole Almaguer
City Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.2 Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any negligent acts, errors or omissions of Contractor, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Contractor's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, Contractor shall not be obligated to indemnify City for City's sole negligence or willful misconduct.

3.5.3 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Alameda County, California. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as

specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the City.

3.5.4 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.5 City's Right to Employ Other Contractors. City reserves right to employ other contractors in connection with this Project.

3.5.6 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

3.5.7 Assignment or Transfer. Contractor shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.8 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and subcontractors of Contractor, except as otherwise specified in this Agreement. All references to City include its officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

3.5.9 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.10 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

3.5.11 No Third Party Beneficiaries. Except to the extent expressly provided for in Section 3.5.7, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.12 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.13 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not

paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.14 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.15 Attorneys' Fees and Costs. If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing Party shall be entitled to recover from the losing party attorney's fees and costs in an amount determined to be reasonable by a court of competent jurisdiction.

3.5.16 City to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.17 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.5.18 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

[SIGNATURES ON NEXT PAGE]

**SIGNATURE PAGE FOR MAINTENANCE SERVICES AGREEMENT
BETWEEN THE CITY OF ALBANY
AND URBAN TILTH**

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the
7th day of April 2021.

CITY OF ALBANY *Contract C21-28*




Nicole Almaguer
City Manager

3/24/2021

Date

URBAN TILTH




Doria Robinson
Executive Director

March 23, 2021
March 23, 2021

Date

Approved as to form:



Malathy Subramanian, City Attorney

4/07/2021

Date

Albany Business License No./Exp. Date:

5112 Expires: 12/31/2021
5112 Expires: 12/31/2021

Attest:



Anne Hsu, City Clerk

4/7/21

Date

EXHIBIT "A"

SCOPE OF SERVICES City of Albany Open Spaces Maintenance and Restoration Project

The City of Albany maintains open spaces along portions of Codornices Creek, Cerrito Creek and Middle Creek, and on Albany Hill.

Objective:

Along creeks the City aims to protect and restore native riparian plant communities and safeguard public and private property in the floodplain by controlling invasive plants, planting natives, and working on erosion control. On Albany Hill the City endeavors to preserve and restore native plant communities, lessen fire hazards, and increase safety and access by reducing invasive plant populations, planting natives, and cutting back vegetation from fire roads and trails.

Scope of Work by Areas:

1. Codornices Creek, from 8th St west to railroad tracks (see Map 1)

Maintenance and restoration work consist of:

- A. Maintenance of vegetation along the creek corridor, along the pathway near the creek, around seating areas at 8th St, 6th St, 5th St, over bridges at 5th and 4th Streets, and along the ballfield fence line south of the creek from 5th St to the railroad tracks.
- B. Protection of creek banks from erosion.
- C. Care for current native plantings and plant more as needed.
- D. Tasks, tools, equipment, and supplies include, but are not limited to:
 - a. Manually weed around native plantings near 8th St., N side of creek between 5th St and 4th St, and in select other areas identified by Natural Areas Coordinator.
 - b. Line trim invasive grasses and other weeds for a distance of up to 4 ft from sides of path from 8th St to railroad tracks. Manually weed around clusters of native plants, as identified by Natural Areas Coordinator.
 - c. Prune limbs back from pathway and bridges.
 - d. Remove bindweed from trees and shrubs and dig up their roots from ground.
 - e. Dig up fennel, Himalaya berry, and other perennial invasive plants, as marked by Natural Areas Coordinator.
 - f. Plant natives and water as needed.
 - g. Apply erosion control cloth, sediment barriers, and mulch as needed.

Exhibit A

- h. Apply tarps and check current tarps over invasive perennials and stumps to prevent re-sprouting
- i. Assist in the removal and disposal of green waste debris.
- j. Tools and equipment: hand tools for cutting, digging, and extracting, such as pruning saws, loppers, pruners, pole saws, pole pruners, shovels, soil knives, mattocks, and weed wrenches; string trimmers; mallets; containers for watering; tarps for hauling; safety equipment
- k. Supplies: Native plants, erosion control cloth, sediment barriers, plastic tarping, weed control barriers, mulch, staples

Exhibit A

Map 1

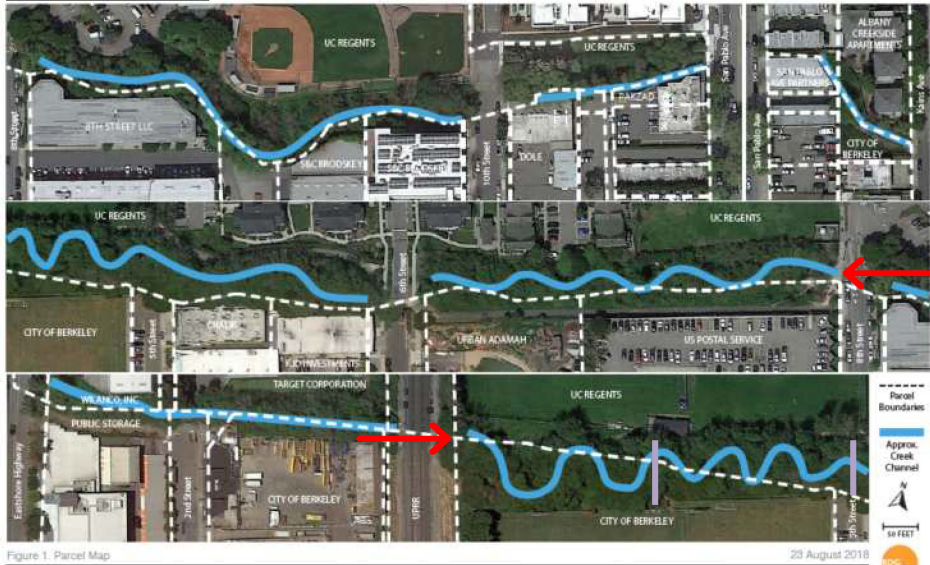


Figure 1 Parcel Map

23 August 2018

LOWER CODORNICES CREEK - City of Al

→ arrows show area of work: between 8th St and RR tracks

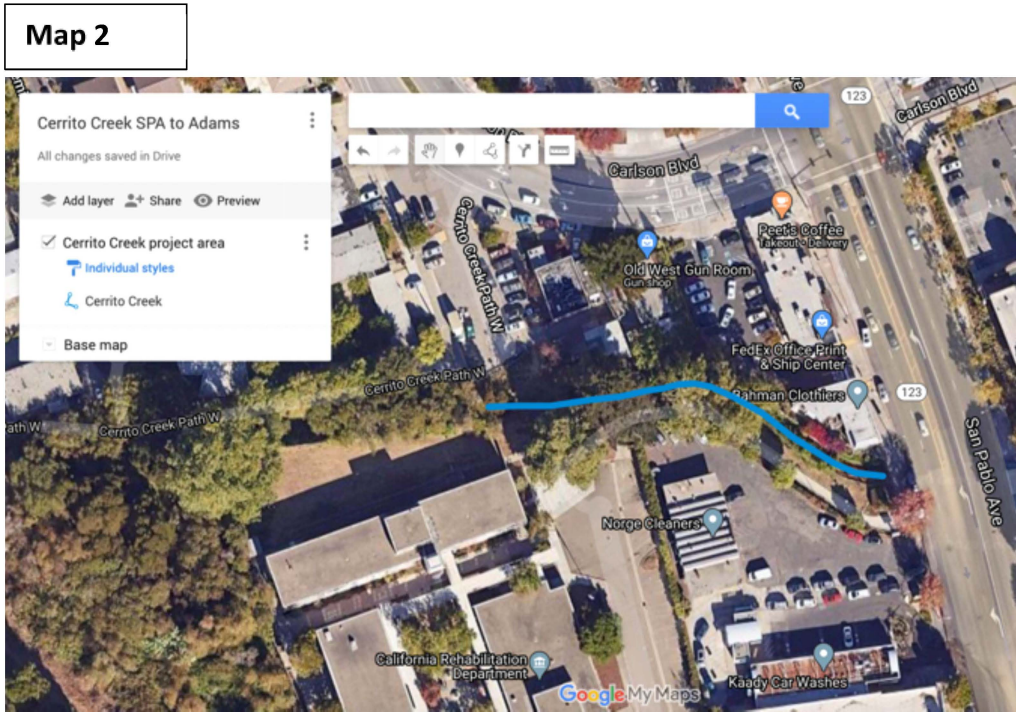
pedestrian bridges

2. Cerrito Creek East, 300 linear feet from San Pablo Ave. west to Adams St (see Map 2)

Continue with maintenance and restoration work started in 2018:

- A. Maintenance of vegetation along the creek corridor, from toe of bank to fence line on the south side and from toe of bank to fence line or curb on the north side.
- B. Protection of creek banks from erosion.
- C. Care for current native plantings and planting more as needed.
- D. Tasks, tools, equipment, and supplies include, but are not limited to:
 - a. Manually weed around native plants.
 - b. Dig out invasive plants, especially thornless blackberry.
 - c. Replace plant losses.
 - d. Water native plantings.
 - e. Apply erosion control cloth, sediment barriers, weed control barriers, and mulch as needed.
 - f. Prune shrubs and trees to maintain spacing between plants.
 - g. Provide protection for plants from damage caused by animals.
 - h. Apply tarps and check current tarps over invasive perennial grasses and stumps to prevent re-sprouting.
 - i. Assist in the removal and disposal of green waste debris.
 - j. Tools and equipment: hand tools for cutting, digging, and extracting, such as pruning saws, loppers, pruners, shovels, soil knives, and mattocks; mallets; containers for watering; tarps for hauling; safety equipment
 - k. Supplies: Native plants, erosion control cloth, sediment barriers, plastic tarping, weed control barriers, mulch, staples, protective caging for plants

Exhibit A



3. Albany Hill/Cerrito Creek West/Middle Creek, including Albany Hill Park (crest and E side), Creekside Park (N and E sides), Cerrito Creek from OCB west to Pierce St, Middle Creek from area NE of N end of Madison St. to Cerrito Creek, and fire roads on the S and W sides of the Hill (see Map 3)

Maintenance and restoration work consist of:

- A. Maintenance of vegetation along fire roads on the north side, crest, south, and west sides and along trails on the east side.
- B. Maintenance of vegetation within all vegetation units on the hill (see Map 3), including creek corridors.
- C. Protection of creek banks from erosion.
- D. Care for current native plantings and plant more as needed.
- E. Tasks, tools, equipment, and supplies include, but are not limited to:
 - a. Line trim invasive grasses and other weeds in the spring before their seed ripens in areas directed by Natural Areas Coordinator.
 - b. Line trim invasive grasses and other weeds in late spring or early summer on fire roads, 30 feet on either side of fire roads, around benches, along trail on the E side, and other areas as directed by Natural Areas Coordinator. Ensure all dry grasses on fire access roads are no greater than 2 inches (bare earth is recommended). Fire roads should be a minimum of 15 feet in width (see Illustration 1). On sides of fire roads mow to leave height of 4 to 6 inches.
 - c. Manually weed around native plants near fire roads and trails.
 - d. Prune shrubs and trees next to fire roads so that no brush or tree limbs are less than 15 ft from the ground (see Illustration 1 below).
 - e. Within 30 ft of fire roads limb up to 8 ft trees that are greater than 24 feet tall or 1/3 their maximum height for trees that are less than 24 feet tall (see Illustration 2 below).
 - f. Remove vines from trees within 30 feet of fire roads.
 - g. Remove excessive bark and dead wood along and near fire roads.
 - h. Remove invasive shrubs, trees, and vines, and other non-native plants, especially those posing fire hazards and/or threatening native plant communities.
 - i. Prune shrubs and trees next to meadows to reduce ladder fuels.
 - j. Remove encroaching small shrubs and trees from meadows to maintain current sizes of meadows.
 - k. Thin young oak thickets to select for best trees.
 - l. Keep concrete pathway on crest clean by sweeping and removing bark, dead wood, and leaves.
 - m. Remove re-sprouts from eucalyptus stumps.
 - n. Collect propagules from native plants and grow for future planting.
 - o. Plant natives and water as needed.
 - p. Provide protection for native plantings from damage caused by animals.

Exhibit A

- q. Apply erosion control cloth, sediment barriers, weed control barriers, and mulch as needed.
- r. Apply tarps and check current tarps over invasive perennials and stumps to prevent re-sprouting.
- s. Maintain trails by cutting back poison oak and repairing damaged areas.
- t. Assist in the removal and disposal of green waste debris.
- u. Tools and equipment: hand tools for cutting, digging, and extracting, such as pruning saws, loppers, pruners, pole saws, pole pruners, shovels, soil knives, mattocks, and weed wrenches; string trimmers; mallets; containers for watering; tarps for hauling; safety equipment
- v. Supplies: Native plants, erosion control cloth, sediment barriers, plastic tarping, weed control barriers, mulch, staples, protective caging for plants

Map 3



— area of work

Illustration 1

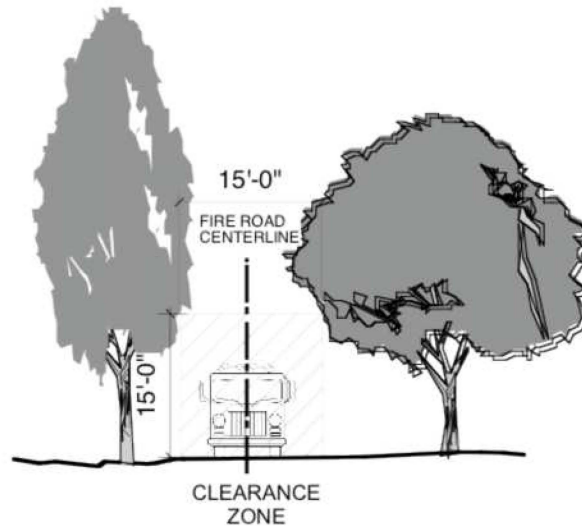
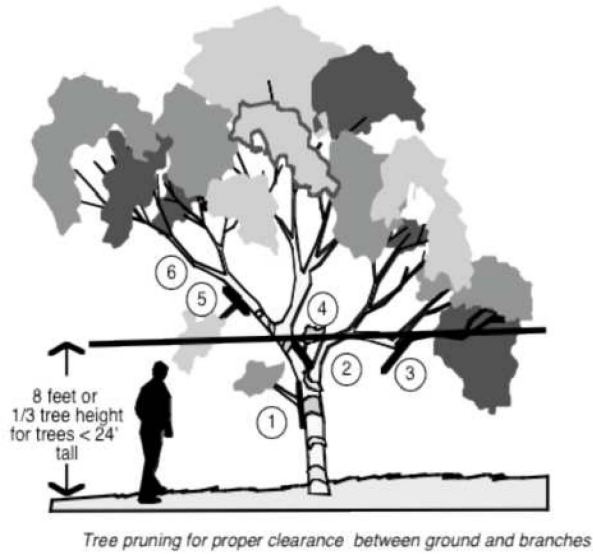


Illustration 2



Key to Pruning Diagram

- ① The stem with foliage attached is below 8 feet so would be cut at the junction with the tree trunk.
- ② The branch even though it is under 8 foot in height, does not have any foliage directly attached below the 8 foot height, so would be left.
- ③ ④ These stems with foliage are under 8 feet, so would be cut at the junction with the tree.
- ⑤ The branch bends below 8 feet in height and so would be cut.
- ⑥ This stem is higher than 8 feet and so would be left.

Exhibit A

Schedule:

The City's open spaces would benefit optimally from work performed all year long instead of once or twice a year. Crews can work on different tasks and in different areas throughout the year. Plants flower and seed or go dormant at different times and certain habitats are more vulnerable to work disturbance at different times of the year. Native plantings grow best if installed in the winter and get follow-up watering and care through the spring, summer, and fall months. Animals overwinter or breed in certain areas and at certain times of the year and work can be arranged to avoid conflicts with them.

In addition, vegetation management tasks are not as effective if performed once a year. Keeping up a continuous maintenance schedule reduces the amount of time and work spent catching up with tasks that have reverted back towards their original state. Because invasive plants, for example, can produce large and/or long-lived seed banks or re-sprout continuously, multiple and frequent passes are usually needed to reduce or eliminate their populations. Working on them before they grow large again or seed and spread is easier and less time-consuming in the long term. As another example eucalyptus trees drop bark and branches all year round and picking them up continuously reduces fuel loads throughout the year.

Work will be performed on one to two (1-2) workdays per week average (average of 7.5 hrs per week per crew member) with four (4) crew members and one (1) Program Assistant, with oversight by a program manager for four to eight (4-8) hours each workday.

The work schedule will be maintained for a 36-month period.

High Level Schedule:

Higher levels of work will be needed from March - early July to reduce annual grasses and weeds and from late October - February to plant natives. The Fire Department requests that dry grasses and weeds along fire roads and trails should be cut before July 4.

Schedule Restrictions:

Certain blooming and fruiting native plants are more vulnerable to damage in the spring and summer and should be avoided. Natural Areas Coordinator will flag natives and conduct walk-throughs with crews before work starts.

Nesting and breeding activity may affect the timing of tasks during certain times of the year, as noted below:

1. Birds: January - August.
2. Reptiles and amphibians: November - August.
3. Bats: May - July.
4. Deer: June - July.

Natural Areas Coordinator or qualified biologist will check for breeding and nesting activity in areas before work starts and mark off areas to avoid.

A qualified biologist may be consulted before work to check for Special Status Species.

Exhibit A

Monarchs overwinter on Albany Hill from September to March. Natural Areas Coordinator may consult with a qualified biologist before working in areas where they cluster, and tasks may be modified so as not to affect their habitat.

Codornices Creek has a population of steelhead/rainbow trout, a Special Status Species. A qualified biologist will be consulted before work along this creek.

Terms:

This scope may be updated at the end of one (1) year from start of work and annually after that. After three years there will be an option to extend the contract another two (2) years.

EXHIBIT "B"

SCHEDULE OF SERVICES

Albany Open Spaces Annual Schedule of Tasks 2021-2024

Exhibit B

In cells: hrs on task/month for month in question	Months																	
	July	August	September	October	November	December	January	February	March	April	May	June						
Task 1 - Codornices Creek (MOU)													% of annual crew	Total labor cost for task	supplies cost	overhead 61.5%	SUM for task	
Task 1.1 - Pathway Mow & Weeding (2a) (k,b,h)									5		4	4	3.47%	\$1,752.40		\$1,078.16	\$2,830.56	
Task 1.2 - Pruning Limbs (2a) (c)			4	4							4	4	4.27%	\$2,156.80		\$1,326.96	\$3,483.76	
Task 1.3 - Remove Bindweed & Perennial Invasives (d,e,h)									8	8	4	4	5.33%	\$2,696.00		\$1,658.71	\$4,354.71	
Task 1.4 - Plant Natives & Apply Erosion Control (f,g,h)				4	4	4	4	8	4				6.40%	\$3,235.20	\$2,400.00	\$3,467.04	\$9,102.24	
Task 1.5 - Water Native Plantings	4	4	4	4	2						4	4	5.87%	\$2,965.60		\$1,824.58	\$4,790.18	
Task 2 - Cerrito Creek																Codornices Annual	\$24,561.45	
Task 2.1 - Weed & Apply Erosion Control (a,b,e,h)	4	4	4	4	4				4	4	2	2	7.47%	\$3,774.40	\$1,800.00	\$3,429.63	\$9,004.03	
Task 2.2 - Replace Plant Losses & Provide Protection (c,g)				2	2	2	2	2					2.67%	\$1,348.00		\$829.35	\$2,177.35	
Task 2.3 - Pruning (f)			2	2									1.07%	\$539.20		\$331.74	\$870.94	
Task 2.4 - Water Native Plantings (d)	4	4	4	4	2						4	4	5.87%	\$2,965.60		\$1,824.58	\$4,790.18	
Task 3 - Albany Hill																Cerrito Annual Total:	\$16,842.50	
Task 3.1 - Annual Fire Prevention Mow (b,c,d,e,f,g,h,i,m)											18	18	9.60%	\$4,852.80		\$2,985.67	\$7,838.47	
Task 3.2 - Spring Mow (a,c,h)									16	16			8.53%	\$4,313.60	\$450.00	\$2,930.79	\$7,694.39	
Task 3.3 - Pruning (d)			8	8									4.27%	\$2,156.80		\$1,326.96	\$3,483.76	
Task 3.4 - Plant Natives & Apply Erosion Control (e,p,d)				4	8	12	12	10					12.27%	\$6,200.80	\$5,400.00	\$7,137.36	\$18,738.16	
Task 3.5 - Quarterly Maintenance (g,m,r,s)		8			8			8			8		8.53%	\$4,313.60		\$2,653.93	\$6,967.53	
Task 3.6 - Thin Young Oak Thickets, Shrubs in Meadows (j,k)			4	4	4								3.20%	\$1,617.60		\$995.22	\$2,612.82	
Task 3.7 - Seed/Propagule Collection (n)	2	2	2							2	2	2	3.20%	\$1,617.60		\$995.22	\$2,612.82	
Task 3.8 - Water Native Plantings	8	6	4	4							4	4	8.00%	\$4,044.00		\$2,488.06	\$6,532.06	
SUM of hours for given month	22	28	36	40	26	18	22	24	32	30	54	42	100.00%			10050	Hill Annual Total	\$56,480.03
crew hours/week for given month	4.89	6.22	8.00	8.89	6.50	6.00	5.5	6	7.33	6.67	12.00	9.33					Total Annual Cost	\$97,883.98
crew hours/week averaged over 50 weeks	7.5																	

EXHIBIT "C"

COMPENSATION

Exhibit C

City of Albany - Urban Tilth comprehensive contract				
Winter 2021-2024				
Includes work on: Cerrito Creek, Middle Creek, Codonices Creek, Albany Hill				
Prepared October 2020				
Personnel expenses				
	hours/week	weeks/year	rate	Annual Cost
Project Manager	4	50	\$27.00	\$5,400.00
Field Crew Manager	9	50	\$27.00	\$12,150.00
Field Crew (4 staff)	30	50	\$22.00	\$33,000.00
			Subtotal	\$50,550.00
			Employer taxes @ 11%	\$5,560.50
			Crew Benefits	\$14,893.50
			Personnel Subtotal	\$71,004.00
Non-personnel expenses				
			Transportation expenses	\$862.50
			Safety equipment for Crew	\$450.00
			Erosion control fabric and supplies	\$9,600.00
			Tools (weed wrenches, replacement tools, weed eaters)	\$3,200.00
			Sub-total non-personnel	\$14,112.50
			Total personel & direct expenses	\$85,116.50
			Admin @ 15%	\$12,767.48
			Total Annual Cost	\$97,883.98
			Total 3-year Cost:	\$293,651.93
Aggregate format				
	Annual Sum			
Labor	\$50,550.00	375 annual crew hours		
Supplies and Materials (short term)	\$10,050.00			
Overhead (Admin, benefits, taxes, large equipment replacement, transportation)	\$37,283.98	61.5% overhead		
Total Annual Cost	\$97,883.98			

PERFORMANCE/PAYMENT BONDS NOT REQUIRED

CITY OF ALBANY EXHIBIT C INSURANCE REQUIREMENTS

Note: Please Do Not Add This instruction “Exhibit C Insurance Requirements” 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” below.

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.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/25/2014

PRODUCER
CITY OF ALBANY
OCT 14 2014

INSURED
ADMINISTRATION DEPARTMENT

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.

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Manhattan Fire Ins. Co.	19682
INSURER B:	Specialty Ins. Co.	
INSURER C:	Casualty Insurance Co.	29424
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 INSR	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 <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR BI/PD Ded:5,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	57CESOF4492	09/30/14	09/30/15	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 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
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 GARAGE LIABILITY <input type="checkbox"/> ANY AUTO EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	57UUNIF1488	09/30/14	09/30/15	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$ 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 STATU-TORY LIMITS <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
B		OTHER Professional Liability	CPV6710060915	09/30/14	09/30/15	\$2,000,000 per claim \$4,000,000 annl aggr.

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, CA 94706-0000**. The City of Albany, its Officers, Officials, Employees, Consultants and Volunteers are additionla insureds as respects to General & Automobile Liability per policy form wording. Such insurance is Primary & Non Contributory. See attachments

CERTIFICATE HOLDER	CANCELLATION
City of Albany 1000 San Pablo Avenue Albany, CA 94706-0000	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>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/09/2021

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).


PRODUCER Diablo Valley Insurance Agency, Inc. 185 Lennon Lane, Suite 200 Walnut Creek, CA 94598 License #: 0C26181	CONTACT NAME: Ron Garcia	
	PHONE (A/C, No. Ext): (925)210-1717	FAX (A/C, No): (925)210-1818
E-MAIL ADDRESS: ron@diablovalleyinsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Nonprofits' Ins Alliance of Ca		NIAC
INSURER B: QBE Insurance Corporation		NIAC
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER: 00006254-54936** **REVISION NUMBER: 35**

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
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	2020-22965	04/03/2020	04/03/2021	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 20,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2020-22965	04/03/2020	04/03/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			2020-22965-UMB	04/03/2020	04/03/2021	EACH OCCURRENCE \$ 1,000,000
							AGGREGATE \$ 3,000,000
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
B	Accident Medical			2020-22965-ACC	04/03/2020	04/03/2021	Accident 250,000
A	Imp Sexual Conduct			2020-22965	04/03/2020	04/03/2021	ISC 1mill/3m

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
GENERAL LIABILITY EXCLUDES CLAIMS ARISING OUT OF THE PERFORMANCE OF PROFESSIONAL SERVICES. PROJECT NAME: CERRITO CREEK MAINTENANCE, ALBANY HILL, CODORNICES CREEK. THE CITY OF ALBANY, ITS OFFICERS, OFFICIALS, EMPLOYEES, CONSULTANTS & VOLUNTEERS ARE ADDITIONAL INSURED AS RESPECTS TO GENERAL & AUTOMOBILE LIABILITY PER POLICY FORM WORDING. SUCH INSURANCE IS PRIMARY AND NON CONTRIBUTORY PER POLICY CONDITIONS. SEE ATTACHED BLANKET FORMS CG20260413 & NIAC- E61 0219 . RE: Contract C-21

CERTIFICATE HOLDER	CANCELLATION
City of Albany Public Works Albany Hill & Vegetation Mgmt Coordinator 540 Cleveland 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  (RDG)

POLICY NUMBER: 2020-22965
Named Insured: Urban Tilth*

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, 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:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization: City of Albany

A. Section II – WHO IS AN INSURED is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:
- a. Your negligent acts or omissions; or
 - b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

B. Section III – LIMITS OF INSURANCE is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.



P.O. BOX 8192, PLEASANTON, CA 94588

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 03-23-2021

GROUP:
 POLICY NUMBER: **9107980-2020**
 CERTIFICATE ID: **34**
 CERTIFICATE EXPIRES: **07-31-2021**
07-31-2020/07-31-2021
THIS CERTIFICATE SUPERSEDES AND CORRECTS
CERTIFICATE # 31 DATED 02-13-2021

**CITY OF ALBANY PUBLIC WORKS
 540 CLEVELAND AVE
 ALBANY CA 94710-1007**

NA

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon **30** days advance written notice to the employer.

We will also give you **30** days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

Authorized Representative

President and CEO

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #2065 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 03-23-2021 IS ATTACHED TO AND FORMS A PART OF THIS POLICY.

EMPLOYER

**URBAN TILTH (A NON-PROFIT PUBLIC BENEFIT CORPORATION)
 323 BROOKSIDE DR
 RICHMOND CA 94801**

NA

[KM2,CN]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/31/2021

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).


PRODUCER Diablo Valley Insurance Agency, Inc. 185 Lennon Lane, Suite 200 Walnut Creek, CA 94598 License #: 0C26181	CONTACT NAME: Ron Garcia
	PHONE (A/C, No, Ext): (925)210-1717 FAX (A/C, No): (925)210-1818
	E-MAIL ADDRESS: ron@diablovalleyinsurance.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A : Nonprofits' Ins Alliance of Ca NAIC # NIAC
	INSURER B : QBE Insurance Corporation NAIC # NIAC
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES CERTIFICATE NUMBER: 00006254-51886 REVISION NUMBER: 39

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	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		2021-22965	04/03/2021	04/03/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2021-22965	04/03/2021	04/03/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			2021-22965	04/03/2021	04/03/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 3,000,000 \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
B	Accident Medical			MHH010307-ACC	04/03/2021	04/03/2022	Accident	250,000
A	Imp Sexual Conduct			2021-22965	04/03/2021	04/03/2022	ISC	1mill/3m

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
General Liability Excludes Claims Arising Out of the Performance of Professional Services. Project Name/Number: Spring Mow on Albany Hill, Contract #Contract No. C21-28. Name of Contractor: Urban Tilth. The City of Albany, its Officers, Officials, Employees, Consultants & Volunteers are additional insureds as respects to general liability & automobile liability per policy form wording, such insurance is primary and noncontributory per policy conditions per form CG20261219 & NIAC E61 0219. RE: Current contract date: March 2021 – March 2024

CERTIFICATE HOLDER	CANCELLATION
City of Albany Public Works Albany Hill Vegetation Mgmt Coordinator 540 Cleveland Ave Albany, CA 94710	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  (RDG)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:
--

A. Section II – WHO IS AN INSURED is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

- a. Your negligent acts or omissions; or
- b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

B. Section III – LIMITS OF INSURANCE is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, 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:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Subject: C21-28: Urban Tilth

From: Mark Hurley - To: Anne Hsu - Cc: Margot Cunningham, Malathy Subramanian - Date: March 24, 2021 at 6:46 PM,
Attachments: image001.jpg Urban Tilth 3yr contract adjustments made.pdf

Anne,

As you know, there were several modifications to the language of Contract C21-28 with Urban Tilth that occurred after Council's approval of the contract at the March 1, 2021 meeting. These modifications were requested by Urban Tilth on the day of the Council meeting where it was approved. Staff worked with the City Attorney and our contracts attorney to finalize the changes, which were completed in the days following the meeting.

Since the original contract had not been signed by Urban Tilth, these changes were incorporated into the final contract and presented to Urban Tilth for signature, which they signed.

After consulting with the City Attorney, we concluded that the scope of the changes falls within the criteria detailed in the City's code (Section 13-19 - Alterations in Contracts, and Public Works Contracts) for the change to be made by the City Administrator and not needing Council Approval. The criteria includes the following:

1. The cost of each alteration does not increase the contract or public works contract by more than \$50,000.
2. The cost of alteration does not exceed the total amount authorized for the project by ordinance or resolution.
3. The City Administrator, or designee, certifies that the alterations are necessary to fulfill the purpose of the contract.
4. The alterations are made by agreement in writing between the contractor and the City Administrator or designee.

The changes do not change the value of the contract, nor do they impact the budget authorized for this work. I've discussed the changes with Margot Cunningham (City Staff administering this contract) and certify that they are necessary for Urban Tilth to proceed with this contract. Finally, the changes are included in the final signed version of the contract.

For documentation purposes, please include this email and the redline strikeout version of the contract in the contract file. We will also include the same documentation when we input the contract into Munis.

Please proceed with signing the contract.

Let me know if you have any questions.

Mark



Mark Hurley, PE
Public Works Director/City Engineer
City of Albany
Office: (510) 559-7255
Cell: (415) 850-7058

CITY OF ALBANY
MAINTENANCE SERVICES AGREEMENT
OPEN SPACES MAINTENANCE & RESTORATION PROJECT
CONTRACT NO. C21-28

1. PARTIES AND DATE.

This Agreement is made and entered into this _____ day of _____ 2021 by and between the City of Albany, a California charter city (“City”) and Urban Tilth, a 501(c)-3 non-profit with its principal place of business at 323 Brookside Dr, Richmond, CA 94801 (“Contractor”). City and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain maintenance services required by the City on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing vegetation maintenance services to public clients, that it and its employees or subcontractors have all necessary licenses and permits to perform the Services in the State of California, and that is familiar with the plans of City. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

2.2 Project.

City desires to engage Contractor to render such services for the City of Albany Open Spaces Maintenance and Restoration Project (“Project”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional vegetation maintenance services necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from March 2, 2021 to March 2, 2024 unless earlier terminated as provided herein. City may in its sole discretion extend the term of this Agreement for an additional two years by providing notice of its decision to exercise this option to extend to Contractor. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Responsibilities of Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Contractor on an independent contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of City and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, City shall respond to Contractor's submittals in a timely manner. Upon request of City, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of City.

3.2.4 City's Representative. The City hereby designates the Natural Areas Coordinator, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.5 Contractor's Representative. Contractor hereby designates the Executive Director, or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of the Contractor for all purposes under this Agreement. The Contractor's Representative shall supervise and direct the Services, using his or her best skill and

attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.6 Coordination of Services. Contractor agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.2.7 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including any required business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Contractor's failure to comply with the standard of care provided for herein. Any employee of the Contractor or its sub-contractors who is determined by the City to be ~~uncooperative, incompetent,~~ a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.8 Period of Performance. Contractor shall perform and complete all Services under this Agreement within the term set forth in Section 3.1.2 above ("Performance Time"). Contractor shall perform the Services in strict accordance with any completion schedule or Project milestones described in Exhibits "A" or "B" attached hereto, or which may be provided separately in writing to the Contractor. ~~Contractor agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such completion schedule or Project milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the City will suffer damage.~~

3.2.9 Disputes. Should any dispute arise respecting the true value of any work done, of any work omitted, or of any extra work which Contractor may be required to do, or respecting the size of any payment to Contractor during the performance of this Agreement, Contractor shall continue to perform the Work while said dispute is decided by the City. If Contractor disputes the City's decision, Contractor shall have such remedies as may be provided by law.

3.2.10 Laws and Regulations; Employee/Labor Certifications. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If the Contractor

performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Contractor shall be solely responsible for all costs arising therefrom. City is a public entity of the State of California subject to certain provisions of the Health & Safety Code, Government Code, Public Contract Code, and Labor Code of the State. It is stipulated and agreed that all provisions of the law applicable to the public contracts of a municipality are a part of this Agreement to the same extent as though set forth herein and will be complied with. These include but are not limited to the payment of prevailing wages, the stipulation that eight (8) hours' labor shall constitute a legal day's work and that no worker shall be permitted to work in excess of eight (8) hours during any one calendar day except as permitted by law. Contractor shall defend, indemnify and hold City, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10.1 Employment Eligibility; Contractor. By executing this Agreement, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Contractor. Contractor also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Contractor shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Contractor shall maintain records of each such verification, and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements provided for in Section 3.2.10 or any of its sub-sections.

3.2.10.2 Employment Eligibility; Subcontractors, Sub-subcontractors and Consultants. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and consultants performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 3.2.10.1.

3.2.10.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Contractor verifies that they are a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the City to terminate the Agreement for cause: (1) failure of Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for in Sections 3.2.10.1 or 3.2.10.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Contractor under Section 3.2.10.2);

or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

3.2.10.4 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.2.10.5 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

3.2.10.6 Air Quality. Contractor must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing Services, including, but not limited to, emissions limits and permitting requirements imposed by the California Air Resources Board (CARB). Contractor shall specifically be aware of the CARB limits and requirements' application to "portable equipment", which definition is considered by CARB to include any item of equipment with a fuel-powered engine. Contractor shall indemnify City against any fines or penalties imposed by CARB or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Contractor, its subcontractors, or others for whom Contractor is responsible under its indemnity obligations provided for in this Agreement.

3.2.10.7 Water Quality.

(A) Management and Compliance. To the extent applicable, Contractor's Services must account for, and fully comply with, all local, state and federal laws, rules and regulations that may impact water quality compliance, including, without limitation, all applicable provisions of the Federal Water Pollution Control Act (33 U.S.C. §§ 1300); the California Porter-Cologne Water Quality Control Act (Cal Water Code §§ 13000-14950); laws, rules and regulations of the Environmental Protection Agency and the State Water Resources Control Board; the City's ordinances regulating discharges of storm water; and any and all regulations, policies, or permits issued pursuant to any such authority regulating the discharge of pollutants, as that term is used in the Porter-Cologne Water Quality Control Act, to any ground or surface water in the state.

(B) Liability for Non-Compliance. Failure to comply with the laws, regulations and policies described in this Section is a violation of law that may subject Contractor or City to penalties, fines, or additional regulatory requirements. Contractor shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from and against any and all fines, penalties, claims or other regulatory requirements imposed as a result of Contractor's non-compliance with the laws, regulations and policies described in this Section,

unless such non-compliance is the result of the sole established negligence, willful misconduct or active negligence of the City, its officials, officers, agents, employees or authorized volunteers.

(C) Training. In addition to any other standard of care requirements set forth in this Agreement, Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them without impacting water quality in violation of the laws, regulations and policies described in this Section. Contractor further warrants that it, its employees and subcontractors will receive adequate training, as determined by City, regarding the requirements of the laws, regulations and policies described in this Section as they may relate to the Services provided under this Agreement. Upon request, City will provide Contractor with a list of training programs that meet the requirements of this paragraph.

3.2.11 Insurance.

3.2.11.1 Time for Compliance. Contractor shall not commence Work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this Section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this Section.

3.2.11.2 Minimum Requirements. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. The policy shall not contain any exclusion contrary to the Agreement, including but not limited to endorsements or provisions limiting coverage for (1) contractual liability (including but not limited to ISO CG 24 26 or 21 29); or (2) cross liability for claims or suits by one insured against another.

(B) Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location 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; and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the

State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease. Defense costs shall be paid in addition to the limits.

(C) Notices; Cancellation or Reduction of Coverage. At least fifteen (15) days prior to the expiration of any such policy, evidence showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or materially reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Contractor or the City may withhold amounts sufficient to pay premium from Contractor payments. In the alternative, the City may suspend or terminate this Agreement.

(D) Additional Insured. The City of Albany, its officials, officers, employees, agents, and volunteers shall be named as additional insureds on Contractor's and its subcontractors' policies of commercial general liability and automobile liability insurance using the endorsements and forms specified herein or exact equivalents.

3.2.11.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Contractor shall provide endorsements on forms supplied or approved by the City to add the following provisions to the insurance policies:

(A) General Liability. The general liability policy shall include or be endorsed (amended) to state that: (1) using ISO CG forms 20 10 and 20 37, or endorsements providing the exact same coverage, the City of Albany, its officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Services or ongoing and complete operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work; and (2) using ISO form 20 01, or endorsements providing the exact same coverage, the insurance coverage shall be primary insurance as respects the City, its officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any excess insurance shall contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the City, before the City's own primary insurance or self-insurance shall be called upon to protect it as a named insured. Any insurance or self-insurance maintained by the City, its officials, officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.3(A).

(B) Automobile Liability. The automobile liability policy shall include or be endorsed (amended) to state that: (1) the City, its officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the ownership,

operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Contractor or for which the Contractor is responsible; and (2) the insurance coverage shall be primary insurance as respects the City, its officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its officials, officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.3(B).

(C) Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Contractor.

(D) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days (10 days for nonpayment of premium) prior written notice by certified mail, return receipt requested, has been given to the City; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its officials, officers, employees, agents, and volunteers. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officials, officers, employees, agents and volunteers, or any other additional insureds.

3.2.11.4 Separation of Insureds; No Special Limitations; Waiver of Subrogation. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its officials, officers, employees, agents, and volunteers. All policies shall waive any right of subrogation of the insurer against the City, its officials, officers, employees, agents, and volunteers, or any other additional insureds, or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against City, its officials, officers, employees, agents, and volunteers, or any other additional insureds, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

3.2.11.5 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. Contractor shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officials, officers, employees, agents, and volunteers; or (2) the Contractor shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.2.11.6 Subcontractor Insurance Requirements. Contractor shall not allow any subcontractors to commence work on any subcontract relating to the work under

the Agreement until they have provided evidence satisfactory to the City that they have secured all insurance required under this Section. If requested by Contractor, the City may approve different scopes or minimum limits of insurance for particular subcontractors. The Contractor and the City shall be named as additional insureds on all subcontractors' policies of Commercial General Liability using ISO form 20 38, or coverage at least as broad.

3.2.11.7 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the City.

3.2.11.8 Verification of Coverage. Contractor shall furnish City with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the City if requested. All certificates and endorsements must 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, at any time.

3.2.11.9 Reporting of Claims. Contractor shall report to the City, in addition to Contractor's insurer, any and all insurance claims submitted by Contractor in connection with the Services under this Agreement.

3.2.12 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.13 Bonds.

3.2.13.1 Performance Bond. If required by law or otherwise specifically requested by City in Exhibit "C" attached hereto and incorporated herein by reference, Contractor shall execute and provide to City concurrently with this Agreement a Performance Bond in the amount of the total, not-to-exceed compensation indicated in this Agreement, and in a form provided or approved by the City. If such bond is required, no payment will be made to Contractor until it has been received and approved by the City.

3.2.13.2 Payment Bond. If required by law or otherwise specifically requested by City in Exhibit "C" attached hereto and incorporated herein by reference,

Contractor shall execute and provide to City concurrently with this Agreement a Payment Bond in the amount of the total, not-to-exceed compensation indicated in this Agreement, and in a form provided or approved by the City. If such bond is required, no payment will be made to Contractor until it has been received and approved by the City.

3.2.13.3 Bond Provisions. Should, in City's sole opinion, any bond become insufficient or any surety be found to be unsatisfactory, Contractor shall renew or replace the affected bond within 10 days of receiving notice from City. In the event the surety or Contractor intends to reduce or cancel any required bond, at least thirty (30) days prior written notice shall be given to the City, and Contractor shall post acceptable replacement bonds at least ten (10) days prior to expiration of the original bonds. No further payments shall be deemed due or will be made under this Agreement until any replacement bonds required by this Section are accepted by the City. To the extent, if any, that the total compensation is increased in accordance with the Agreement, the Contractor shall, upon request of the City, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the City. To the extent available, the bonds shall further provide that no change or alteration of the Agreement (including, without limitation, an increase in the total compensation, as referred to above), extensions of time, or modifications of the time, terms, or conditions of payment to the Contractor, will release the surety. If the Contractor fails to furnish any required bond, the City may terminate this Agreement for cause.

3.2.13.4 Surety Qualifications. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A:VIII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

3.2.14 Accounting Records. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed Two Hundred Ninety-Three Thousand, Six Hundred Fifty-One Dollars and Ninety-Three Cents (\$293,651.93) without written approval of City's Natural Areas Coordinator. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Contractor shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Contractor. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Contractor perform Extra Work. As used herein, “Extra Work” means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from City’s Representative.

3.3.5 California Labor Code Requirements

a. Contractor is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects (“Prevailing Wage Laws”). If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the Services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subcontractors performing such Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subcontractors, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor's performance of Services, including any delay, shall be Contractor's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay and shall not be compensable by the City. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor.

3.4 Termination of Agreement.

3.4.1 Grounds for Termination. City may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least ~~seven (7)~~ thirty (30) days, except where such termination is due to a threat to public health, safety, welfare or property arising out of or resulting from Contractor's performance of Services under this Agreement in which case the City may terminate immediately upon notice, before the effective date of such termination. Upon termination, Contractor shall be compensated only for those Services which have been adequately rendered to City, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause upon providing thirty (30) days prior written notice before the effective date of termination.

3.4.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Contractor to provide all finished or unfinished Documents and Data and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

3.4.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5 General Provisions.

3.5.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractor:

Urban Tilt
323 Brookside Dr.
Richmond, CA 94801
Attn: Doria Robinson, Executive Director

City:

City of Albany
1000 San Pablo Avenue
Albany, California 94706
Attn: Nicole Almaguer
City Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.2 Indemnification.

~~3.5.2.1 Scope of Indemnity.~~ To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any ~~alleged negligent~~ acts, errors or omissions of Contractor, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Contractor's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. ~~Notwithstanding the foregoing, Contractor shall not be obligated to indemnify City for City's sole negligence or willful misconduct.~~

~~3.5.2.2 Additional Indemnity Obligations.~~ ~~Contractor shall defend, with Counsel of City's choosing and at Contractor's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 3.5.2.1 that may be brought or instituted against City or its officials, officers, employees, volunteers and agents. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its~~

~~officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Contractor shall also reimburse City for the cost of any settlement paid by City or its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for City's attorneys' fees and costs, including expert witness fees. Contractor shall reimburse City and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents, or volunteers.~~

3.5.3 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Alameda County, California. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the City.

3.5.4 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.5 City's Right to Employ Other Contractors. City reserves right to employ other contractors in connection with this Project.

3.5.6 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

3.5.7 Assignment or Transfer. Contractor shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.8 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and subcontractors of Contractor, except as otherwise specified in this Agreement. All references to City include its officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for

convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

3.5.9 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.10 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

3.5.11 No Third Party Beneficiaries. Except to the extent expressly provided for in Section 3.5.7, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.12 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.13 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.14 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.15 Attorneys' Fees and Costs. If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing Party shall be entitled to recover from the losing party attorney's fees and costs in an amount determined to be reasonable by a court of competent jurisdiction.

3.5.16 City to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.17 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.5.18 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

[SIGNATURES ON NEXT PAGE]

**SIGNATURE PAGE FOR MAINTENANCE SERVICES AGREEMENT
BETWEEN THE CITY OF ALBANY
AND URBAN TILTH**

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the
_____ day of _____ 2021.

CITY OF ALBANY

URBAN TILTH

Nicole Almaguer
City Manager

Doria Robinson
Executive Director

Date

Date

Approved as to form:

Albany Business License No./Exp. Date:

Malathy Subramanian, City Attorney

Date

Attest:

Anne Hsu, City Clerk

Date