



CITY OF WATSONVILLE

REQUEST FOR QUALIFICATIONS

WAYFINDING SYSTEM DESIGN AND IMPLEMENTATION

QUALIFICATIONS DUE: THURSDAY, SEPTEMBER 16, 2021 - 5PM

City Of Watsonville
275 Main Street, Suite 400
Watsonville, Ca 95076

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SECTION 1: REQUEST FOR QUALIFICATIONS

The City of Watsonville ("City"), California, invites professional consultants to submit a Statement of Qualifications for a community branding and wayfinding signage program for Watsonville.

The project will include developing a master wayfinding signage plan complete with analysis, system design, documentation, specifications and implementation for various forms of signage. The plan should define the types and design of signs, where they should be used, where they should be located, what they should look like, and what kind of information they include. Specifications will be brought to a level of detail that can be given directly to a manufacturer for physical fabrication and installation. The Program should consider all modes of transportation and outline a phased implementation strategy for the project. There will also be a requirement for the consultant selected to assist with the implementation of the project.

SECTION 2: BACKGROUND

The City of Watsonville is a growing community in southern Santa Cruz County with a population of 51,199 according to the last census and showed at least 81% of the City's population is Hispanic. Watsonville is known all over the world for its long and rich heritage as a center for agriculture – especially berries. Watsonville is also a proving ground for entrepreneurs and businesses from all types of industries and emerging technologies. Its central location nestled between the Monterey Bay and the Santa Cruz mountains, offers growing companies quick and easy highway access. Watsonville's location is topped only by its ideal climate and the rustic, small town charm of a close-knit rural community. Watsonville streets include two state routes: SR 152 (Main St, East Lake Avenue, East Beach St (portion), Lincoln St (2 block segment)) and SR 129 (Riverside Drive). These routes provide a critical transportation connection to the local region and beyond.

The last wayfinding system for the City of Watsonville was designed in 2000 and since then the city has changed significantly and navigation tools and guidelines have evolved. At that time, four (4) entryway signs were installed and eighteen (18) directional and parking signs were installed as part of the Downtown Directional Signs (Attachment D).

SECTION 3: PURPOSE

The City of Watsonville seeks to develop a comprehensive wayfinding system that facilitates wayfinding throughout the City in an efficient and friendly manner.

This wayfinding system should address the needs of visitors and residents using all forms of transportation.

Project Goals:

- Help visitors navigate to their destinations as easily as possible.
- Increase the functionality of wayfinding in and around Watsonville.
- Develop wayfinding solutions that assist in identifying neighborhoods, businesses, recreation, key regions and destinations.
- Coordination of wayfinding & tourism tools, including signage, identify technology.

- Coordinate and build consensus with the stakeholders, approving agencies and community.

The wayfinding program should consider a variety of elements that users may encounter as they navigate through Watsonville, including landmarks, gateways, key destinations, parking and public transportation. Consultant should recommend an overall wayfinding scheme supported on multiple platforms, including technology, signage, print materials, online maps and smart phones. The study should address current signage, visibility, consistency, and compliance factors.

The wayfinding program should consider an array of sign types that are both vandal proof and easy to update as information changes. The design for the program should provide branded and unified design that can be used for a variety marketing materials, social media outlets and downtown events.

SECTION 4: SCOPE OF WORK

The project will consist of the design services outlined below, resulting in the completion of construction documents suitable to bid the project for fabrication and installation. The Consultant may suggest or recommend alternatives in their response to this RFQ. All deliverables of the citywide wayfinding program submitted to the City for review should be delivered as specified below, including digital copies of all materials.

The program should include the following elements and considerations:

INVENTORY & EVALUATION OF EXISTING SIGN PROGRAM

- Evaluate existing wayfinding, coordinate and build on the wayfinding and sign guidelines under development as part of the Downtown Watsonville Specific Plan.
- Identify city gateways, primary routes, major areas, points of interest and destinations (cultural, business, shopping, education, parking, recreation, neighborhoods, etc.)
- Review existing relevant documents and planning work accomplished to date, including the City's Sign Ordinance (Attachment C), Downtown Signage Guidelines (1998), Downtown Directional Signs Bid (2000), draft Downtown Watsonville Specific Plan, and policies with regard to signage and advertising.
- Using GIS resources develop a map of recommended wayfinding signage locations. GIS should be compatible with City GIS programs.

WAYFINDING ANALYSIS

- Outline potential wayfinding tools (signage, technology, transportation enhancements, tourism tools, etc.).
- Analyze existing physical conditions (city gateways, circulation, parking, pedestrian connections, etc.).
- Prioritize recommendations.

CONCEPT GENERATION

- Research Watsonville, its history, characteristics, community, design vernacular and aspirations.
- Develop an identity/theme that can be applied to a variety of wayfinding tools and conditions.
- Develop schematic designs for a comprehensive and consistent wayfinding program.
- Create a great first impression—of a City that is well planned, organized, friendly, safe and caring.

DESIGN DEVELOPMENT

- Develop inclusive and universal design into the entire wayfinding program and system so that wayfinding can be used by a wide range of diverse users including non-English speakers, and persons with disabilities, including those with (but not limited to) vision, hearing, and/or cognitive impairment.
- Develop a project budget for fabrication, installation and maintenance of the physical and virtual (i.e. website and smart phone application) components of the system. Outline potential phasing plans if necessary.
- Develop maintenance and management requirements and criteria for cleaning, replacing and expansion of the sign program and any software maintenance and upgrades required for virtual wayfinding elements.
- Develop recommended terminology and/or icons for locations (landmarks, public facilities, retail, dining, etc.).
- Consultant will work with City sign staff to provide a set of templates including dimensions, color palette(s), font families, symbols, and layout to allow the system to expand successfully over time. Signs colors must be standard 3M sheeting colors.
- Consultant will develop a statement of probable cost for fabrication and installation and work closely with City staff to finalize sign locations, routing, messaging, materials, sizes, inclusion and count by type and function, in compliance with MUTCD and other federal and state guidelines where applicable.
- Consultant will make scheduling or phasing recommendations for fabrication and installation of new signs in coordination with removal of older signs, as necessary, and in coordination with the Public Works Department.
- Anticipate future development in each area, changes in traffic patterns, new attractions, and increased pedestrian, bicycle, and micro-mobility vehicle traffic.

SECTION 5: CONTENTS OF QUALIFICATIONS

Five (5) copies of qualifications must include the following information in order to be considered:

1. A Transmittal Letter containing a signature of an officer of the Consultant authorized to bind the Consultant to the terms of the qualifications, a statement that the qualification is valid for 120 days and a statement of whether any potential conflict of interest exists.

2. Statement of Qualifications: Provide a detailed description of similar wayfinding projects successfully completed by the Consultant in the past five years, and the result of the work; include contact information for each client who can verify the information provided; describe your Consultants experience with utilizing a public participation process to design a community wayfinding program and design.
3. Consultant Personnel Experience:
 - a) Name of project manager; provide resume and experience record of project manager; identify the wayfinding projects from the Statement of Qualifications that the project manager has worked on and describe their role with the project.
 - b) Flow chart of team personnel who will be assigned to perform substantial amounts of the work on this project, and the role of each.
 - c) Provide resumes and experience record for proposed project team.
4. Sub-Consultant Personnel experience:
 - a) Names and addresses of any outside Consultants, or associates proposed to be involved with this project.
 - b) Include each proposed sub-Consultant's experience, and qualifications as described above for the Consultant's personnel experience.
5. Project Approach: A detailed description of how the Consultant proposes to approach this project. Include sufficient discussion of proposed methodologies, techniques and procedures for each work item listed in the Scope of Work, Section 5. Provide a breakdown and description of tasks assigned per project team member. Include a list of all deliverables and a description of each. Describe the hierarchy of project management. Clearly indicate the number of meetings with City staff that will be provided, and the timing and purpose of those meetings.
6. Project Schedule: Provide a proposed project schedule for the completion of the key tasks and deliverables in each phase, and the method to assure that the time schedule will be met.
7. Confirm your ability to meet the minimum contract & insurance requirements (See Attachment B).
8. Any other material that may assist the City in understanding your Consultant's services and capabilities.

The cost for preparing the RFQ is the responsibility of the Consultant. Five copies of the RFQ are due Thursday, September 16, 2021 by 5:00 p.m. An electronic copy is also required on a USB drive. Late submittals will not be considered and will be returned unopened. The RFQs can be delivered or mailed to:

City of Watsonville
Attn: Tamara Vides
275 Main Street, Suite 400
Watsonville, CA 95076

SECTION 6: GENERAL REQUIREMENTS AND INFORMATION

The consultant selected pursuant to this request for qualifications will be required to comply with the following requirements:

- A City of Watsonville business license number. All consultants must possess a City of Watsonville business license.
- The firm shall include a statement that the Consultant accepts City of Watsonville standard consultant agreement, including specifically listing City's Hold Harmless Indemnity requirements and insurance coverage requirements, without modification. (See Sections 8 and 9 of Consultant agreement)

SECTION 7: SELECTION PROCESS

A Committee comprised of key staff from several departments will make a final ranking based on qualifications. The Committee may choose to select the three (3) highest ranked applicants to be interviewed. If so, the short-listed Applicants will be notified by the City of the date, time and place for their interviews and any other pertinent information. Project manager and key staff must be present at interview. Within a reasonable period of time after the last interview, the Committee shall select the successful applicant based on qualifications, fee, and performance at the interview.

Evaluation Criteria: The City of Watsonville will evaluate the qualifications based on the criteria listed in Attachment A: Evaluation and Award Process.

City staff will review all submitted qualifications to determine those Consultants that best meet the requirements of this RFQ and the evaluation criteria listed in Attachment A: Evaluation and Selection Process. The most qualified Consultants will be granted an interview.

All RFQs submitted shall be valid for a minimum period of one-hundred and twenty (120) calendar days following the last date established for qualification submission. RFQ may be withdrawn upon written request from the proposer at the address shown in this solicitation prior to the last date for RFQ submission. Negligence on the part of the proposer in preparing the RFQ confers no right of withdrawal after the time set for RFQ submission.

It is the intent of the City to enter into a contract for services with the selected consultant no later than sixty (60) days of the last date established for RFQ submission. The City reserves the right to reject any and all RFQs.

SECTION 8: ACCEPTANCE OR REJECTION AND NEGOTIATION OF QUALIFICATIONS

The City of Watsonville reserves the right to accept or reject any or all RFQs or select more than one consultant to complete this work. After selection by the City, the contents of the submitted RFQ will become a contractual obligation. Failure to agree to include the qualifications as part of the contractual agreement will result in cancellation of the award.

The City of Watsonville reserves the right to negotiate a modification to or accept any part of the RFQ, and will not be obligated in any way to accept those parts that do not meet the approval of the City. Terms and conditions of the contract will be subject to the approval of the City Attorney. The RFQ, draft report, and final report shall become the property of the City of Watsonville.

SECTION 9: SELECTION TIMELINE

The RFQ schedule is as follows:

City releases RFQ	Wednesday, August 25, 2021
Deadline for Submitting Questions	Friday, September 10, 2021
RFQ due	Thursday, September 16, 2021
Interviews (if needed)	Tuesday, September 28, 2021
Award Contract	Tuesday, October 12, 2021
Begin Work	Upon contract execution

SECTION 10: QUESTIONS

Questions regarding this RFQ should be submitted in writing and directed to Tamara Vides, Assistant City Manager, via e-mail at tamara.vides@cityofwatsonville.org, no later than Friday, September 10, 2021 by 5:00 PM. As necessary, responses to questions will be issued via an addendum. The City of Watsonville reserves the right to reject any and all RFQs. The City looks forward to your response to this Request for Qualifications.

*PLEASE NOTE: This RFQ, subsequent addendums, and all attachments are available online at the City of Watsonville’s website at www.cityofwatsonville.org.

SECTION 11: RESERVATIONS

Additional information regarding RFQ submittal, content, processes and procedures is listed below:

- 1) All RFQs will become the property of the City of Watsonville and will not be returned to consultants. Consultants are advised that all documents submitted with their RFQs are public records open to inspection without redaction and are directed to California Government Code Section 6250 (Public Records Act), which is available on the State Internet site (www.ca.gov).
- 2) The City of Watsonville reserves the right to reject any and all RFQs, whether or not minimum qualifications are met. The city also reserves the right to modify, postpone, or cancel this RFQ, in whole or in part, or decide to award a contract to perform only some of the services outlined in this RFQ, without liability, obligation, or commitment to any party, artist, or organization.
- 3) In addition, the City reserves the right to request and obtain additional information from any candidate submitting a RFQ, and to negotiate the final scope of services with the selected

consultant. The City is not liable for any costs incurred by artist prior to issuance of an agreement, contract or purchase order. Costs of developing the RFQ, oral presentations or any other such expenses incurred by the consultant in responding to the RFQ are entirely the responsibility of the consultant and shall not be reimbursed in any manner by the City of Watsonville. No materials or labor will be furnished by the City.

4) The City reserves the right to waive or permit cure of minor informalities and/or insignificant mistakes such as matters of form rather than substance and to conduct discussions and negotiations with any qualified respondent in any manner deemed necessary by the City to serve its best interests. The City also reserves the right, based on its sole judgment and discretion, to award a contract based upon the written RFQs it receives without conducting discussions, interviews or negotiations.

5) If, in the opinion of the City, a RFQ contains false or misleading statements or references, it may be rejected.

6) The City reserves the right to obtain written clarification of any point in a consultant's RFQ or to obtain additional information necessary to properly evaluate a particular RFQ. Failure of a consultant to respond to such a request for additional information or clarification may result in rejection of the consultant's RFQ.

7) Failure to comply with these instructions, and the other specific provisions of the RFQ, may result in the consultant's RFQ not being reviewed.

8) City of Watsonville reserves the right, without qualification, to select a consultant for further discussions based solely on the content of the RFQs and relevant information obtained from others concerning the respondent's respective records of past performance.

9) In the event that it becomes necessary to revise any part of this RFQ due to inquiries raised, an email notifying an addendum, supplement or amendment to this RFQ will be provided to consultants who received an original invitation to bid via email OR responded to us with their contact information as described on the cover letter of this RFQ. Changes to the RFQ shall be accomplished by an amended page or pages.

10) Consultant agrees that any response submitted to this RFQ will remain current and valid for a period of not less than 120 calendar days from the RFQ due date.

ATTACHMENT A: Evaluation and Award Process

A Committee comprised of key staff from several departments will make a final ranking based on qualifications. The Committee may choose to select the three (3) highest ranked applicants to be interviewed. If so, the short-listed Applicants will be notified by the City of the date, time and place for their interviews and any other pertinent information. Project manager and key staff must be present at interview. Within a reasonable period of time after the last interview, the Committee shall select the successful applicant based on qualifications and performance at the interview.

RFQs will be evaluated based on the criteria outlined below.

A. Project Management	Maximum	Actual
Demonstrates overall success preparing wayfinding designs of a high quality, delivered within scope, according to schedule (provide examples of past work in response)	20	
References of project manager, lead designer and other key team members.	10	
Sub-total	30	
B. Experience	Maximum	Actual
Demonstrates strong design aesthetic	25	
Experience in developing wayfinding design for cities	15	
Firm has a minimum of 2 wayfinding designs implemented	15	
Sub-total	55	
C. Public Process	Maximum	Actual
Experience in building community consensus and working collaboratively with community groups to address concerns	10	
Experience harnessing community input and incorporating ideas into design guidelines	5	
Sub-total	15	

**CONTRACT FOR CONSULTANT SERVICES BETWEEN
THE CITY OF WATSONVILLE AND _____**

THIS CONTRACT, is made and entered into this _____, by and between the City of Watsonville, a municipal corporation, hereinafter called "City," and _____, hereinafter called "Consultant."

WITNESSETH

WHEREAS, the City needs to obtain certain professional, technical and/or specialized services of an independent contractor to assist the City in the most economical manner; and

WHEREAS, Consultant has the requisite skill, training, qualifications, and experience to render such services called for under this Contract to City.

THE PARTIES HEREBY AGREE AS FOLLOWS:

SECTION 1. SCOPE OF SERVICES. Consultant shall perform those services as specified in detail in Exhibit "A," entitled "SCOPE OF SERVICES" which is attached hereto and incorporated herein.

SECTION 2. TERM OF CONTRACT. The term of this Contract shall be from _____, 20__ to _____, 20__, inclusive.

SECTION 3. SCHEDULE OF PERFORMANCE. The services of Consultant are to be completed according to the schedule set out in Exhibit "B," entitled "SCHEDULE OF PERFORMANCE," which is attached hereto and incorporated herein. Consultant will diligently proceed with the agreed Scope of Services and will provide such services in a timely manner in accordance with the "SCHEDULE OF PERFORMANCE."

SECTION 4. COMPENSATION. The compensation to be paid to Consultant including both payment for professional services and reimbursable expenses as well as the rate and schedule of payment are set out in Exhibit "C" entitled "COMPENSATION," which is attached hereto and incorporated herein.

SECTION 5. METHOD OF PAYMENT. Except as otherwise provided in Exhibit "C," each month, Consultant shall furnish to the City a statement of the work performed for compensation during the preceding month. Such statement shall also include a detailed record of the month's actual reimbursable expenditures.

SECTION 6. INDEPENDENT CONSULTANT. It is understood and agreed that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent Consultant and not an agent or employee of City, and as an independent Consultant, shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

SECTION 7. ASSIGNABILITY. Consultant shall not assign or transfer any interest in this Contract nor the performance of any of Consultant's obligations hereunder, without the prior written consent of City, and any attempt by Consultant to so assign this Contract or any rights, duties or obligations arising hereunder shall be void and of no effect.

SECTION 8. INDEMNIFICATION.

To the full extent permitted by law (subject to the limitations of Civil Code section 2782.8 for any "design professional services" performed under this Contract), Consultant will indemnify, hold harmless, release and defend the City (including its officers, elected or appointed officials, employees, volunteers or agents) from and against any and all liability or claims (including actions, demands, damages, injuries, settlements, losses or costs [including legal costs and attorney's fees])(collectively "Liability") of any nature, to the extent arising out of, pertaining to, or relating to Consultant's negligence, recklessness, or willful misconduct in the performance of this Contract. In no event shall the cost to defend charged to the Consultant exceed the Consultant's proportionate percentage of fault. Consultant's indemnification obligations under this Contract are not limited by any limitations of any insurance held by Consultant, including, but not limited to, workers compensation insurance.

SECTION 9. INSURANCE.

A. Errors and Omissions Insurance. Consultant shall obtain and maintain in full force throughout the term of this Contract a professional liability insurance policy (Errors and Omissions), in a company authorized to issue such insurance in the State of California, with limits of liability of not less than One Million Dollars (\$1,000,000.00) to cover all professional services rendered pursuant to this Contract.

B. Auto and Commercial General Liability Insurance. Consultant shall also maintain in full force and effect for the term of this Contract, automobile insurance and commercial general liability insurance with an insurance carrier satisfactory to City, which insurance shall include protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from any actual occurrence arising out of the performance of this Contract. The amounts of insurance shall not be less than the following:

(1) Commercial general liability insurance, or equivalent form, with a combined single limit of not less than \$500,000.00 per occurrence. If such insurance contains a general aggregate limit, such limit shall apply separately to each project Consultant performs for City. Such insurance shall (a) name City, its appointed and elected officials, and its employees as insureds; and (b) be primary with respect to insurance or self-insurance programs maintained by City and (c) contain standard separation of insured's provisions.

(2) Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$500,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

C. Workers' Compensation Insurance. In accordance with the provisions of Section 3700 of the Labor Code, Consultant shall be insured against liability for Workers' Compensation or undertake self-insurance. Consultant agrees to comply with such provisions before commencing performance of any work under this Contract.

D. Proof of Insurance to City before Notice to Proceed to Work. Consultant shall satisfactorily provide certificates and endorsements of insurance to the City Clerk before Notice to Proceed to Work of this Contract will be issued. Certificates and policies shall state that the policy shall not be canceled or reduced in coverage without thirty (30) days written notice to City. Approval of insurance by City shall not relieve or decrease the extent to which Consultant may be held responsible for payment of damages resulting from services or operations performed pursuant to this Contract. Consultant shall not perform any work under this Contract until Consultant has obtained the required insurance and until the required certificates have been submitted to the City and approved by the City Attorney. If Consultant fails or refuses to produce or maintain the insurance required by these provisions, or fails or refuses to furnish City required proof that insurance has been procured and is in force and paid for, City shall have the right at City's election to forthwith terminate this Contract immediately without any financial or contractual obligation to the City. As a result of such termination, the City reserves the right to employ another consultant to complete the project.

E. Written notice. Contractor shall provide immediate written notice if (1) any insurance policy required by this Contract is terminated; (2) any policy limit is reduced; (3) or any deductible or self insured retention is increased.

SECTION 10. NON-DISCRIMINATION. Consultant shall not discriminate, in any way, against any person on the basis of age, sex, race, color, creed, national origin or disability in connection with or related to the performance of this Contract.

SECTION 11. TERMINATION.

A. City and Consultant shall have the right to terminate this Contract, without cause, by giving not less than ten (10) days written notice of termination.

B. If Consultant fails to perform any of its material obligations under this Contract, in addition to all other remedies provided by law, City may terminate this Contract immediately upon written notice.

C. The City Manager is empowered to terminate this Contract on behalf of City.

D. In the event of termination, Consultant shall deliver to City copies of all work papers, schedules, reports and other work performed by Consultant and upon receipt thereof, Consultant shall be paid in full for services performed and reimbursable expenses incurred to the date of termination.

SECTION 12. COMPLIANCE WITH LAWS. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments. Consultant shall obtain and maintain a City of Watsonville business license during the term of this Contract.

SECTION 13. GOVERNING LAW. City and Consultant agree that the law governing this Contract shall be that of the State of California. Any suit brought by either party against the other arising out of the performance of this Contract shall be filed and maintained in the Municipal or Superior Court of the County of Santa Cruz.

SECTION 14. PRIOR CONTRACTS AND AMENDMENTS. This Contract represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Contract may only be modified by a written amendment.

SECTION 15. CONFIDENTIAL INFORMATION. All data, documents, discussions or other information developed or received by or for Consultant in performance of this Contract are confidential and not to be disclosed to any person except as authorized by the City Manager or his designee, or as required by law.

SECTION 16. OWNERSHIP OF MATERIALS. All reports, documents or other materials developed or received by Consultant or any other person engaged directly by Consultant to perform the services required hereunder shall be and remain the property of City without restriction or limitation upon their use.

SECTION 17. COVENANT AGAINST CONTINGENT FEES. The Consultant covenants that Consultant has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure the Contract, and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fees, commissions, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Contract, for breach or violation of this covenant, the City shall have the right to annul this Contract without liability, or in its discretion, to deduct from the Contract price or consideration or otherwise recover, the full amount of such fee, commission, percentage fee, gift, or contingency.

SECTION 18. WAIVER. Consultant agrees that waiver by City or any one or more of the conditions of performance under this Contract shall not be construed as waiver of any other condition of performance under this Contract.

SECTION 19. CONFLICT OF INTEREST.

A. A Consultant shall avoid all conflict of interest or appearance of conflict of interest in performance of this Contract. Consultant shall file a disclosure statement, if required by City Council Resolution, which shall be filed within thirty (30) days from the effective date of this Contract or such Resolution, as applicable.

B. No member, officer, or employee of the City, during their tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof and Consultant agrees not to allow, permit, grant, transfer, or otherwise do anything which will result in such member, officer, or employee of the City from having such interest.

SECTION 20. AUDIT BOOKS AND RECORDS. Consultant shall make available to City, its authorized agents, officers and employees, for examination any and all ledgers and books of account, invoices, vouchers, canceled checks and other records or documents evidencing or related to the expenditures and disbursements charged to the City, and shall furnish to City, its authorized agents and employees, such other evidence or information as City may require with respect to any such expense or disbursement charged by Consultant.

SECTION 21. NOTICES. All notices shall be personally served or mailed, postage prepaid, to the following addresses, or to such other address as may be designated by written notice by the parties:

CITY
City Clerk's Office
275 Main Street, Suite 400
Watsonville, CA 95076
(831) 768-3040

CONSULTANT

ADD INFORMATION

SECTION 22. EXHIBITS:

- Exhibit A: Scope of Services
- Exhibit B: Schedule of Performance
- Exhibit C: Compensation

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WITNESS THE EXECUTION HEREOF, on the day and year first hereinabove written.

CITY	CONSULTANT
CITY OF WATSONVILLE	
BY _____ Matthew D. Huffaker, City Manager	BY _____ [Name, Title]
ATTEST:	
BY _____ Beatriz Vázquez Flores, City Clerk	
APPROVED AS TO FORM:	
BY _____ Alan J. Smith, City Attorney	

EXHIBIT "A"

SCOPE OF SERVICES

The scope of services is as follows:

EXHIBIT "B"

SCHEDULE OF PERFORMANCE

Services shall commence immediately upon execution of this Contract. All services performed under the provisions of this Contract shall be completed in accordance with the following schedule:

EXHIBIT "C"
COMPENSATION

a. Total Compensation. The total obligation of City under this Contract shall not exceed _____.

b. Basis for Payment. Payment(s) to Consultant for services performed under this Contract shall be made as follows and shall [not] include payment for reimbursable expenses:

c. Payment Request. Consultant shall submit a request for payment for services on a monthly basis by letter to Director, or said Director's designated representative. Such request for payment shall cover the preceding monthly period during the term hereof, shall note the City's purchase order number for this Contract, shall contain a detailed listing of the total number of items or tasks or hours for which payment is requested, the individual dates on which such services were rendered, and invoices for reimbursable expenses, if any. Upon receipt in the Office of Director of said payment request, Director shall cause payment to be initiated to Consultant for appropriate compensation.