

# **REQUEST FOR PROPOSALS**

# PROFESSIONAL DESIGN SERVICES FOR RULE 20B UNDERGROUNDING PROJECT IN THE CITY OF WEST HOLLYWOOD

RFP Issue Date: December 16, 2020

Proposal Due Date: January 13, 2021 at 5:00 pm

### SUBMIT PROPOSAL ELECTRONICALLY TO:

https://www.weho.org/city-government/city-departments/public-works/bids

or

http://www.planetbids.com/portal/portal.cfm?CompanyID=22761

### **NOTICE INVITING PROPOSALS**

**FOR** 

# PROFESSIONAL DESIGN SERVICES FOR RULE 20B UNDERGROUNDING PROJECT IN THE CITY OF WEST HOLLYWOOD

**PUBLIC NOTICE IS HEREBY GIVEN** that the City of West Hollywood, invites proposals from qualified consultants to provide professional design services for a Rule 20b Undergrounding Project. Proposals shall only be submitted electronically. A copy of the full Request for Proposals (RFP) is available at no cost from the City of West Hollywood's website at the following website address links:

https://www.weho.org/city-government/city-departments/public-works/bids

Or

http://www.planetbids.com/portal/portal.cfm?CompanyID=22761

### The Request for Proposal (RFP) schedule is as follows:

•	December 16, 2020		Date RFP issued
•	December 30, 2020	5:00 pm	Deadline for requests for clarification and questions
•	January 6, 2021	5:00 pm	Answers of requests for clarification and questions posted
•	January 13, 2021	5:00 pm	Deadline for proposal submission electronically.
			Any proposal received after this deadline will be
			considered to be non-responsive.

### **Evaluation Criteria**

50% Qualifications/expertise of company/team & similar prior project experience/references

- 1) Experience with similar kinds of work
- 2) Understanding of the work to be done and the ability to meet project deadlines
- 3) Technical qualifications of staff for work to be done
- 4) Possession of any necessary certifications, permits, degrees, licenses, etc. required to perform the work

### 50% Schedule of Fees

- 1) Lump sum Prices
- 2) With the variable nature of how a respondent might list a total price under the Hrly Not-to-Exceed Prices, the fee nature is based on the hourly rates of the respondent, which will be analyzed in evaluation.

### **Award of Contract:**

The award of contract, if made, will be in accordance with the evaluation criteria provided in the Request for Proposals document. The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Vendor who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the deadline for submission of proposals. The City may at its discretion select more than one contractor to provide services, if it is in the best interest of the City.

### **Point of Contact:**

The City's primary contact for this Request for Proposals is John Gilmour, who can be reached at via email at <a href="mailto:igilmour@weho.org">igilmour@weho.org</a>. Communication or solicitation with other City of West Hollywood Officials or Employees regarding an aspect of this RFP is expressly prohibited and may result in disqualification.

BY ORDER OF the City of West Hollywood

# PROFESSIONAL DESIGN SERVICES FOR RULE 20B UNDERGROUNDING PROJECT IN THE CITY OF WEST HOLLYWOOD

### **BACKGROUND AND SCOPE:**

The City of West Hollywood ("the City") is undertaking an overhead utility removal and conversion to underground utility installation project with Southern California Edison, AT&T, and Charter/Spectrum, referred to as a "Rule 20" project. The City has been coordinating with the three utilities to remove all overhead wires, equipment, attachments, and utility poles on the following City streets:

- Melrose Ave, from Doheny Dr to San Vicente Blvd
- La Peer Dr, from Santa Monica Blvd to Melrose Ave
- Almont Dr, from Santa Monica Blvd to Merlose Ave

This removal scope of work pertains to both sides of the streets. The project then involves the construction of a joint trench undergrounding effort wherein all three utilities will convert their systems to underground conduit/wire systems. All three utilities are required to place their new underground conduits/wires in the same trench, stacked on each other. The utilities will need to install new vaults and pullboxes in the streets and sidewalks, as well as laterals/sweeps to objects in the sidewalk (such as cabinets, etc) and to customer service connections. All utility customers (private properties) along the street corridors will have their overhead services terminated and removed. Thus, they will all have new underground connections from the joint trench, to restore their services.

The three utilities commence this Rule 20 project under specific protocols dictated by their regulations filed with the State Utilities Commission. These rules break this Rule 20 project into two categories: Rule 20A projects, and Rule 20B projects. The above three street corridors are categorized accordingly:

- <u>Rule 20A</u> Melrose Ave, from Doheny Dr to San Vicente Blvd
- Rule 20B La Peer Dr, from Santa Monica Blvd to Melrose Ave
- Rule 20B Almont Dr, from Santa Monica Blvd to Merlose Ave

For Rule 20A projects, Southern California Edison (SCE) acts as the sole project manager and construction manager. SCE designs the entire electrical scope of work, and coordinates AT&T and Charter/Spectrum to design their entire telecom scope of work. SCE then packages all design plans, advertises a request for bids to contractors, awards a contract to a contractor, and manages the entire construction. This turn-key operation means that the entire scope of services for Rule 20A Melrose Ave, from Doheny Dr to San Vicente Blvd, is handled by SCE and thus has no scope of work in the City of West Hollywood's RFP. This information is provided solely to provide background and necessary relation to the adjacent Rule 20B projects. The Rule 20A project ends at the southern tip of both LA Peer and Almont, and thus the Rule 20b projects

pick up where Rule 20a project ends.

For Rule 20B projects, SCE will not perform the turnkey management service. Instead SCE only provides the design and construction plans for the electrical scope of work. AT&T and Charter/Spectrum will also provide the design and construction plans for the telecom scope of work, however not under the management of SCE. These three construction plans are then submitted to the City of West Hollywood, and the City will advertise a request for bids to contractors, hire a contractor, and manage the construction. This applies to the streets of La Peer Dr, from Santa Monica Blvd to Melrose Ave, and Almont Dr, from Santa Monica Blvd to Melrose Ave.

One caveat to the Rule 20B projects is that the three utilities will only design and prepare construction plans for the infrastructure <u>within the public right-of-way</u>. Their plans will stop at the right-of-way line (aka property lines) along the entire corridors. The three utilities then require that the City hires a design consultant to investigate, design, and draw plans for the continuation of electrical and telecom service from the property line, through the private property, and to the service connections (panels, boxes) on the buildings. This includes investigating and designing any upgrades to the connection points (panels, boxes) that may be required to bring them up to building/electrical code, and/or bring them up to sufficient capacity or standards to receive the new underground services.

The City of West Hollywood is seeking proposals from qualified consultants for design and preparation of construction plans, specifications, and cost estimates (PS&E) for the construction of utility plans that cover the Rule 20B projects' private property sections:

- Rule 20B La Peer Dr, from Santa Monica Blvd to Melrose Ave
- Rule 20B Almont Dr, from Santa Monica Blvd to Melrose Ave

The current drafts of the three utility's plans are included in the RFP attachments. The design and production of these plans are on-going and subject to change, however the drafts represent a progress point and representation of expectations of the three utilities. The consultant shall review and fully understand the three utility's designs and plans. The consultant shall take over responsibility of all coordination with the three utilities during the contract period, to manage and coordinate the finalization of the three utility's designs and plans. The consultant shall review drafts and provide comments to the utilities. The consultant shall revise the consultant's own plans as necessary to match the evolving utilities designs and plans, and provide a uniform cohesive system.

The consultant shall take over responsibility of all coordination with all property owners along the street corridors. As mentioned in the RFP, the three utilities will not perform any scope of work within the private properties. This includes the actually outreach, investigation, and coordination with the property owners. The consultant shall provide a robust outreach effort to make contact with all affected property owners whose existing electrical and telecom services will be terminated and removed, to be replaced by new underground connections. The

consultant shall meet with the owners, discuss what is happening, and work with them on the improvements necessary within their properties to facilitate the undergrounding project. The consultant shall investigate the property to determine how the underground electrical and telecom systems can route through the property. The consultant shall investigate the existing buildings to determine how the electrical and telecom systems will be reconnected to the existing service panels/boxes, including determining any building/equipment upgrades that are necessary. The consultant shall design all of this and prepare the construction plans, specifications, and cost estimates covering the entire electrical and telecom undergrounding system from the property line, through the property, to the connection panels/boxes, and the upgrades to the connection panels/boxes.

The consultant shall submit a building permit application for every private property involved, including for any building modification/upgrades. All submittal fees will be waived. The consultant shall prepare all application materials, including plans, calculations, exhibits, etc. The consultant shall review all plan check comments and revised as necessary and resubmit, until obtaining permit approval.

The consultant shall be responsible to research and obtain directly any substructure and subsurface utility record as-builts as needed to complete the scope of work. The consultant shall be responsible to produce any survey or boundary mapping as necessary to complete the scope of work. Plans shall show all objects in the vicinity of the proposed infrastructure, including but not limited to, curb ramps, curbs, gutters, street lights, traffic signals, utility boxes, trees, building edges, cross walks, parking stalls, parking meters, parking stalls, etc. No construction elements shall be listed on the construction document package as to be developed by the contractor or other party at a later date.

The selected consultant shall provide a bid table and cost estimate broken out line by line for each appropriate construction element, so as to be included in bid documents for a contractor to bid on.

Consultant shall attend any necessary meetings with City staff, utility purveyors, and property owners, during the design of the project.

Consultant shall produce a preliminary design set of plans for the initial concept phase, for review by City staff. City staff will discuss the designs and provide direction/feedback on continuation of design or alteration required. Consultant shall then produce 75% PS&E set for submittal and review by City staff. Consultant shall then produce final bid-ready 100% PS&E set for submittal and review by City staff.

The consultant shall also provide construction administration services, such as submittals and RFIs review and response, and attending preconstruction and construction meetings as necessary, performing construction inspections, preparing as-builts, and reviewing contractor invoicing and quantities.

The consultant shall also provide construction management services, fully managing the construction of the electrical and telecom scope of work performed by the City hired contractor. The consultant shall be responsible to manage the schedule performance of the contractor, coordinate the contractor with the City, utilities, and property owners. The consultant shall inspect the work as it's performed daily. Consultant shall maintain project files and logs of the construction. Consultant shall prepare and submit to the City daily inspection reports detailing all work performed that day, any disputed work, and any claims of extra work. Consultant shall attempt to resolve field issues and value engineer solutions. The consultant shall notify the City of any substantial issues, for City to provide direction. The consultant will review payment invoices and determine approval or revision as necessary. The consultant will perform final site walk and punch list for each property. Consultant shall monitor contractor's work to contract compliance and codes. Consultant shall assist in making sure all notifications are distributed to the community, and coordinate as necessary the contractor and public.

### **INSPECTION OF THE SITE:**

Each prospective proposer is responsible for fully acquainting themselves with all conditions, instructions, and requirements of this RFP, that the respondent conducted such additional site investigations as necessary, that the respondent is capable of providing the services requested by the City in a manner that meets City's objectives and requirements as outlined in this RFP, and that respondent has reviewed and inspected all materials submitted in response to this RFP.

Once the award(s) have been made, a failure to read the conditions, instructions, and specifications herein shall not be cause to alter the contract or for respondent(s) to request additional compensation.

### STANDARD SPECIFICATIONS AND STANDARD PLANS:

All work shall comply with the Standard Specifications and Plans of the City of West Hollywood Department of Public Works, the Standard Specifications for Public Works Construction (Greenbook), the Standard Plans for Public Works Construction, the California Building Code, Electric Code, and Plumbing Code, the ADA, the Standard Specifications and Plans of Caltrans, and the Standard Specifications and Plans of the County of Los Angeles Department of Public Works.

### PROPOSAL DUE DATE AND SUBMITTAL:

Proposals shall only be submitted electronically to the City of West Hollywood via the following website address links:

https://www.weho.org/city-government/city-departments/public-works/bids

or

http://www.planetbids.com/portal/portal.cfm?CompanyID=22761

The electronic proposal system will close on January 13, 2021 at exactly 5:00 PM.

Please note that all proposals are due at, or prior to, the time and date of the deadline. Late responses cannot be accepted. All applicable forms required to be completed per the Proposal Documents shall be submitted electronically prior to the Bid date and time. Hard copies will not be accepted as a viable proposal. It is the Proposer's sole responsibility to ensure that its proposal is received as specified. Proposals may be submitted earlier than the date(s) and time(s) indicated.

Be sure you allow adequate time for the proposal submittal process to ensure receipt of the complete proposal prior to the closing date and time. Under most circumstances (i.e. standard file sizes of less than 10 MB total file size and a reasonably current uploading capable computer at your site) the submittal should take less than 10 minutes. Additional time will be needed if you are using older equipment with slower upload capability, or if your proposal has large file attachments or a large number of items.

Remember to save your proposal periodically in case of internet connection or power loss. Saving attached files (i.e. to a draft) can also help reduce the time needed to upload your submittal. You may edit a submittal at any time prior to the deadline.

### REQUESTS FOR CLARIFICATION/QUESTIONS REGARDING THIS RFP:

Proposers must satisfy themselves by personally examining the work site, Standard Specifications, Standard Plans, and other contract documents and by any other means as they may believe necessary, as to the actual physical conditions, requirements, and difficulties under which the work must be performed. No proposer shall at any time, after submission of a proposal, make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies found in RFP documents shall be called to the attention of the City by submission of a written request for clarification or question. Such submission, if any, must be sent using the "Q&A" tab of the electronic proposal system at:

https://www.weho.org/city-government/city-departments/public-works/bids or http://www.planetbids.com/portal/portal.cfm?CompanyID=22761

Any inquiry should state the question only, without additional information, using the "Q&A" tab of the electronic proposal system. Responses to questions or comments provided by any other department, employee, or City office concerning the RFP will not be valid and will not bind the City. Inquiries received via telephone, fax, email or in-person will not receive a response. City's responses to all submitted questions will be posted electronically at the end of the question period.

The deadline for submittal of Requests for Clarification/Questions is December 30, 2020 at 5:00 pm. Any requests for clarification/questions received after this deadline will not be answered.

Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification.

Anyone submitting a proposal or is on a proposal team shall not contact any City employee or City Council members regarding any aspect of this RFP unless in the manner described above. From the time the City has released this RFP and throughout the evaluation period; any email, telephone, text message, social media, face to face contact and/or communication, where there has been discussion of this RFP, may be the basis for a submittal being disqualified from consideration.

### PUBLIC RECORDS AND RIGHT TO SUBMITTED PROPOSALS:

All proposals, inquiries, responses, or correspondence related to or in reference to this request for proposals, and all documentation submitted by a Firm will become the property of the City when received.

The City of West Hollywood is subject to California law regarding disclosure of public records. Firms must clearly identify any information they regard as proprietary in the proposal. Any such information should be marked "Proprietary" or "Confidential." Information that is proprietary within the meaning of California law will be withheld from any public records requests. All other information is subject to disclosure.

### **FORMAT FOR THE PROPOSALS:**

The Respondent(s) selected for the contract will be responsible for complying with all conditions of this RFP and any subsequent formal agreements. All responses provided should be as detailed as possible, to provide the proposal evaluators with enough information to make an assessment of the Respondent(s)' services in accordance with the requirements herein. The City of West Hollywood shall not be liable for any pre-contractual expenses incurred by any proposer or the selected Respondent. Respondents shall not include any such expenses as part of the price proposal in response to this RFP. Submit a proposal containing the following:

### 1. Overview of the Company:

Provide an overview of the company and your experience in public works projects for other municipalities in the Southern California area. If this is a large company with several branches/offices, include a description of the local office that will be providing the services for this contract. Describe how your company is structured and how it plans to provide experienced, knowledgeable, and professional staff, who will deliver quality deliverables on this project. Describe why the City should select your company over other proposals that may be submitted?

Designate a qualified individual who will be the primary contact and will serve as the project manager.

Instead of providing a resume for this person, describe the project manager's background, focusing on why you chose this person to be the project manager. Cite specific examples of

skills, experience, knowledge, lessons learned, and also how this person has led a team to deliver similar work, as requested in the scope of work. Describe this person's understanding of the work to be done and the ability to meet project deadlines. List any certificates, licenses, degrees, training, or special equipment training that this project manager has that may be relevant towards completing the scope of work.

If a team will support the project manager in executing the scope of work, **p**rovide the name of each team member (including respective sub project managers) and all tasks assigned to each team member. If the team member is from a subcontracted firm, provide the name of the company that this person works, so we can identify what work is being subcontracted out if any.

Instead of providing a resume for each person, describe each team member's background, focusing on their experience to do the tasks assigned, and why you are using this person for those tasks. Cite specific examples of skills, experience, knowledge, lessons learned, and also how this person has led a team to deliver similar work, as requested in the scope of work. Describe each person's understanding of the work to be done and the ability to meet project deadlines. List any certificates, licenses, degrees, training, or special equipment training that this project manager has that may be relevant towards completing the scope of work.

- 2. **Scope of Work.** Describe your plan to complete the scope of work, identify deliverables, select milestones for progress and final submittals, and provide a realistic timeline to complete the scope of work.
- 3. **Reference Projects.** Instead of providing just a long list of names of past jobs your company has worked on, select five projects of similar scope that took place in the Southern California area, that show your ability to complete this RFP's scope of work. Similar work for other public agencies is preferred. Note which projects your designated project manager worked on, as well as which projects your designated team work on. For each project provide a reference person and phone number of the client, who can confirm your work experience on that project.

Each reference project must include the following information:

- Agency or name of company you provided services to
- Name of the contact person who can verify the work you have done
- Telephone number and/or email of the contact person
- Name of project
- Location of project
- Date(s) (month/year to month/year) you provided services to them
- Description of the work done and the role of your company on the project
- Reason why this reference project demonstrates your team's ability to complete the scope of work in this RFP

- A sample plan sheet is not required but desirable
- A photo is not required but desirable
- 4. Schedule of Fees. Fill in completely all information on the bid schedule form and submit with bidder's proposal package. The Bid shall be based upon the materials, equipment, and systems required by the RFP documents. By placing a bid, bidder is acknowledging bidder has the expertise and financial capacity to perform and complete all obligations under the RFP documents and the person executing the bid is duly authorized and empowered to execute the bid. All blanks on the bid schedule form shall be filled in legibly. Bidder will make no stipulations on the bid schedule form nor qualify the bid in any manner. Failure to submit a price for any bid item will result in the bid being considered nonresponsive. If bidder does not require a fee for any specific bid item, write in "\$0". The bid shall be based upon full completion of all the work as described in the RFP documents. Also submit your hourly rate sheets, that will be associated with any bid items that are listed as to be paid via hourly rates for time actually spent on task.

### **CONTRACT REQUIREMENTS:**

The selected consultant shall be required to enter into contract with the City of West Hollywood to provide the scope of work. A copy of the standard contract, including all requirements of the contract, is attached to this RFP.

### **SELECTION CRITERIA:**

The criteria for evaluating the submitted proposals will take the following items into consideration:

- 50% Qualifications/expertise of company/team & similar prior project experience/references
  - 5) Experience with similar kinds of work
  - 6) Understanding of the work to be done and the ability to meet project deadlines
  - 7) Technical qualifications of staff for work to be done
  - 8) Possession of any necessary certifications, permits, degrees, licenses, etc. required to perform the work

### 50% Schedule of Fees

- 1) Lump sum Prices
- 2) With the variable nature of how a respondent might list a total price under the Hrly Not-to-Exceed Prices, the fee nature is based on the hourly rates of the respondent, which will be analyzed in evaluation.

The proposals will be reviewed by City staff members. The committee will evaluate each submitted proposal and score them according to the criteria above. An average of the scores will be used to rank the proposals. Depending on the number of proposals submitted, the top tier of proposers may be asked to come in for an interview. The City reserves the right to negotiate pricing and for additional terms. The City also reserves the right to begin negotiations and enter into a contract without an interview or further discussions. Once negotiations are

complete, a recommendation will be submitted to the City Council for approval of the contract.

### RIGHT TO REJECT ANY OR ALL PROPOSALS:

The City of West Hollywood reserves the right to reject any or all proposals, to waive technicalities or formalities, and to accept any proposal deemed to be in the best interest of the City. Where two or more firms are deemed equal, the City reserves the right to make the award to one of the two firms.

### WITHDRAWL OF PROPOSALS:

Prior to the Proposal submittal deadline, a proposal may be withdrawn by the Proposer only by using the Agency's electronic system. No proposer may withdraw its proposal for a period of ninety (90) days after the deadline for submission of proposals.

### **IRREGULAR PROPOSALS:**

Unauthorized conditions, limitations, or provisions attached to a proposal will render it irregular and may cause its rejection. The completed proposal forms shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless specifically requested. No oral, faxed, emailed, or telephonic proposal will be considered.

### **DISQUALIFICATION OF PROPOSERS:**

More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Proposer is interested. If there is reason for believing that collusion exists among the Proposers, all proposals will be rejected and none of the participants in such collusion will be considered in future proposals.

# **Attachments**

Attachment 1 – Bid Schedule

Attachment 2 - Standard Agreement Template

Attachment 3 – SCE, AT&T, Charter/Spectrum Draft Rule 20a Plans

Attachment 4 – SCE, AT&T, Charter/Spectrum Draft Rule 20b Plans

# **Attachment 1**

**Bid Schedule** 

### **BID SCHEDULE**

# PROFESSIONAL DESIGN SERVICES FOR RULE 20B UNDERGROUNDING PROJECT IN THE CITY OF WEST HOLLYWOOD

Company Name:

M	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT	
doc	documents sections and necessary for execution of work.					
tho	thoroughly reviewed the site, and that his/her pricing encompasses all work described in the bid					
ent	entering pricing below that he/she has thoroughly read the entire RFP document package, has					
Not	Note: Bid Item Work described below is abbreviated for formatting purposes. Bidder warrants by					

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
1	Design Management (Coordination with Utilities, Property Owners, City Staff. Building Permit process)	Hrly Rates – Not to Exceed	1	\$	\$
2	Design Plans, Specifications, & Estimates for Rule 20B Private Property Areas (includes site investigation)	Lump Sum	1	\$	\$
3	Construction Management (Coordination with Utilities, Property Owners, City Staff. Review RFIs, Shop Drawings, Submittals. Manage contractor schedule, performance. Inspect daily. Submit daily reports. Coordinate notification outreach.)	Hrly Rates – Not to Exceed	1	\$	\$

TOTAL BID (#1 thru #3) = \$	 	
TOTAL BID WRITTEN IN WORDS:		

### **BIDDER'S INFORMATION**

Company Name:				
Form of Legal Entity (i.e., individual, partnership, corporation, etc.)				
If corporation, State of Incorporation (i.e., California)				
Address				
Telephone No				
Bidder's Name (Print):				
Bidder's Signature:				
Bidder's Title:				

# **Attachment 2**

**Standard Agreement Template** 

# CITY OF WEST HOLLYWOOD AGREEMENT FOR SERVICES

**Licensed Design Professionals** 

This Agreement is made on this	day of	, 2021, at West Hollywood,
California, by and between the City	of West Hollyw	ood, a municipal corporation, 8300 Santa
Monica Boulevard, West Hollywood	d, California 900	069 (hereinafter referred to as the "CITY") and
XYZ Company, 1500 Main Street, 0	City, CA 90000	(hereinafter referred to as the
"CONTRACTOR").	-	

### **RECITALS**

- A. The CITY proposes to contract for professional services as outlined below;
- B. The CITY conducted an RFP issued in Month, 2020, and selected CONTRACTOR as the preferred service provider;
- C. The CONTRACTOR is willing to perform such services and has the necessary qualifications by reason of experience, preparation, and organization to provide such services;

NOW, THEREFORE, the CITY and the CONTRACTOR, mutually agree as follows:

- 1. **SERVICES.** The CONTRACTOR shall perform those services set forth in "Exhibit A," which is attached hereto and incorporated herein by reference.
- 2. **TERM OF AGREEMENT.** The term of this contract shall commence upon execution by both parties and shall expire on June 30, 2021 unless extended in writing in advance by both parties.
- 3. **TIME OF PERFORMANCE**. The services of the CONTRACTOR are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY's satisfaction, in accordance with the schedule incorporated in "Exhibit A," unless extended in writing by the CITY.
- 4. PAYMENT FOR SERVICES. The CONTRACTOR shall be compensated in an amount not to exceed \$\_\_\_\_\_\_ for services provided pursuant to this Agreement as described in "Exhibit A." Compensation shall under no circumstances be increased except by written amendment of this Agreement. The CONTRACTOR shall be paid within forty-five (45) days of presentation of an invoice to the CITY for services performed to the CITY's satisfaction. The CONTRACTOR shall submit invoices monthly describing the services performed, the date services were performed, a description of reimbursable costs (if allowed), and any other information requested by the CITY.
- 5. **CONTRACT ADMINISTRATION.** 
  - 5.1. The CITY's Representative. Unless otherwise designated in writing, John Gilmour, shall serve as the CITY's representative for the administration of the project. All activities performed by the CONTRACTOR shall be coordinated with this person.

- 5.2. **Manager-in-Charge.** For the CONTRACTOR, \_\_\_\_\_\_ shall be in charge of the project on all matters relating to this Agreement and any agreement or approval made by them shall be binding on the CONTRACTOR. The Manager-in-Charge shall not be replaced without the written consent of the CITY.
- 5.3. **Responsibilities of the CITY.** The CITY shall provide all relevant documentation in its possession to the CONTRACTOR upon request in order to minimize duplication of efforts. The CITY's staff shall work with the CONTRACTOR as necessary to facilitate performance of the services.
- 5.4. Personnel. The CONTRACTOR represents that it has or will secure at its own expense all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by the CONTRACTOR or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. The CONTRACTOR reserves the right to determine the assignment of its own employees to the performance of the CONTRACTOR's services under this Agreement, but the CITY reserves the right, for good cause, to require the CONTRACTOR to exclude any employee from performing services on the CITY's premises.

### 6. **TERMINATION.**

- 6.1. **Termination for Convenience.** Either party may terminate this Agreement without cause and in its sole discretion at any time by giving the other party thirty (30) days' written notice of such termination. In the event of such termination, the CONTRACTOR shall cease services as of the date of termination and shall be compensated for services performed to the CITY's satisfaction up to the date of termination.
- 6.2. **Termination for Cause.** All terms, provisions, and specifications of this Agreement are material and binding, and failure to perform any material portion of the work described herein shall be considered a breach of this Agreement. Should the Agreement be breached in any manner, the CITY may, at its option, terminate the Agreement not less than five (5) days after written notification is received by the CONTRACTOR to remedy the violation within the stated time or within any other time period agreed to by the parties. In the event of such termination, the CONTRACTOR shall be responsible for any additional costs incurred by the CITY in securing the services from another consultant.
- 7. **INDEMNIFICATION.** CONSULTANT shall indemnify, defend with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT to the degree determined by agreement of the parties or in a final and non-appealable judgment to

be proportionate to its liability. Should CITY in its sole discretion find CONSULTANT'S legal counsel unacceptable, then CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. The CONSULTANT shall promptly pay any final judgment rendered against the CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been CONSULTANT's allocated share of liability. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

- 8. **INSURANCE REQUIREMENTS.** Prior to the beginning of and throughout the duration of the Work, CONTRACTOR will maintain insurance in conformance with the requirements set forth below. CONTRACTOR will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, CONTRACTOR agrees to amend, supplement or endorse the existing coverage to do so. CONTRACTOR acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to City.
  - 8.1. The CONTRACTOR, at the CONTRACTOR's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:
    - 8.1.1. Workers' Compensation Coverage. The CONTRACTOR shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, the CONTRACTOR shall require any and every subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONTRACTOR for City.

This provision shall not apply if the CONTRACTOR has no employees performing work under this Agreement. If the CONTRACTOR has no employees for the purposes of this Agreement, the CONTRACTOR shall sign the "Certificate of Exemption from Workers' Compensation Insurance" which is attached hereto and incorporated herein by reference as "Exhibit B."

8.1.2. **General Liability Coverage**. The CONTRACTOR shall maintain commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury,

personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

- 8.1.3. Automobile Liability Coverage. The CONTRACTOR shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONTRACTOR arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than three hundred thousand dollars (\$300,000) combined single limit for each occurrence. If CONTRACTOR or CONTRACTOR's employees will use personal autos in any way on this project, CONTRACTOR shall obtain evidence of personal auto liability coverage for each such person.
- 8.1.4. **Professional Liability Coverage**. The CONTRACTOR shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONTRACTOR's operations under this Agreement, whether such operations be by the CONTRACTOR or by its employees, subcontractors, or subconsultants, and "Covered Professional Services" as designated in the policy must specifically include work performed under this agreement. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. The policy retroactive date shall be on or before the effective date of this agreement.
- 8.1.5. **Excess or Umbrella Liability Insurance** (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured's liability is determined, not requiring actual payment by the insured first. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to City for injury to employees of CONTRACTOR, subconsultants or others involved in the Work. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$1,000,000 per occurrence.
- 8.2. **Endorsements**. Each general liability and automobile liability insurance policy shall be issued by insurers possessing a Best's rating of no less than A-:VII.

Each general liability insurance policy shall be endorsed with the specific language of Section 8.2.1 below. CONTRACTOR also agrees to require all contractors, and subcontractors to do likewise.

- 8.2.1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONTRACTOR, including materials, parts, or equipment furnished in connection with such work or operations."
- 8.2.2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
- 8.2.3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
- 8.2.4. Notwithstanding the provisions included in any of the ISO Additional Insured Endorsement forms, CONTRACTOR acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amounts of coverage required. Any insurance proceeds available to the CITY in excess of the limits and coverage required in this agreement and which is applicable to a given loss will be available to the CITY.
- 8.2.5. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents regardless of the applicability of any insurance proceeds, and agrees to require all subcontractors to do likewise.
- 8.2.6. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.
- 8.2.7. The insurance provided by this policy shall not be suspended, voided or reduced in coverage or in limits except after thirty (30) days' written notice has been submitted to the CITY and approved of in writing, except in the case of cancellation, for which ten (10) days' written notice shall be provided.
- 8.2.8. Contractor agrees to provide immediate notice to City of any claim or loss against Contractor arising out of the work performed under this agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.

- 8.3. **Self Insured Retention/Deductibles**. All policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the CONTRACTOR (as the named insured) should CONTRACTOR fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONTRACTOR understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONTRACTOR as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on CONTRACTOR's behalf upon the CONTRACTOR's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against CONTRACTOR for breach of this Agreement in addition to any other damages incurred by City due to the breach.
- 8.4. **Certificates of Insurance**. The CONTRACTOR shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement. The CONTRACTOR shall provide written evidence of current automobile coverage to comply with the automobile insurance requirement.
- 8.5. **Failure to Procure Insurance**. Failure on the part of the CONTRACTOR to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 6.2 above.
- 9. **ASSIGNMENT AND SUBCONTRACTING.** The parties recognize that a substantial inducement to the CITY for entering into this Agreement is the professional reputation, experience, and competence of the CONTRACTOR. Assignments of any or all rights, duties, or obligations of the CONTRACTOR under this Agreement will be permitted only with the express consent of the CITY. The CONTRACTOR shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the CITY. If the CITY consents to such subcontract, the CONTRACTOR shall be fully responsible to the CITY for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between the CITY and subcontractor nor shall it create any obligation on the part of the CITY to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.
- 10. **COMPLIANCE WITH LAWS, CODES, ORDINANCES, AND REGULATIONS.** The CONTRACTOR shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances, and regulations.
  - 10.1. **Taxes**. The CONTRACTOR agrees to pay all required taxes on amounts paid to the CONTRACTOR under this Agreement, and to indemnify and hold the CITY harmless from any and all taxes, assessments, penalties, and interest

asserted against the CITY by reason of the independent contractor relationship created by this Agreement. In the event that the CITY is audited by any Federal or State agency regarding the independent contractor status of the CONTRACTOR and the audit in any way fails to sustain the validity of a wholly independent contractor relationship between the CITY and the CONTRACTOR, then the CONTRACTOR agrees to reimburse the CITY for all costs, including accounting and attorneys' fees, arising out of such audit and any appeals relating thereto.

- 10.2. Workers' Compensation Law. The CONTRACTOR shall fully comply with the workers' compensation law regarding the CONTRACTOR and the CONTRACTOR's employees. The CONTRACTOR further agrees to indemnify and hold the CITY harmless from any failure of the CONTRACTOR to comply with applicable workers' compensation laws. The CITY shall have the right to offset against the amount of any compensation due to the CONTRACTOR under this Agreement any amount due to the CITY from the CONTRACTOR as a result of the CONTRACTOR's failure to promptly pay to the CITY any reimbursement or indemnification arising under this Section.
- 10.3. Licenses. The CONTRACTOR represents and warrants to the CITY that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of the CONTRACTOR to practice its profession. The CONTRACTOR represents and warrants to the CITY that the CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance, and approvals which are legally required of the CONTRACTOR to practice its profession. The CONTRACTOR shall maintain a City of West Hollywood business license, if required under CITY ordinance.
- 10.4. **Code of Ethics.** CONTRACTOR hereby affirms that it will abide by the provisions of the West Hollywood Code of Ethics throughout the term of this Agreement. A copy of the Code of Ethics is attached as Exhibit C.
- 11. **CONFLICT OF INTEREST.** The CONTRACTOR confirms that it has no financial, contractual, or other interest or obligation that conflicts with or is harmful to performance of its obligations under this Agreement. The CONTRACTOR shall not during the term of this Agreement knowingly obtain such an interest or incur such an obligation, nor shall it employ or subcontract with any person for performance of this Agreement who has such incompatible interest or obligation.
- 12. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. The CONTRACTOR represents and agrees that it does not and will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity, political affiliation or opinion, medical condition, or pregnancy or pregnancy-related condition. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, political affiliation or opinion, medical condition, or pregnancy or pregnancy-related condition. Such action shall include, but not be limited to the following: employment, upgrading, demotion or

transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to include in all solicitations or advertisements for employment and to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- 13. **LIVING WAGE ORDINANCE.** The CONTRACTOR shall abide by the provisions of the West Hollywood Living Wage Ordinance. During the term of this Agreement, the CONTRACTOR shall keep on file sufficient evidence of its employee compensation to enable verification of compliance with the West Hollywood Living Wage Ordinance.
- 14. **EQUAL BENEFITS ORDINANCE**, **No. 03-662**. The CONTRACTOR shall abide by the provisions of the West Hollywood Equal Benefits Ordinance. During the term of this Agreement, the CONTRACTOR shall keep on file sufficient evidence of its employee compensation and any applicable benefits packages, as those benefits relate to the coverage of the domestic partners of CONTRACTOR's employees, which shall include; bereavement leave; family medical leave, and health insurance benefits, to enable verification of compliance with the West Hollywood Equal Benefits Ordinance.
- 15. **RESTRICTIONS:** Arab League Boycott of Israel. The CONTRACTOR hereby affirms it does not honor the Arab League Boycott of Israel.
- 16. RECORDS AND AUDITS. The CONTRACTOR shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be deemed necessary by the CITY or any authorized representative. All records shall be made available at the request of the CITY, with reasonable notice, during regular business hours, and shall be retained by the CONTRACTOR for a period of three years after the expiration of this Agreement.
- 17. **OWNERSHIP OF DOCUMENTS.** It is understood and agreed that the CITY shall own all documents and other work product of the CONTRACTOR, except the CONTRACTOR's notes and workpapers, which pertain to the work performed under this Agreement. The CITY shall have the sole right to use such materials in its discretion and without further compensation to the CONTRACTOR, but any re-use of such documents by the CITY on any other project without prior written consent of the CONTRACTOR shall be at the sole risk of the CITY. The CONTRACTOR shall at its sole expense provide all such documents to the CITY upon request.
- 18. **PROMOTION.** The CONTRACTOR shall have the right to include representations of the design of the project, including photographs and renderings of the exterior and interior, among the CONTRACTOR's promotional and professional materials after receiving authorization in writing by the CITY. The CONTRACTOR's materials shall not include the CITY's confidential or proprietary information if the CITY has previously advised the CONTRACTOR in writing of the specific information considered by the CITY to be confidential or proprietary. The CITY shall provide professional credit for the CONTRACTOR on the construction sign and in the promotional materials for the project.

- 19. **INDEPENDENT CONTRACTOR.** The CONTRACTOR is and shall at all times remain as to the CITY a wholly independent CONTRACTOR. Neither the CITY nor any of its agents shall have control over the conduct of the CONTRACTOR or any of the CONTRACTOR's employees or agents, except as herein set forth. The CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the CITY. The CONTRACTOR shall have no power to incur any debt, obligation, or liability on behalf of the CITY or otherwise act on behalf of the CITY as an agent.
- 20. **NOTICE.** All Notices permitted or required under this Agreement shall be in writing, and shall be deemed made when delivered to the applicable party's representative as provided in this Agreement. Additionally, such notices may be given to the respective parties at the following addresses, or at such other addresses as the parties may provide in writing for this purpose.

Such notices shall be deemed made when personally delivered or when mailed fortyeight (48) hours after deposit in the U.S. mail, first-class postage prepaid, and addressed to the party at its applicable address.

> City of West Hollywood 8300 Santa Monica Blvd. West Hollywood, CA 90069-6216

> > Attention: John Gilmour

CONTRACTOR: Organization Name Street Address, City State ZIP

Attention:			

- 21. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of California.
- 22. **ENTIRE AGREEMENT; MODIFICATION.** This Agreement supersedes any and all other agreements, either oral or written, between the parties, and contains all of the covenants and agreements between the parties. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein. Any agreement, statement, or promise not contained in the Agreement, and any modification to the Agreement, will be effective only if signed by both parties.
- 23. **WAIVER.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this agreement. Payment of any invoice by the CITY shall not constitute a waiver of the CITY's right to obtain correction or replacement of any defective or noncompliant work product.

- 24. **EXECUTION.** This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
- 25. **AUTHORITY TO ENTER AGREEMENT.** The CONTRACTOR has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

# CITY OF WEST HOLLYWOOD AGREEMENT FOR SERVICES – Licensed Design Professionals

IN WITNESS WHEREOF, the parties have executed this Agreement the day of, 2020.		
	CONTRACTOR:	
	Name, Title:	
CITY OF WEST HOLLYWOOD:		
Jackie Rocco, Director of Public Works		
Paul Arevalo, City Manager		
ATTEST:		
Yvonne Quarker, City Clerk		

# CITY OF WEST HOLLYWOOD AGREEMENT FOR SERVICES

# Licensed Design Professionals Exhibit A

Scope of Services:
Time of Performance:
The term of this contract shall commence upon execution by both parties and shall expire on June 30, 20 unless extended in writing in advance by both parties.
Special Payment Terms:

### CITY OF WEST HOLLYWOOD AGREEMENT FOR SERVICES Exhibit B

# Certificate of Exemption from Workers' Compensation Insurance

TO:	City of West Hollywood			
SUBJECT:	Sole Proprietor/Partnership/Closely Held Corporation with No Employees			
Please let this	memorandum notify the City of West Hollywood that I am a			
	sole proprietor partnership nonprofit organization closely held corporation			
and do not have any employees whose employment requires me to carry workers' compensation insurance. Therefore, I do not carry worker's compensation insurance coverage.				
Contractor Sig	gnature			
Printed Name	of Contractor			
Date				

# CITY OF WEST HOLLYWOOD CODE OF ETHICS FOR CONTRACTORS

The purpose of this Code of Ethics ("Code of Ethics") is to define the ethical standards for CONTRACTORS providing services to the CITY of West Hollywood. This Code of Ethics consists of policies and implementing rules intended to advance the CITY's goals of providing professional services to the public. All CONTRACTORS hired by the CITY shall pledge in writing to abide by the CITY's Code of Ethics.

### <u>Policy 1</u>. CONTRACTORS shall be committed to the CITY.

### Rules:

- 1.1 CONTRACTOR will serve the CITY with integrity, competence, independence, objectivity, and professionalism.
- 1.2 CONTRACTOR will mutually establish with the CITY realistic expectations of the benefits and the results of the services.
- 1.3 CONTRACTOR will only accept assignments for which CONTRACTOR possesses the requisite experience and competence to perform and will only assign staff or engage colleagues with the knowledge and expertise needed to serve the CITY effectively.
- 1.4 Before accepting any engagement, CONTRACTOR will ensure that CONTRACTOR has worked with the CITY to establish a mutual understanding of the objectives, scope, work plan, and fee arrangements.
- 1.5 CONTRACTOR will treat appropriately all confidential CITY information that is not public knowledge, take reasonable steps to prevent it from access by unauthorized people, and will not take advantage of proprietary or privileged information, either for use by CONTRACTOR or any third party, without the CITY's express written permission.
- 1.6 CONTRACTOR will avoid conflicts of interest or the appearance of such and will immediately disclose to the CITY circumstances or interests that CONTRACTOR believe may influence the judgment or objectivity of CONTRACTOR.
- 1.7 CONTRACTOR will offer to withdraw from a consulting assignment when CONTRACTOR believes the objectivity or integrity of the CONTRACTOR may be impaired.

# CITY OF WEST HOLLYWOOD CODE OF ETHICS FOR CONTRACTORS

Policy 2. CONTRACTORS shall be committed to fiscal integrity.

### Rules:

- 2.1 CONTRACTOR will agree in advance with the CITY on the basis for fees and expenses and will charge fees that are reasonable and commensurate with the services delivered and the responsibility accepted.
- 2.2 CONTRACTOR will not accept commissions, remuneration, or other benefits from a third party in connection with the recommendations to the CITY and will disclosure in advance any financial interests that form any part of recommendations to the CITY.
- <u>Policy 3</u>. CONTRACTORS shall be committed to the public and the profession.

### Rules:

- 3.1 CONTRACTOR will report to the CITY Manager any violation of this Code of Ethics, dangerous behavior, or illegal activities witnessed by the CONTRACTOR during the performance of the services for the CITY.
- 3.2 CONTRACTOR will respect the rights of consulting colleagues and consulting firms and will not use their proprietary information or methodologies without permission.
- 3.3 CONTRACTOR will represent the profession with integrity and professionalism in relations with clients, colleagues, and the general public.
- 3.4 CONTRACTOR will not advertise services in a deceptive manner or misrepresent or denigrate individual consulting practitioners, consulting firms, or the consulting profession.
- 3.5 CONTRACTOR will promote adherence to the Code of Ethics by other member CONTRACTORs working on CONTRACTOR's behalf.

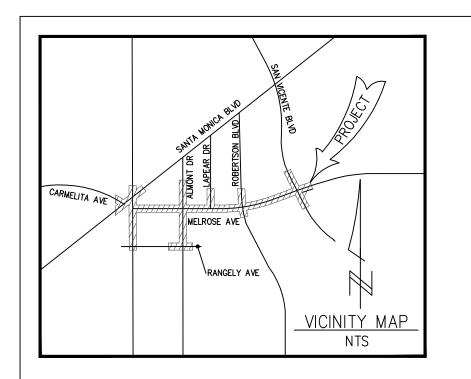
Approved by City Council Minute Order on February 3, 2020

## **Attachment 3**

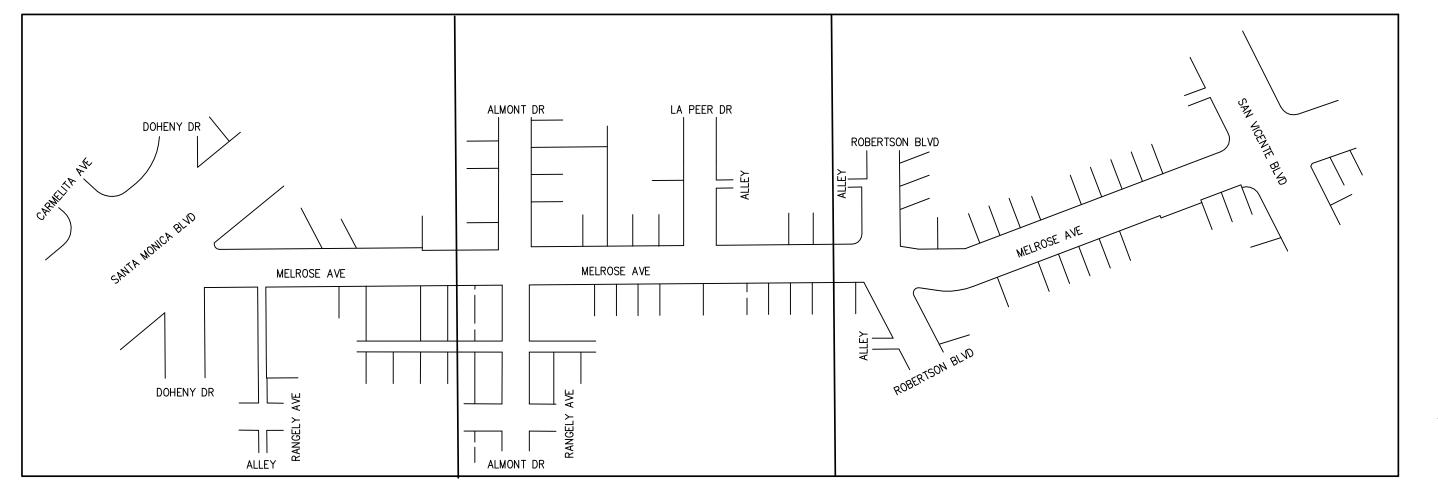
SCE, AT&T, Charter/Spectrum Draft Rule 20a Plans

(For Reference)

# Southern California Edison Plans

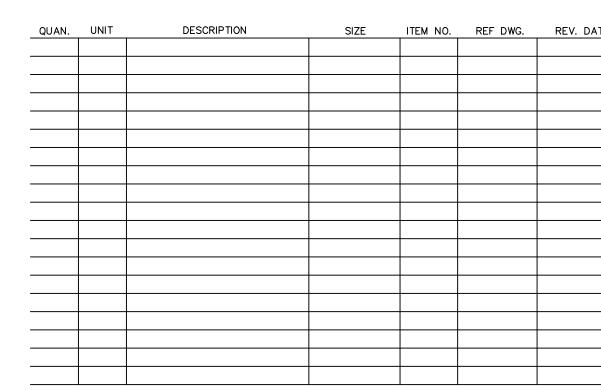


# SHEET INDEX



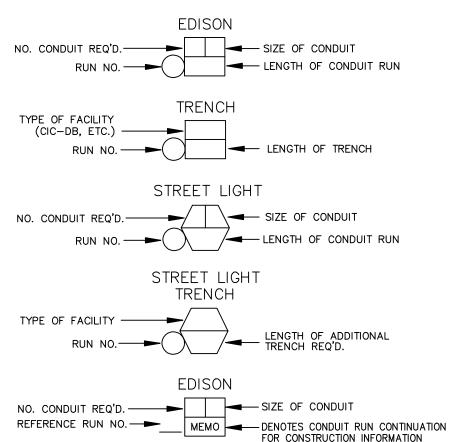
LIST OF MATERIALS NOTES: Footage quantites are approximate. 2. Where reference is to an item not detailed. [EDISON CO.] see separate description list. 3.. This list provides a summary of major items.

# SEE UGS SECTION INDEX FOR REFERENCE DRAWINGS



D04: Rev. 07/17/07

# LEGEND OF CONDUIT SYMBOLS (CONVENTIONAL U. G.)



ANY OF THE ABOVE SYMBOLS FOLLOWED BY A ----

NO. CONDUIT REQ'D. SIZE OF CONDUIT

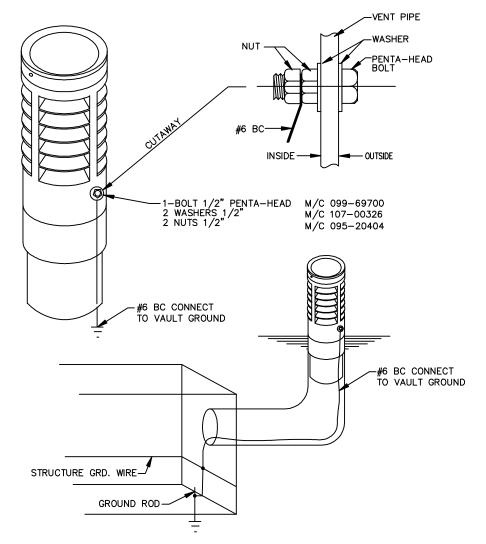
STREET LIGHT

REFERENCE RUN NO. — DENOTES CONDUIT RUN CONTINUATION

DENOTES THE FOLLOWING: DB CONDUIT WITHOUT ENCASEMENT IS FULL ENCASEMENT IS REQUIRED FOR

ACCEPTABLE FOR PORTIONS OF TRENCH WITH ONLY ONE OR TWO CONDUITS SEMI-ENCASEMENT IS REQUIRED FOR PORTIONS OF TRENCH WITH ONLY THREE OR FOUR CONDUITS

GROUND CONNECTION INSTALLATION IN A POLYETHYLENE VENT SEE UGS AC 760.2



FROM INSIDE THE VENT PIPE TO THE STRUCTURE GROUND SYSTEM. THIS INSTALLATION WILL ALLOW A SINGLE PERSON CREW TO TIE INTO THE SYSTEM GROUND AND LOCATE THE FACILLITIES UNAIDED. THE INSTALLATION SHALL BE MADE TO A MINIMUM OF ONE VENT PER VAULT DURING NEW CONSTRUCTION, ADDED TO THE APPROPRIATE STRUCTURES DURING THE ROUTINE MAINTENANCE CYCLE, OR AS THE NEED ARISES BY REQUEST FOR ASSISTANCE FROM THE CONTRACT CABLE LOCATING COMPANY.

2. DRILL A 9/16" HOLE FOR GROUNDING BOLT APPROXIMATELY ONE INCH BELOW THE LOWEST VENTILATION FIN SLOT. THE GROUND CONNECTION SHOULD BE ATTACHED ON THE SIDE OF THE VENT FACING AWAY FROM THE STREET. THIS IS DONE TO MAINTAIN A FLAT SURFACE FOR ATTACHING STRUCTURE IDENTIFICATION STICKERS.

Precast concrete item complete with neck. Cover and inserts may be obtained from any of the following listed and approved manufactureres:

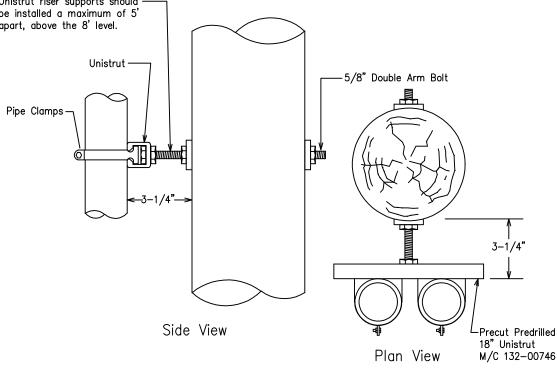
JENSEN PRECAST 14221 San Bernardino Ave., Fontana, Calif. 92335 Phone: (909) 350-4111

OLDCASTLE PRECAST 10650 Hemlock Ave., Fontana, Calif. 92337 Phone: (909) 428-3700

FOR HANDHOLE AND PULLBOX MANUFACTURERS, SEE UGS HP 200.

SEE UGS CD 120 1½" BEDDING SIMILAR CONSTRUCTION FOR FEWER CONDUIT

2 CONDUITS MAX.



CONVENTIONAL RISER INSTALLATION

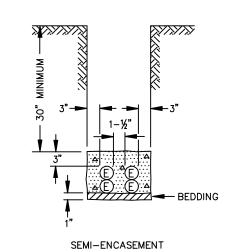
1. All notes pertaining to Figure CR 110-1.1 (Sheet 1) construction on scope CR 110.1 also apply to risers supported by a unistrut.

1.0 APPLICATION The unistrut shown in Figure CR 110-5 (Sheet 3) is the preferred method where multiple risers are required. 2.0 MATERIAL

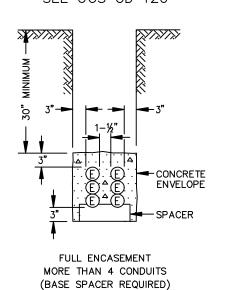
### Conduit Size Material Code 622-04052 133-48248 133-48214 3 133-00025 4 133-00017 5 133-48008 6 132-00746

TYPICAL CONDUIT BANK SECTION

REF.: DUG CR 110.2



SEE UGS CD 120



EDISON EASEMENT REQUIRED N PWRD 88 REQUIRED N UG CIVIL ONLY WORK ORDER

PROJECT REQUIREMENTS (Y/N)

1. SEÈ GI 030

2. SEE CD 142

D60: Rev. 06/08/20

PERMIT REQUIRED Y PERMIT TYPE: EXCAVATION OUTAGE REQUIRED N

OUTAGE DATE: \_\_\_\_\_ TIME: \_\_\_\_ TRAFFIC CONTROL REQUIRED PED. TRAFFIC CONTROL REQ'D CONVEYANCE LETTER REQ'D

ENVIRONMENTAL CLEARANCE REQ'D

CSD 140 (TLM) REQ'D

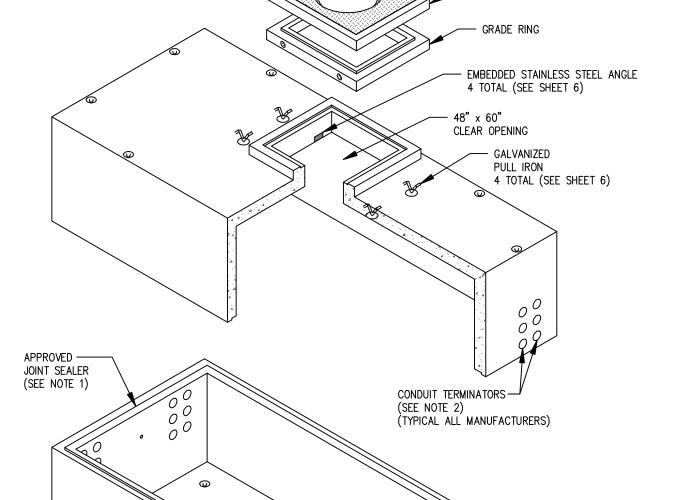
D124: Rev. 02/08/18

# CONNECTING TO EXISTING SCE STRUCTURES

- Per SCE requirements, customers are not allowed to enter, intercept or tie-in to existing SCE facilities; e.g. structures, equipment, multi-conduit runs/banks, or conductors. These facilities may be energized and the work will only be performed by SCE. Contact the appropriate SCE inspector to schedule an appointment. Customers may connect to an existing conduit stub without a SCE inspector present.
- Multi-conduit runs/banks are runs of conduit in close proximity to each other and other SCE facilities. A conduit stub is a single empty conduit stub that is not in close proximity to other SCE owned facilities. Refer to the work order map for details.
- Per CPUC/SCE's Rule 15 B.1.A and Rule 16 D.1.A., the customer will provide all necessary excavations (with the exception of excavation under pads and primary splice boxes), material (including conduit and structures) and encasement, to be utilized in the intercept/tie-in
- and federal regulations, (including, but not limited to, all necessary shoring and traffic control in place to perform the intercept/tie-in work by SCE's underground civil contractor(s)).
- Customer is responsible for securing excavation(s).

2/25/19 ADDED DUCT & CIRCUIT INFO AT ROBERTSON BLVD FROM DESIGN 441308

D08: 11/13/18



PRECAST TUB-TYPE VAULTS WITH COVER RESTRAINTS

SEE UGS VA 410

- SWIVELOC VENTING COVER AND FRAME

- 4' x 5' PRECAST CONCRETE VAULT COVER

SEE FC 627

— PLUG FRAME

(PLUG OR INNER LID)

(SEE SHEET 6 AND FC 661)

ALL ELECTRICAL DUCTS AND STRUCTURES WILL CONFORM TO GENERAL ORDER #128 (RULES FOR CONSTRUCTION OF UNDERGROUND ELECTRICAL SUPPLY AND COMMUNICATION PRESCRIBED BY THE PUBLIC UTILITIES COMMISSION OF THE STATE

LEGEND OF DRAFTING SYMBOLS

EDISON CONDUIT (DIST. & SL) ---- CUST, OWNED CONDUIT

E EXISTING CONDUIT

4'x4' BURD SWITCH ENCLOSURE

36" BURD SWITCH ENCLOSURE

BURD TRANSFORMER ENCLOSURE

STREET LIGHT ELECTROLIER

C/I METER PANEL

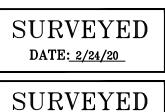
FIRE HYDRANT

TP | SR | DE

<del>ф</del> MANHOLE PME 6-12

 $\blacksquare$ PULL BOX HANDHOLE SOE

- The customer must adhere to all applicable Cal—OSHA, local, city, state
- Intercept/tie-in work must be coordinated with SCE's civil contractors through the Division Inspector/P-Spec to limit exposure of excavation(s).



DATE: 12/01/17

OF CALIFORNIA, JANUARY 2006).

WARNING THE EXCAVATOR MUST TAKE ALL STEPS NECESSARY TO AVOID ----- RESIDENTIAL SERVICE CABLE CONTACT WITH UNDERGROUND FACILITIES WHICH MAY RESULT IN INJURY TO PERSONS OR DAMAGE TO FACILITIES IN THE AREA. THE INDICATED LOCATIONS OF EDISON UNDERGROUND FACILITIES, AS PROVIDED, ARE BELIEVED TO BE ACCURATE, HOWEVER, THE FINAL DETERMINATION OF EXACT LOCATIONS AND THE COST OF

EXCAVATOR.

WHERE CONDUITS ARE PICKED UP OR INTERCEPTED, CONDUIT SHALL BE MANDRELLED AND PULL ROPE INSTALLED FROM TERMINAL TO TERMINAL

REPAIR TO DAMAGED FACILITIES IS THE RESPONSIBILITY OF THE

INCLUDES PERM. PAVING YES PERMIT NUMBER DATE STARTED DATE COMPLETED INSPECTOR PRECASTER \_\_\_\_ \_\_\_\_ CONDUIT \_

RUN NUMBER CALL-OUTS AS FOLLOWS:

warranty period.

1 - (99) MAINLINE CONDUIT 100 - 199 SERVICE CONDUIT

400 - (599) STREET LIGHT CONDUIT D84: Rev. 2/12/08

# PRELIMINARY Not For Construction

67-64A 67-63B 67-64A-2 67-64A-5 67-63B-6

PROJ. MGR. ROBERT CICCARELLI PLANNER TORREY PETERSON PHONE 714-430-7842 PHONE 310-608-5158 2403240 42 - SANTA MONICA PHONE 714-430-7842 INVENTORY MAP NO. THOMAS GUIDE SEE ABOVE | LAC-592-H7 CSD 140 Y BY-PASS EXISTING CODF D DESIGN NO. CHANGE TO. PRODUCT/SAP NO. TPRODUCT/SAP NO PRODUCT/SAP NO. TD1315390 TD1315389 PROPOSED CONSTRUCTION (LOCATION) RULE 20 - FULLER 16KV o/o FAIRFAX SUB MELROSE AVE & SANTA MONICA BLVD WEST HOLLYWOOD 12/29/17 FP/AR/ASP 52836 AL/ASP IA/ASP|ASP/SL TYPE APPROVED BY DATE | CHECKED BY | DRAWN BY | PAX # 0965094 Southern California Edison Company

Call USA 2 Working Days Before You Dig

INSTALL METHOD: 

REVISION DESCRIPTION APPROVED | DRAWN | CHECKED | AR I AR

07/03/20 RESHEET, PROPOSED CURB ADDED DUCT TO SHEET 3 & 5 03/09/20 ADDITIONAL SURVEY ADDED TO SHEET 2, 3, 5, 6 CIRCUIT MAP UPDATED SW/ASPEM/ASP 04/18/19 ADDITONAL SURVEY ADDED TO SHEET 3

per UGS CD 180.1 & UGS CD 180.2 h. Install pull rope in all conduit runs. Pull rope to be at least 3/8" polypropylene rope, braided or twisted. For specifications, approved makes, and suppliers, see UGS GI 040. i. All conduit must be mandreled with the approved mandrel UGS CD 197.

CONSTRUCTION NOTES:

shall furnish the following items at no cost to the Edison Company

d. For the type of conduit for this job, See UGS CD 110.1.

e. Install all risers per UGS CD 160, 161, 162 and 170.

1. FOR GENERAL SPECIFICATIONS SEE UGS GI 001.

3. CONDUIT RADIUS REQUIREMENTS: a: The minimum radius for bends are: 36" for conduits 3" in diameter or smaller 48" for conduits 4" and 5" in diameter

60" for 6" diameter conduit b: The minimum radius for all sweeps of all mainline conduits is 12'-6" (unless noted otherwise). 4. EXCAVATION AND BACKFILL:

a. Work area shall be cleared and rough graded to within four inches of final grade prior to installation of Edison conduit or structures. b. All excavations shall be in accordance with the California State Construction Safety Orders (when applicable), Edison specifications, and all governing local ordinances.

c. Each trench to be a uniform depth below final grade prior to installation of Edison conduit or structures. d. Backfill shall be provided by the Contractor for all excavations and shall include crushed rock, concrete, and/or imported backfill, when required. e. Backfill with a MINIMUM of one sack per yard sand cement slurry around and over vaults and manholes per

UGS GI 030, section 6.4 and around PMH's within one foot of finished grade, per UGS SS 590.1.

f. Backfill, per Edison specifications, shall immediately follow conduit or substructure installation. At no time shall conduit be left exposed over 24 hours. g. No rocks are allowed within 12 inches of direct—buried cables or any conduit without concrete encasement.

Unless otherwise specified on the working drawing which forms a part of the specification, the Contractor/Developer

Failure of SCE to show all substructures in their correct location will not be a basis for a claim for extra work, and the

c. Contractor is to furnish and install approved conduit to Edison specifications per UGS CD 100.1, 110 AND 120.

g. Install blank conduit plugs in all conduits terminating into Vaults, Manhole's, PMH's, SOE's & all cap locations,

Southern California Edison Company has attempted to correctly show all existing utilities and substructures

in the vicinity of the work, but does not guarantee there are no other substructures in the area.

a. Minimum cover in street or parkway is 30" below gutter grade, unless noted otherwise.

f. Cap all mainline conduits per UGS CD 148 and service conduits per UGS CD 150.

b. Minimum cover on private property is 30" below finished grade, unless noted otherwise.

contractor shall be responsible for all damages to substructures whether shown or not.

Native backfill capable of passing through a one—half inch mesh screen shall be considered to be "rock free". If existing backfill does not pass through a 1/2" screen, place imported sand 3" below and 12" above Edison cables. After this point, no rocks larger than 12" diameter are permitted. h. All backfill shall be compacted to meet or exceed local ordinances or other requirements. It shall be placed in a manner that will not damage the conduit or substructure or allow future subsidence of the trench or

Repaving, where required, shall be placed in such a manner that interference with traffic, including pedestrian traffic, will be kept to a minimum. The Contractor shall establish a program of repaving acceptable to the Municipality, County, or other authority having jurisdiction and which is acceptable to Edison

STRUCTURES: a. All substructures shall be constructed or installed to Edison specifications. b. Install protection barriers per UGS MS 830 when required in areas exposed to traffic, per Edison Inspector. c. All conduit lines and concrete floored substructures shall be water tight.

d. All grounding materials shall be furnished and installed by the Contractor. When required, retaining walls shall be provided by the Developer. Walls are required wherever grade rises more than 18 inches above the structure or 24" above the pad surface at a distance of 5 feet from the same, or in areas subject to erosion. Design and installation must comply with local building ordinances.

Refer to Edison Inspector for typical space requirements. All permits necessary for excavation shall be provided by the Contractor/Developer.

Heavy truck access shall be maintained to equipment locations. Structures must be clear of all appurtenances that would obstruct the loading or unloading of equipment.

a. Meters and services shall comply with Edison Electrical Services Requirements. b. Wiring must be in accordance with applicable local ordinances and approved by local Inspection Authorities.

a. The location of excavations and structures for Edison shall be as shown on the working drawing. No deviation from the planned locations will be permitted unless approved by the Edison Inspector. See UGS GI 001, section 2.2. b. Actual location of obstructions, storm drains, and/or other foreign utilities to be the responsibility of the

12. Contractor is to verify location and widths of all sidewalks and driveways prior to street light installation. See UGS CD 175.1, UGS CD 175.2 and UGS CD 175.3.

Surveying of street improvements, property corners, lot lines, finished grade, etc., necessary for the installation of underground facilities must be completed and markers or stakes placed prior to the start of the installation. In addition, Developer shall maintain the markers during the installation and inspection by Edison. Grade and property line stakes must show any offset measurements.

14. COORDINATION AND SUPERVISION: The Developer shall provide supervision over and coordination among the various contractors working within the development in order to prevent damage to Edison facilities. He is responsible for the cost of repairs, replacement, relocation, or other corrections to Edison facilities made necessary by his failure to provide

supervision or to otherwise comply with these specifications. 15. TELEPHONE AND OTHER UTILITY REQUIREMENTS: The drawing prepared for this job may also cover the facilities to be installed for the telephone compan

and/or other utility. Any questions concerning details of their installation should be referred to the company

Developer is to deed to the Edison Company all structures shown hereon except those shown as customer owned.

which may become apparent through inspection or operation of underground electric system by Company during this

17. WARRANTY: Applicants expressly represent and warrant that all work performed and all material used in meeting Applicants' obligations herein are free from defects in workmanship and are in conformity with Southern California Edison Company's requirements. This warranty shall commence upon receipt by Applicants of Company's final acceptance and shall expire one year from that date. Applicants agree to promptly correct to the Company's satisfaction and that of any governmental agency having jurisdiction and at Applicant's expense any breach of this warranty

18. INSPECTION: Inspection is required during the construction period. A 48 hour advance notice of intent to start construction is required from the contractor to the Southern California Edison Company. Standards of Edison construction

Duct and Structure Inspector: Phone:

Cablina Construction Coordinator: Phone:

D05: Rev. 07/21/16

CONTRACTOR

UNDERGROUND SERVICE ALERT 1-800-422-4133

1-800-227-2600 For Underground Locating

☐ APPLICANT

SHT. 2

SHT. 3

SHT. 4

RISER INSTALLATION USING UNISTRUT SEE DUG CR 110.2 Unistrut riser supports should be installed a maximum of 5' apart, above the 8' level.

TABLE CR 110-2: Unistrut Pipe Clamps

TYPICAL CONDUIT BANK SECTION

D72: Rev. 09/23/09

MORE THAN FOUR CONDUITS

D18: Rev. 5/08/2006

D41: Rev. 01/21/09

D81: Rev. 09/23/09

1. TO ASSIST IN UNDERGROUND STRUCTURE LOCATING FROM THE SURFACE, INSTALL A #6 BARE COPPER WIRE

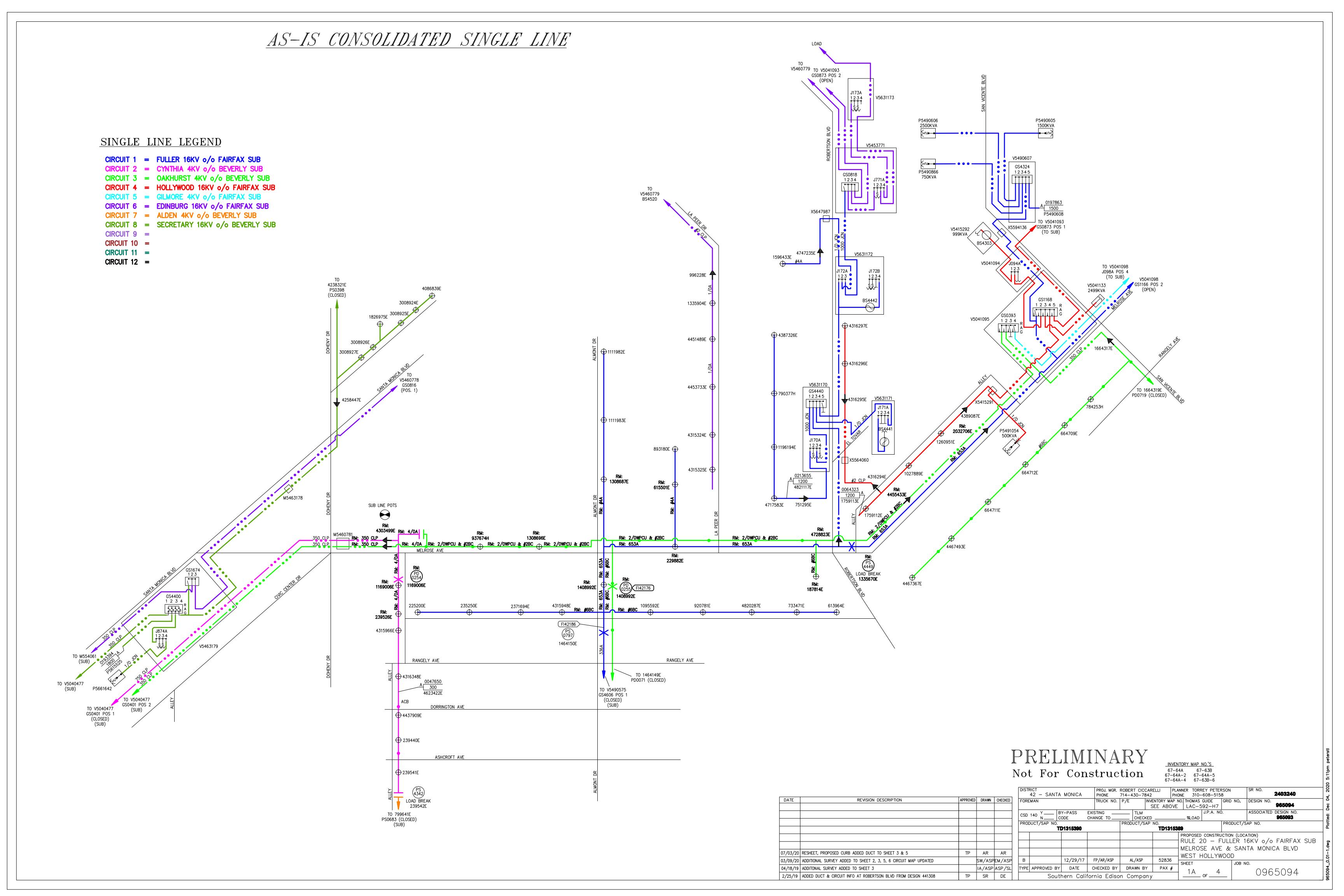
D103: REV. 08/20/08 CONCRETE PRODUCTS

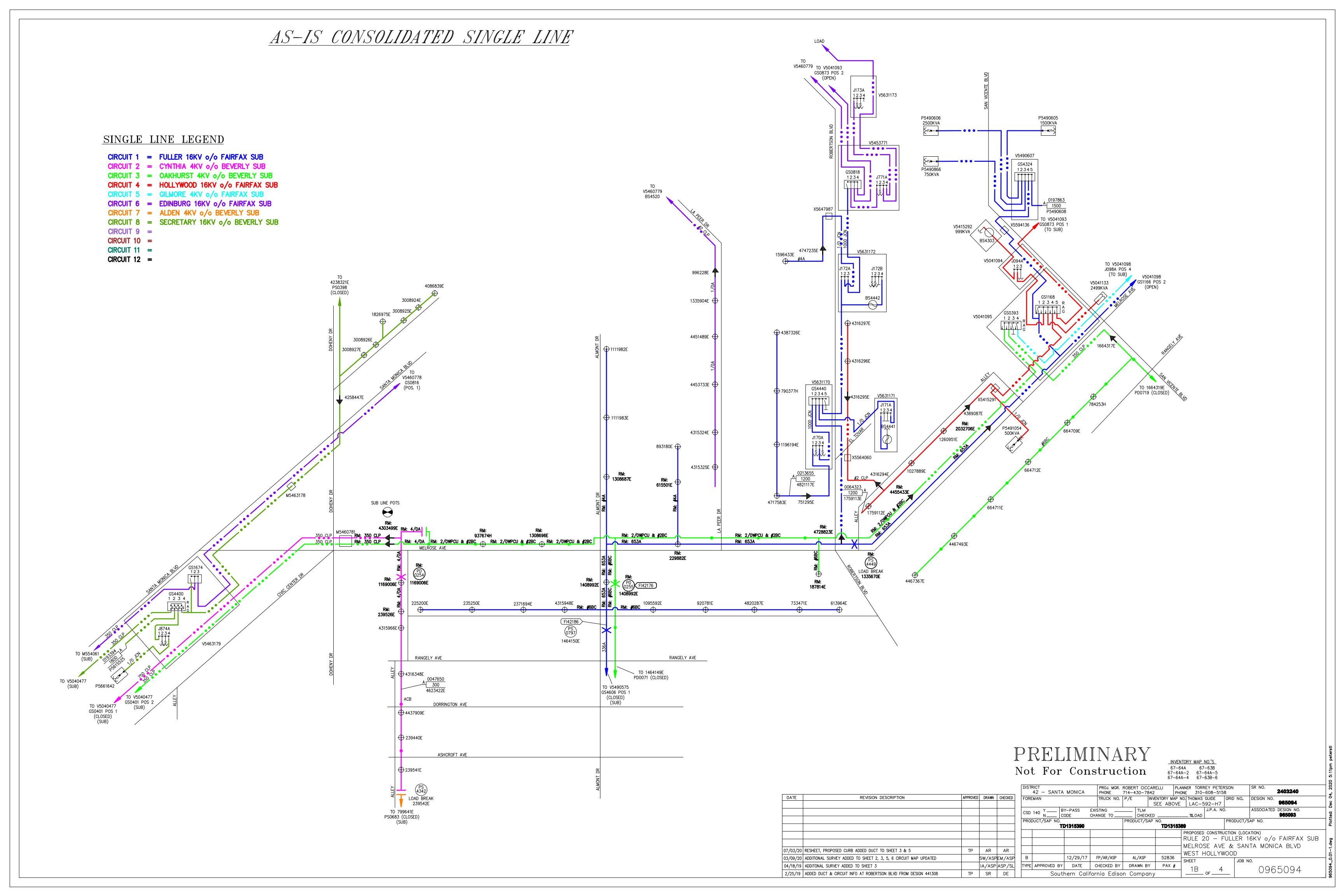
(800) 257-6100

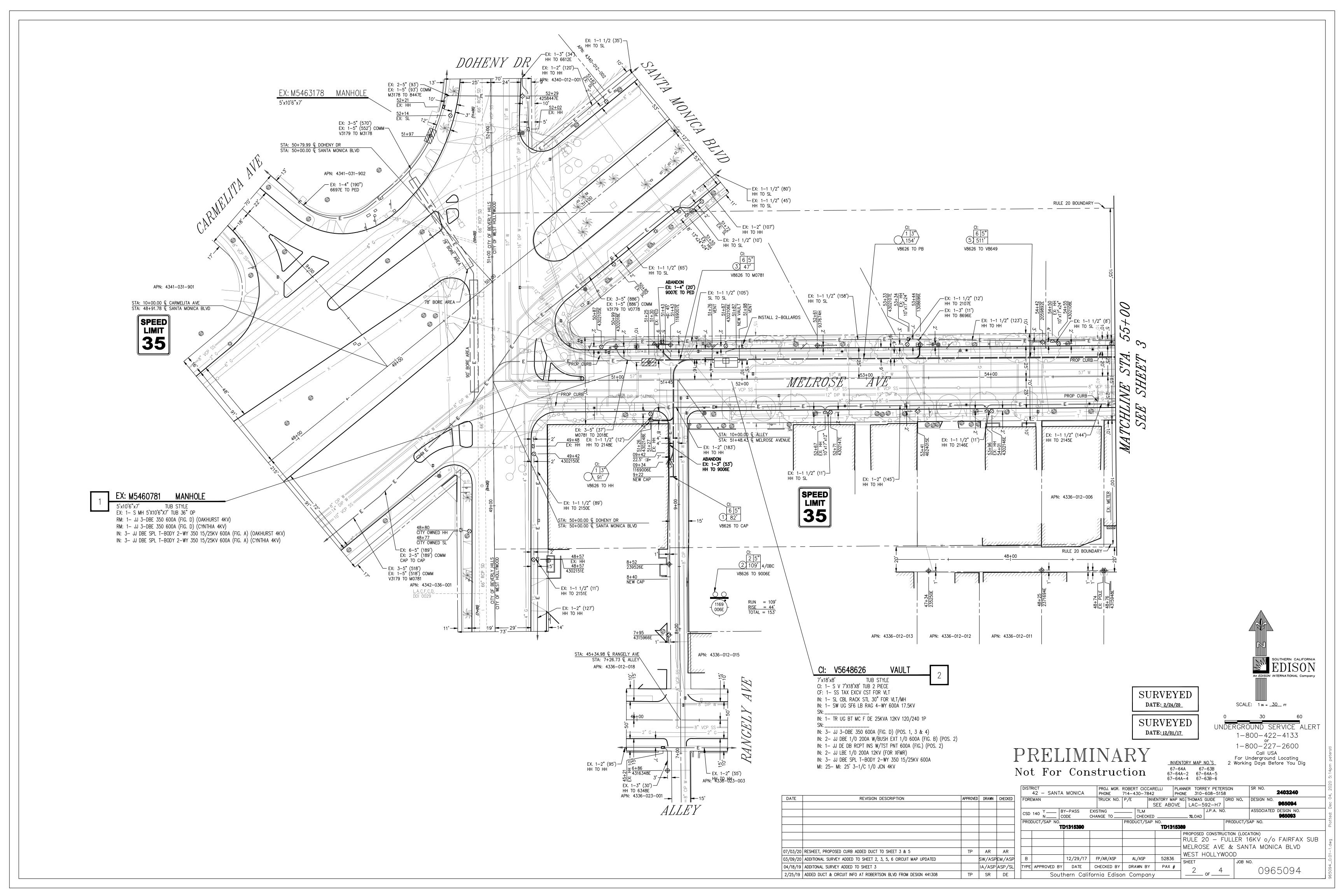
(800) 626-3860

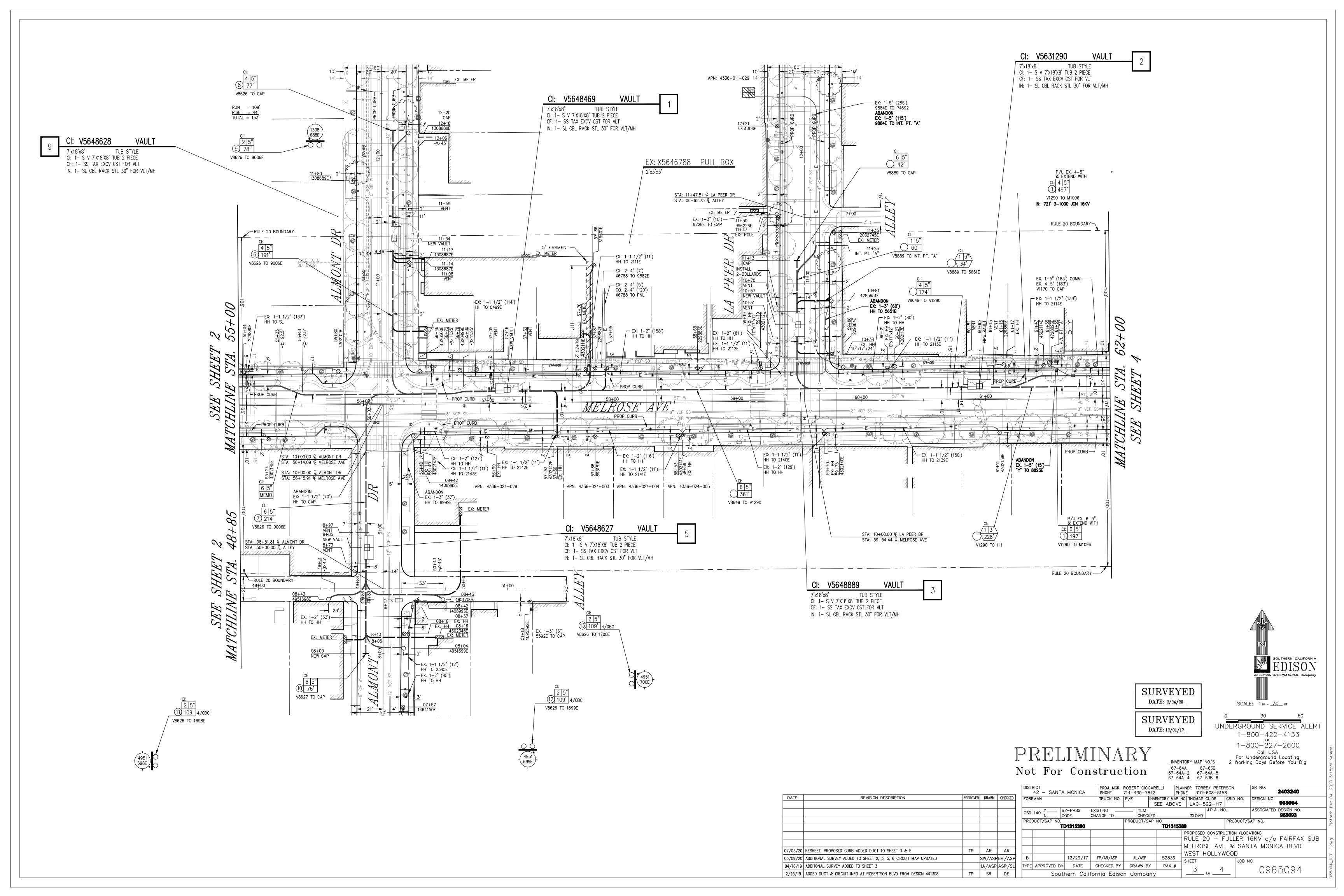
SEE UGS CD 120 TYPICAL CONDUIT BANK SECTION

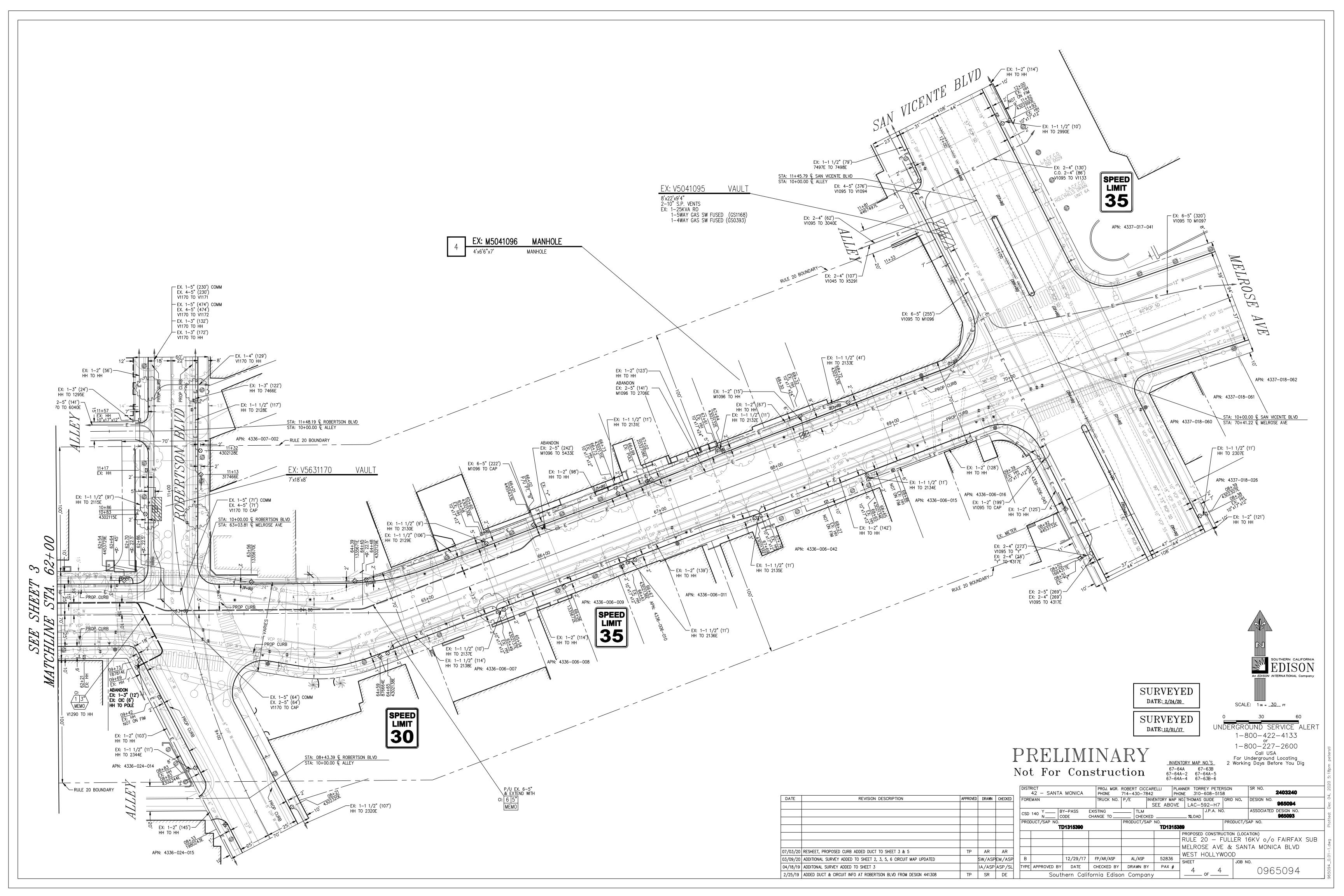
3 OR 4 CONDUITS D73: Rev. 09/23/09











# AT&T Plans

(AT&T already owns an extensive underground system in Melrose, that they plan on using in place of the aerial wires being removed. Thus they have produced only an extremely limited plan for this Rule 20a project involving new underground infrastructure)

## PLACEMENT DATA

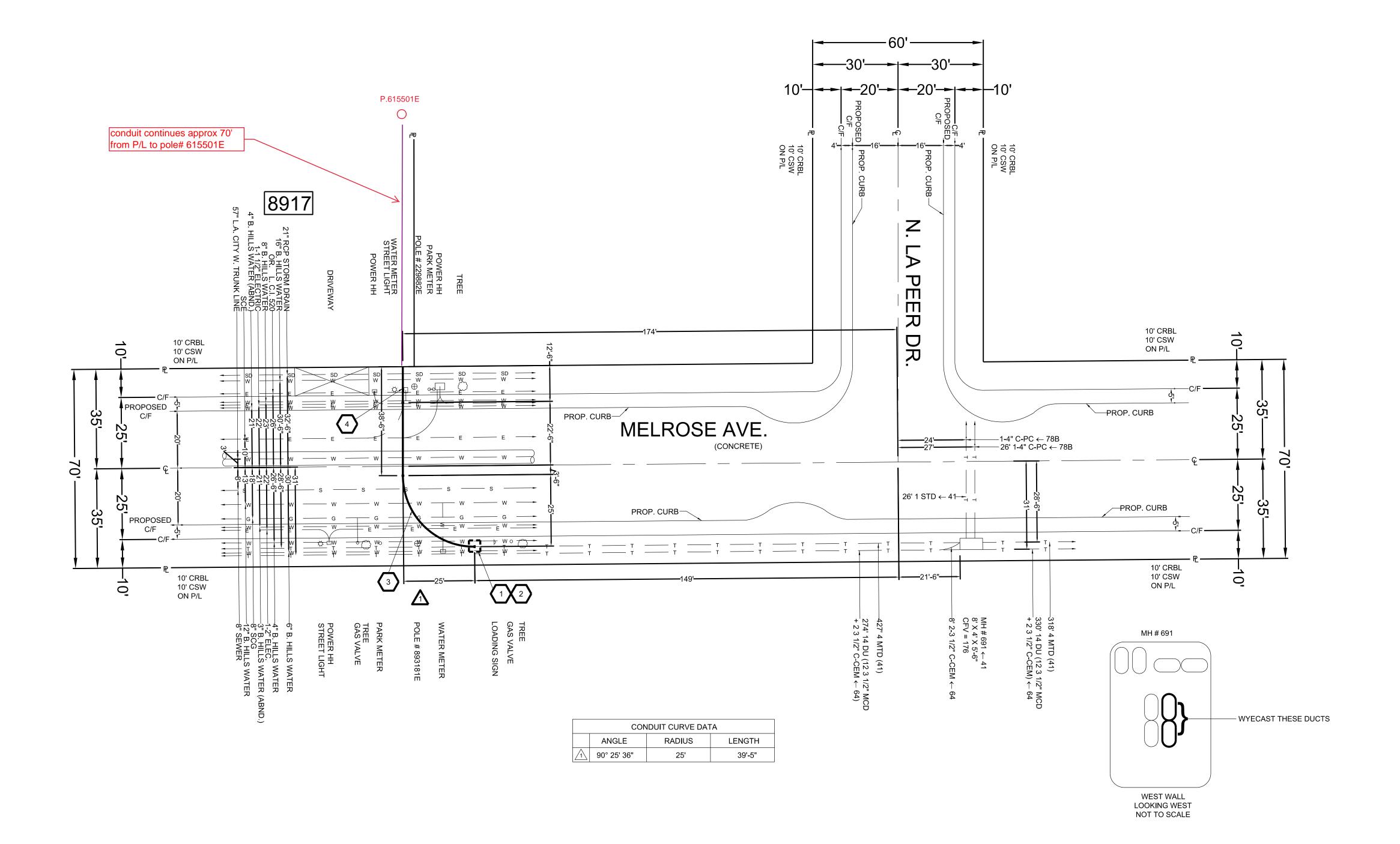
- DIG 4' X 4' SPLICE PIT
- 2 INTERCEPT 2 OF 4 EXISTING
  MTD DUCTS WITH LAKE
  WYE-CASTING, MAKING GOOD
  FROM MH # 691 TO P/L
  R/C 4C
- 3 PL. 65' 2-4" C-PC PTS 77 OR EQUIV. PM 2 DU 65' R/C 4C TL = MH # 691 TO P/L = 249' VERIFY NON - JOINT TRENCH
- PL. 13' 2-4" C-PC
  PTS 77 OR EQUIV.
  PM 2 DU 13'
  R/C 4C
  TL = MH # 691 TO P/L = 249' VERIFY
  JOINT TRENCH WITH EDISON

On 09.17.2020 phone call, Brian Walker said:

ATT is going to remove all aerial lines on Rule 20A (Melrose), and re-feed the system through their existing underground system. They will not have any new conduit/joint trench work. They do not need any new additional vaults or pullboxes. They do not have any customers being feed from Melrose. All customers are feed from the rears. So they do not need any new u/g connections to properties.

At 8755 county parking lot, they could not get any discussion with County, so ATT is going to just remove the aerial lines going across the parking lot, and then they will re-feed the pole line by coming west down the alley from San Vicente.

Thus the only scope of work for Rule 20A is this single location.







CONSTRUCTION REQUIREMENTS

MAINTAIN MINIMUM COVER OF 36" BELOW FLOW LINE.
 VERIFY EXISTING SUBSTRUCTURES PRIOR TO EXCAVATION.
 ALL 4" TO CONFORM TO PTS.-77 OR EQUIVALENT.
 ALL 2" TO CONFORM TO PTS.-66 OR EQUIVALENT.

5. BACKFILL SHALL BE CEMENT SLURRY
6. DO NOT BACKFILL OVER ANY TELEPHONE BURIED SPLICE LOCATIONS UNTIL AUTHORIZED BY TELEPHONE COMPANY INSPECTOR.

7. PLACE # 6 TINNED GROUND WIRE AT BONDING POINTS. (SEE BONDING DETAIL)

8. PLACE PULL ROPE IN NEW CONDUIT.

9. DO NOT CUT CURB & GUTTER.
10. ALL SURFACES AND LANDSCAPES WHICH HAVE BEEN
REMOVED OR DAMAGED IN THE COURSE OF CONSTRUCTION
SHALL BE RECONSTRUCTED OR REPLACED TO AT LEAST EQUAL
OR BETTER THAN THE PREVIOUS OR ADJACENT SURFACE.
11. ALL TRAFFIC CONTROL TO BE IN ACCORDANCE WITH THE

CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) LATEST EDITION.

12. PER AT&T GUIDELINES, ALL HANDHOLES, SPLICE BOXES, AND MANHOLES TO BE PURCHASED FROM THE APPROVED VENDOR DETERMINED BY CONTRACT ADMINISTRATOR.

THIS PROJECT REQUIRES EXCAVATION. CONSTRUCTION WILL UTILIZE AND IMPLEMENT ALL BEST MANAGEMENT PRACTICES (BMP's) AS REQUIRED TO ENSURE COMPLIANCE WITH AT&T POLICY LETTER ISSUE FEBRUARY 21, 2003 AND REVISED IN OCTOBER 2005 BY ENVIRONMENTAL MANAGEMENT CONCERNING STORM WATER PERMITTING AND STORM WATER POLLUTION PREVENTION PLANS (SWPPP'S) AND IN ACCORDANCE WITH THE CLEAN WATER ACT (1972) AND EPA REGULATIONS PUBLISHED IN 1990 AS MODIFIED BY THE PHASE II RULE IN 1999.

LOCATION: MELROSE AVE, 28'-6" S/C/L & 149' W/C/L OF N. LA PEER DR

DESCRIPTION: DIG 4' X 4' SPLICE PIT AND INTERCEPT 2 OF 4 EXISTING MTD DUCTS WITH LAKE WYE CASTING MAKING GOOD, FROM MH # 691 TO P/L. PLACE 78' OF 2-4" CONDUIT FROM MH # 691 TO P/L.

# BACKFILL SHALL BE PER WEST HOLLYWOOD CITY STANDARDS STREET TYPE SOIL CLASS PROPOSED BACKFILL MAJOR N/A N/A SECONDARY N/A N/A LOCAL N/A N/A ALLEY N/A N/A CONDUIT RECORD: H202\_BVHLCA01\_M-18

SUB MAP #: N/A

STREET NAME N/A

MATERIAL N/A

PLACING: UG CONDUIT

1" = 20'

LINEAR FEET N/A

EXCAVATION DATA

CITY OF: WEST HOLLYWOOD

EXCAVATION IN

EXCAVATION IN CONCRETE SIDEWALK

EXCAVATION IN ASPHALT STREET

EXCAVATION IN ASPHALT ALLEY

EXCAVATION IN DIRT

EXCAVATION IN CONCRETE SIDEWALK (PIT)

4' X 4' = 16 SQ FT

EXCAVATION IN CONCRETE SIDEWALK (FIT)

4 X 4 = 16 SQ FT

54' X 1' = 54 SQ FT

TOTAL EXCAVATION:

94 SQ FT

NUMBER OF CUTS:

2

DATE

ATTID

LAYOUT ENGINEER

AMANDO VEGA

				TELEPHONE NUMBER
DRAWN		07-22-2020	СНС	626-817-4232
				EMAIL ADDRESS
CHECKE	.D			av238s@att.com
				FACILITY ENGINEER
APPROV	APPROVED			BRIAN WALKER
	E DEV//010110			TELEPHONE NUMBER
DATE	K	EVISIONS		213-447-8953
				GEOCO
				H2-02
				CENTRAL OFFICE
1				BEVERLY HILLS
				UNDERGROUND CONSTRUCTION PROJECT NUMBER

592-H7

H202 A01WF2T.dwg

A01WF2T REL 1-1

1845 W. Orangewood Ave.

Orange, CA 92868
(949) 250-0004 / FAX (949) 250-0006

Consulting, LLC

## PLACEMENT DATA

- PL. 65' 2-4" C-PC
  PTS 77 OR EQUIV.
  PM 2 DU 65'
  R/C 4C
  TL = MH # 691 TO POLE # 615501E = 324' VERIFY
  JOINT TRENCH WITH EDISON
- PL. 10' 2-4" C-PC
  PTS 77 OR EQUIV.
  PM 2 DU 10'
  R/C 4C
  TL = MH # 691 TO POLE # 615501E = 324' VERIFY
  NON JOINT TRENCH
- 3 PL. 18 TR FT. # 6 GROUND WIRE INSTALL 3 COPPER GROUND RODS 5/8" DIAMETER, 8' MINIMUM LENGTH NO PM PROTECTION PRECAUTION R/C 1C
- 4 PL. 32' # 6 GROUND WIRE R/C 1C

SOLID #6

8' GROUND ROD-

5/8" DIAMETER

AWG WIRE

COPPER CLAD STEEL

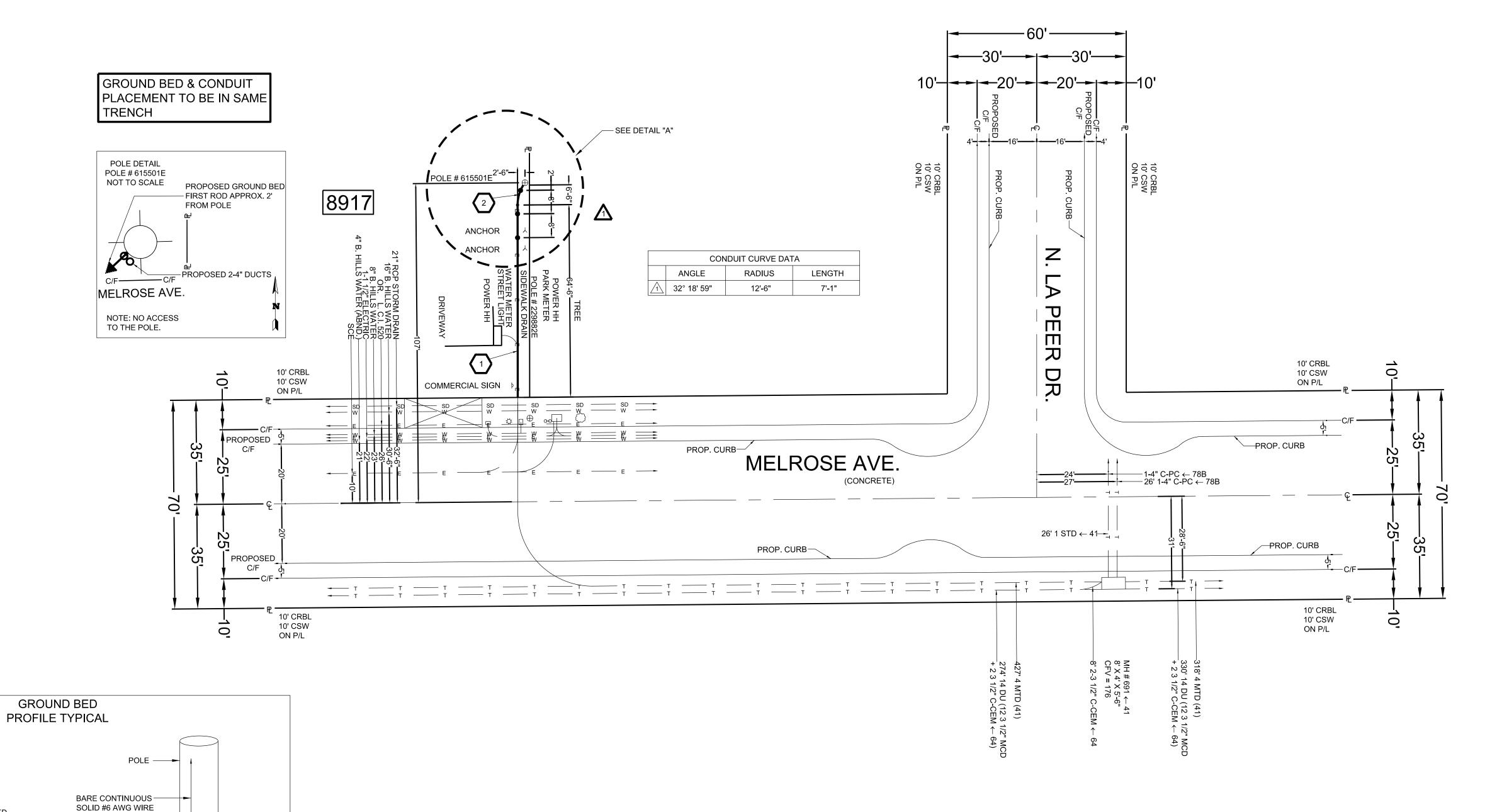
APPROVED

CONNECTOR

DETAIL "A" NOT TO SCALE

GROUND LINE

GROUND ROD-







48 HOURS BEFORE YOU DIG CALL

UNDERGROUND SERVICE ALERT of Southern California 1-800-422-4133

## CONSTRUCTION REQUIREMENTS

MAINTAIN MINIMUM COVER OF 36" BELOW FLOW LINE.
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5. BACKFILL SHALL BE CEMENT SLURRY
6. DO NOT BACKFILL OVER ANY TELEPHONE BURIED SPLICE
LOCATIONS UNTIL AUTHORIZED BY TELEPHONE COMPANY

4. ALL 2" TO CONFORM TO PTS.-66 OR EQUIVALENT.

- INSPECTOR.
  7. PLACE # 6 TINNED GROUND WIRE AT BONDING POINTS. (SEE BONDING DETAIL)
- 8. PLACE PULL ROPE IN NEW CONDUIT.
- 9. DO NOT CUT CURB & GUTTER.10. ALL SURFACES AND LANDSCAPES WHICH HAVE BEEN
- REMOVED OR DAMAGED IN THE COURSE OF CONSTRUCTION SHALL BE RECONSTRUCTED OR REPLACED TO AT LEAST EQUAL OR BETTER THAN THE PREVIOUS OR ADJACENT SURFACE.

  11. ALL TRAFFIC CONTROL TO BE IN ACCORDANCE WITH THE
- CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) LATEST EDITION.
  12. PER AT&T GUIDELINES, ALL HANDHOLES, SPLICE BOXES, AND
- 12. PER AT&T GUIDELINES, ALL HANDHOLES, SPLICE BOXES, AND MANHOLES TO BE PURCHASED FROM THE APPROVED VENDOR DETERMINED BY CONTRACT ADMINISTRATOR.

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# PUBLISHED IN 1990 AS MODIFIED BY THE PHASE II RULE IN 1999. LOCATION: MELROSE AVE, 107' N/C/L & 171' W/C/L OF N. LA PEER DR.

DESCRIPTION: PLACE 75' OF 2-4" CONDUIT FROM PICK UP POINT TO POLE # 615501E. PLACE GROUND BED AND 32' OF BARE #6 GROUND WIRE AT POLE # 615501E.

# BACKFILL SHALL BE PER WEST HOLLYWOOD CITY STANDARDS

PROPOSED BACKFILL

MAJOR	N/A	N/A
SECONDARY	N/A	N/A
LOCAL	N/A	N/A
ALLEY	N/A	N/A
CONDUIT REC H202_BVHLCA SUB MAP #: N/	01_M-18	
		N
STREET NAME	·	
MATERIAL	N/A	
LINEAR FEET	N/A	

EXCAVATION DATA

CITY OF: PRIVATE PROPERTY

PLACING: GROUND BED AND BARE # 6 GROUND WIRE & UG CONDUIT

EXCAVATION IN

NUMBER OF CUTS:

EXCAVATION IN CONCRETE SIDEWALK
EXCAVATION IN ASPHALT STREET

STREET TYPE SOIL CLASS

EXCAVATION IN ASPHALT ALLEY(PRIVATE WALKWAY) 72' X 1' = 72 SQ F EXCAVATION IN DIRT

TOTAL EXCAVATION: 72 SQ FT

		DATE	ATTID	AMANDO VEGA
DRAWN		07-22-2020	CHC	TELEPHONE NUMBER 626-817-4232
CHECKED				email address av238s@att.com
APPROVED				FACILITY ENGINEER BRIAN WALKER
DATE	ATE REVISIONS			TELEPHONE NUMBER 213-447-8953
				GEOCO H2-02
				CENTRAL OFFICE

CENTRAL OFFICE
BEVERLY HILLS

UNDERGROUND CONSTRUCTION
PROJECT NUMBER

A01WF2T REL 1-1

ME: DRAWING: 1/

Consulting, LLC

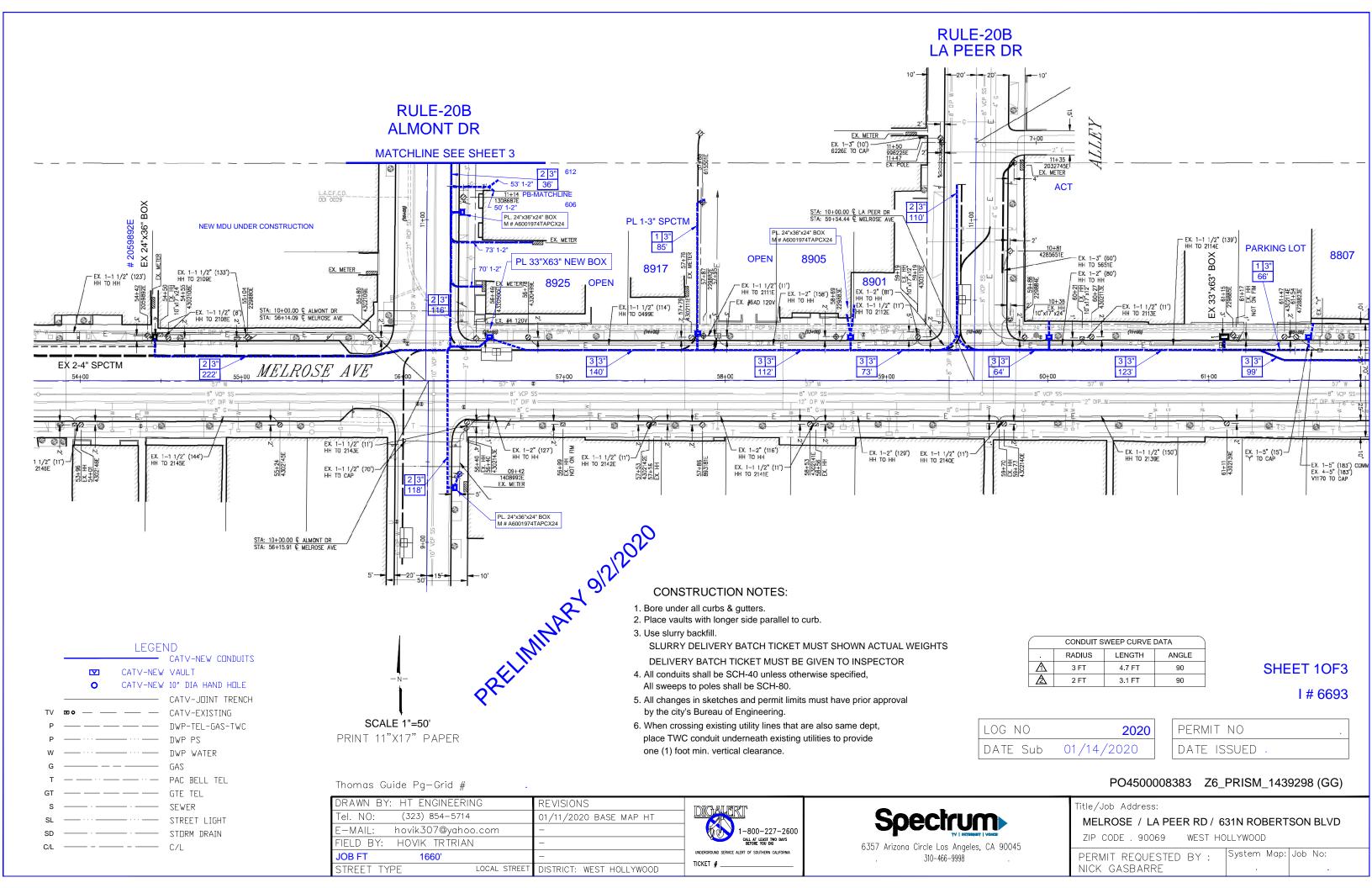
1845 W. Orangewood Ave.
Orange, CA 92868

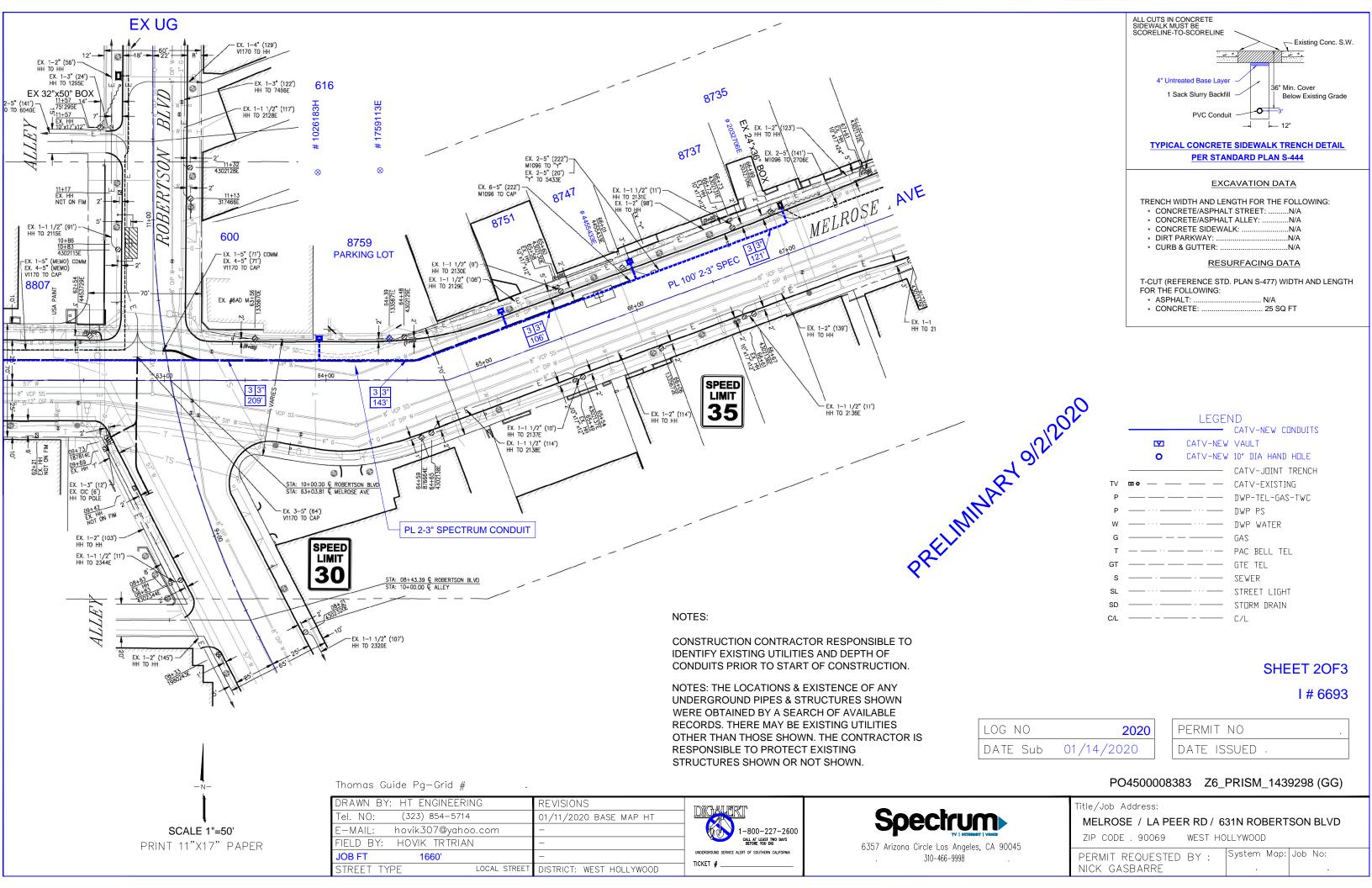
(949) 250-0004 / FAX (949) 250-0006

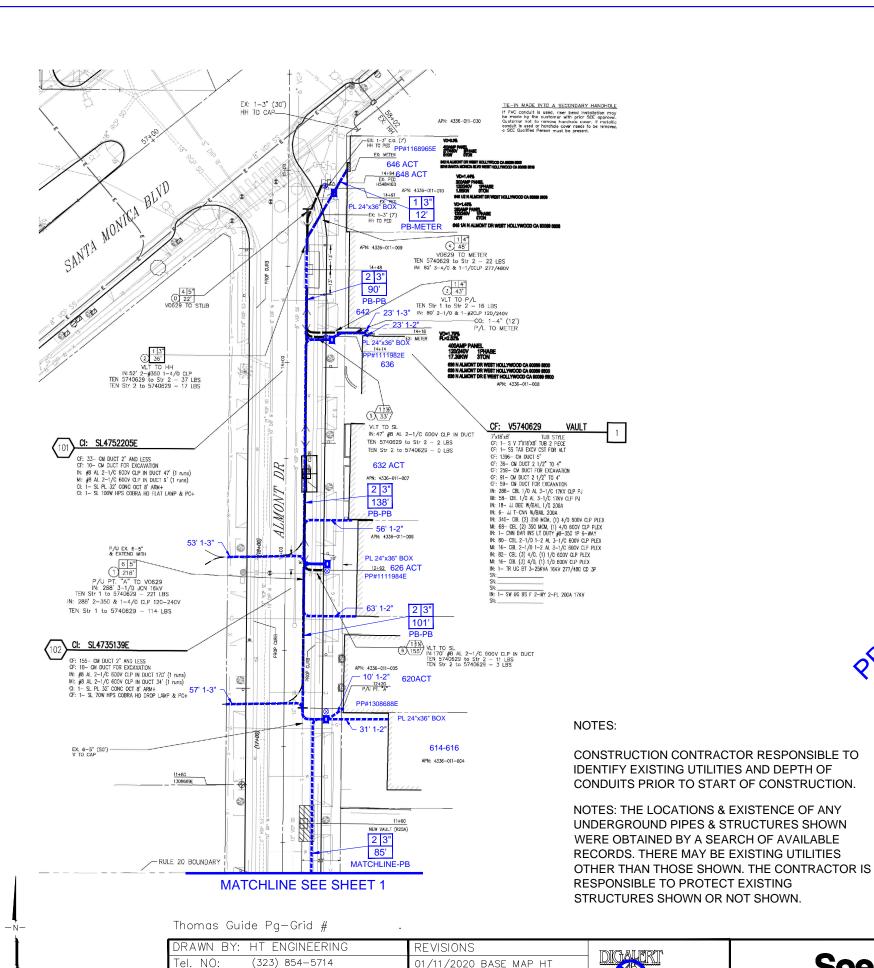
# Charter/Spectrum Plans

(Charter/Spectrum has not separated their plans between Rule 20A and Rule 20B projects at this point. The split of work will be exactly the limits as depicted on SCE's plans.)

(Charter/Spectrum has not yet created plans for La Peer Dr. The Plans would look very similar to the format/style/content as seen on the Almont Dr plan sheet.)







-MAIL:

JOB FT

TELD BY:

STREET TYPE

SCALE 1"=50'

PRINT 11"X17" PAPER

hovik307@yahoo.com

LOCAL STREET DISTRICT: WEST HOLLYWOOD

HOVIK TRTRIAN

ALL CUTS IN CONCRETE SIDEWALK MUST BE SCORELINE-TO-SCORELINE Existing Conc. S.W. 7---4" Untreated Base Layer 36" Min Cover 1 Sack Slurry Backfill Below Existing Grade PVC Conduit

TYPICAL CONCRETE SIDEWALK TRENCH DETAIL **PER STANDARD PLAN S-444** 

### **EXCAVATION DATA**

## TRENCH WIDTH AND LENGTH FOR THE FOLLOWING:

- \* CONCRETE/ASPHALT STREET: ......N/A
- \* CONCRETE/ASPHALT ALLEY: ..N/A \* CONCRETE SIDEWALK: ...N/A
- \* DIRT PARKWAY: . ..N/A \* CURB & GUTTER: ..N/A
  - **RESURFACING DATA**

### T-CUT (REFERENCE STD. PLAN S-477) WIDTH AND LENGTH FOR THE FOLLOWING:

\* ASPHALT: . 25 SQ FT \* CONCRETE:

> LEGEND CATV-NEW CONDUITS

V CATV-NEW VAULT CATV-NEW 10" DIA HAND HOLE

		CATV-JOINT TRENCH
TV	<b>□•</b> — — —	CATV-EXISTING
Р		DWP-TEL-GAS-TWC
Р		DWP PS
W		DWP WATER
G		GAS
Т		PAC BELL TEL
GT		GTE TEL
s		SE/NEB

SHEET 3OF3

I#6693

LOG NO 2020 DATE Sub 01/14/2020

PERMIT NO DATE ISSUED

STREET LIGHT STORM DRAIN

PO4500008383 Z6\_PRISM\_1439298 (GG)

6357 Arizona Circle Los Angeles, CA 90045

310-466-9998

1-800-227-2600

CALL AT LEAST TWO DAYS

DERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

TICKET #

Title/Job Address:

MELROSE / LA PEER RD / 631N ROBERTSON BLVD

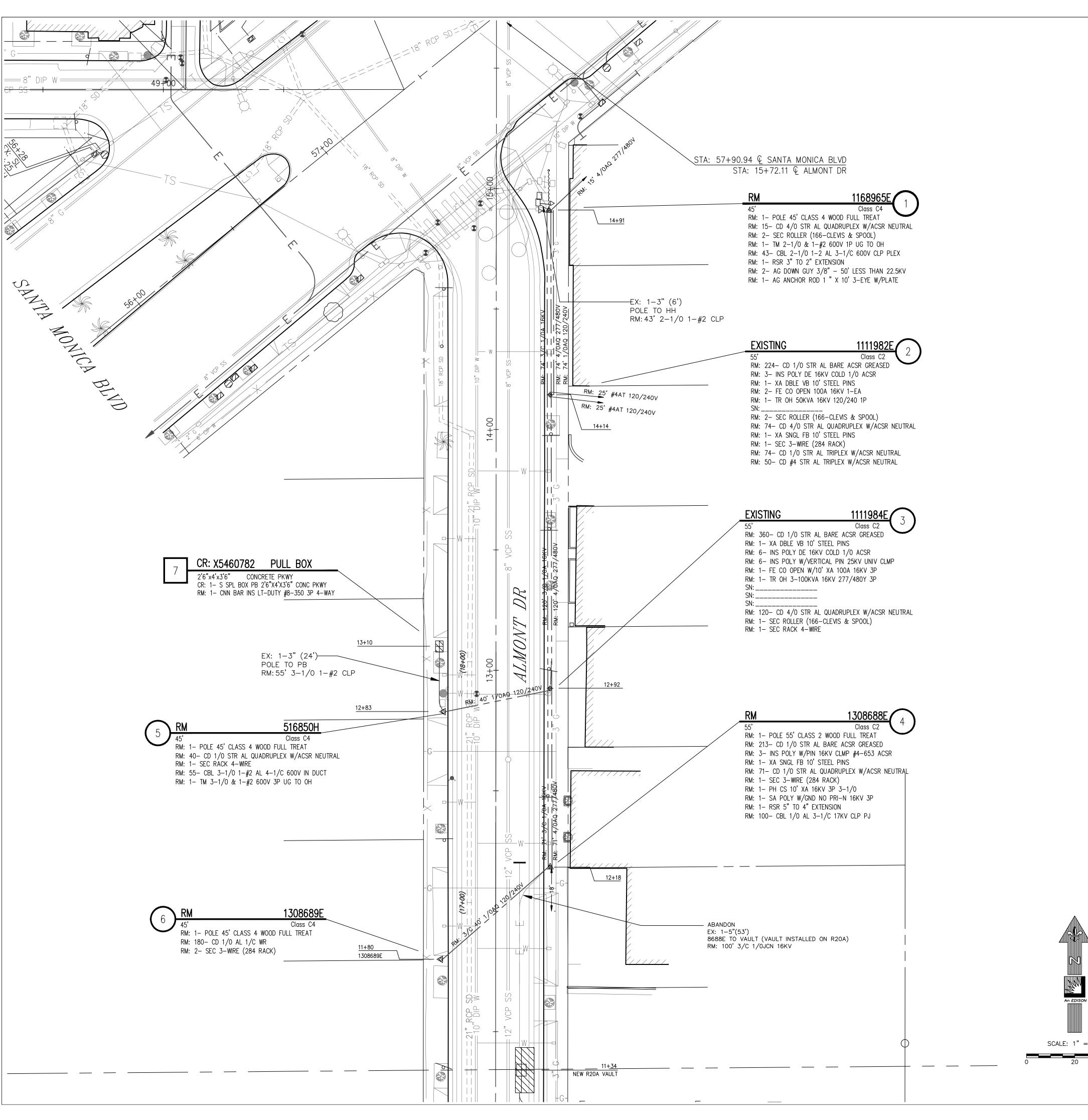
ZIP CODE . 90069 WEST HOLLYWOOD

System Map: Job No: PERMIT REQUESTED BY NICK GASBARRE

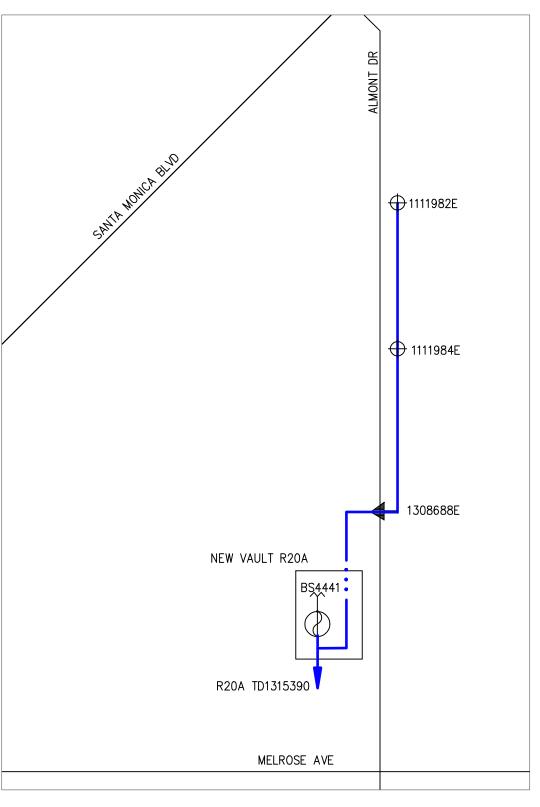
# **Attachment 4**

SCE, AT&T, Charter/Spectrum Draft Rule 20b Plans

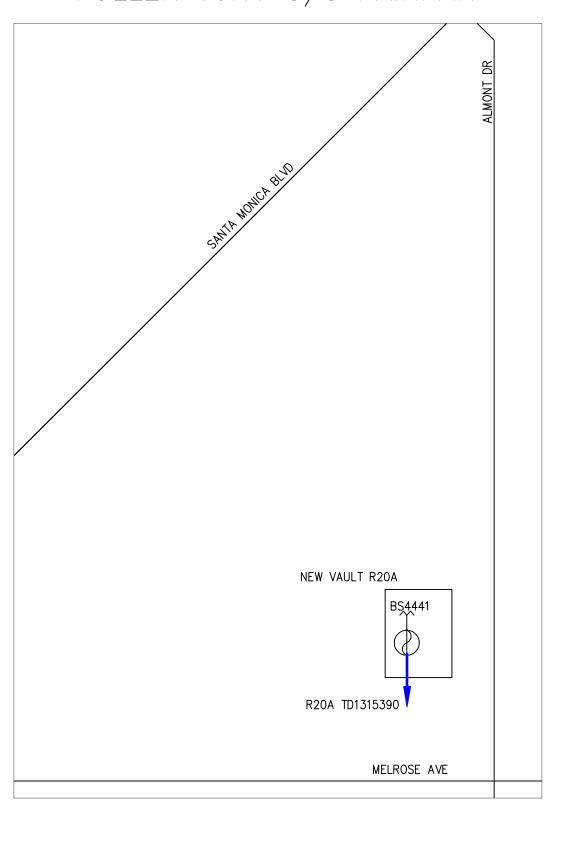
# Southern California Edison Plans



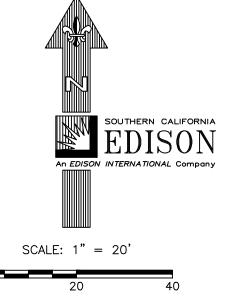
# AS-IS SINGLE LINE FULLER 16KV o/o FAIRFAX



PROPOSED SINGLE LINE FULLER 16KV o/o FAIRFAX



# PRELIMINARY Not For Construction



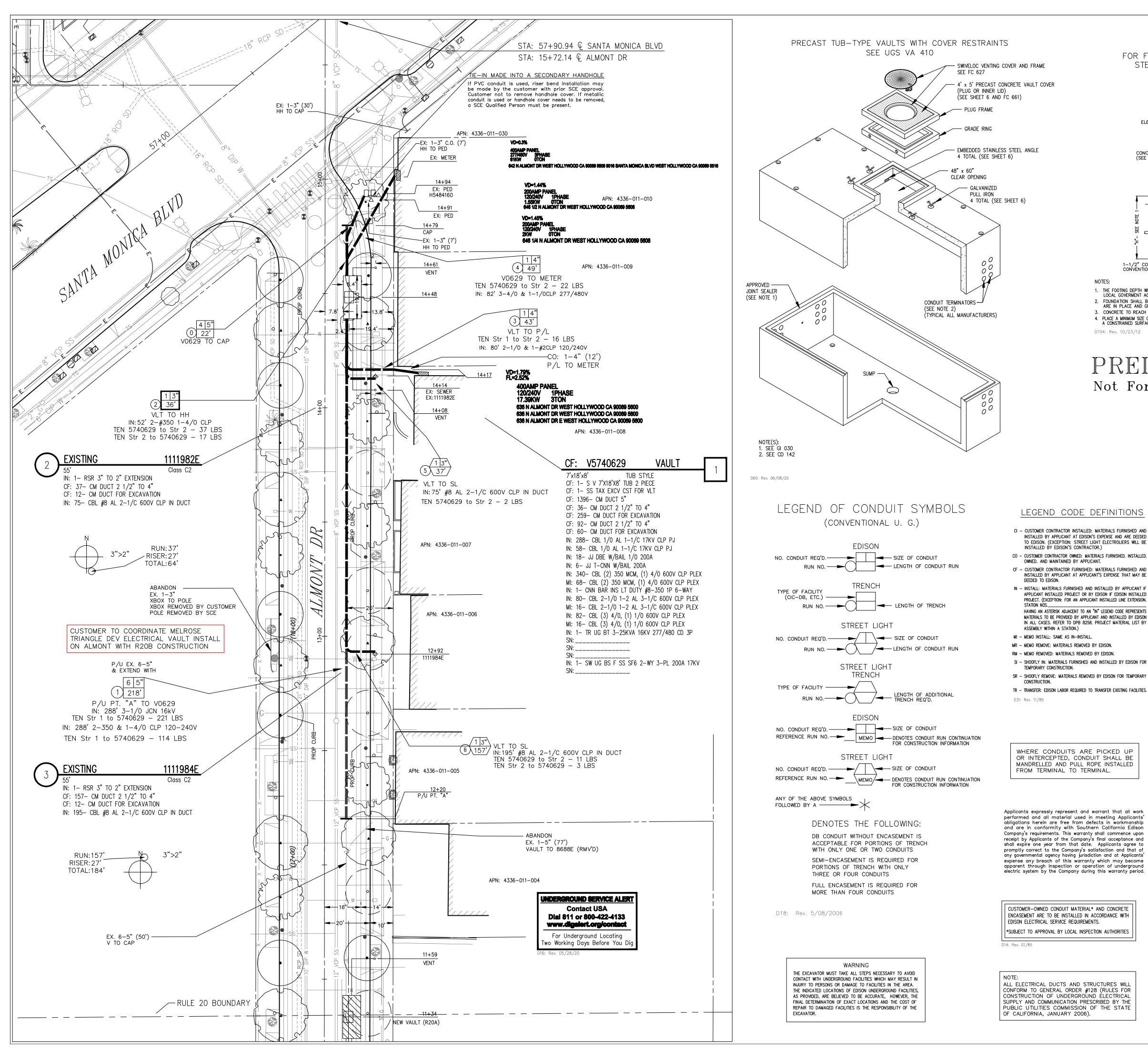
PROJECT REQUIREMENTS (Y/	<u>′N)</u>
EDISON EASEMENT REQUIRED	N
PWRD 88 REQUIRED	Y
UG CIVIL ONLY WORK ORDER	N
PERMIT REQUIRED	Y
PERMIT TYPE: ENCROACHMENT	
OUTAGE REQUIRED	Y
OUTAGE DATE: TIME:	
TRAFFIC CONTROL REQUIRED	Y
PED. TRAFFIC CONTROL REQ'D	N
CONVEYANCE LETTER REQ'D	N
ENVIRONMENTAL CLEARANCE REQ'D	Y
CSD 140 (TLM) REQ'D	Y

D124: Rev. 02/08/18

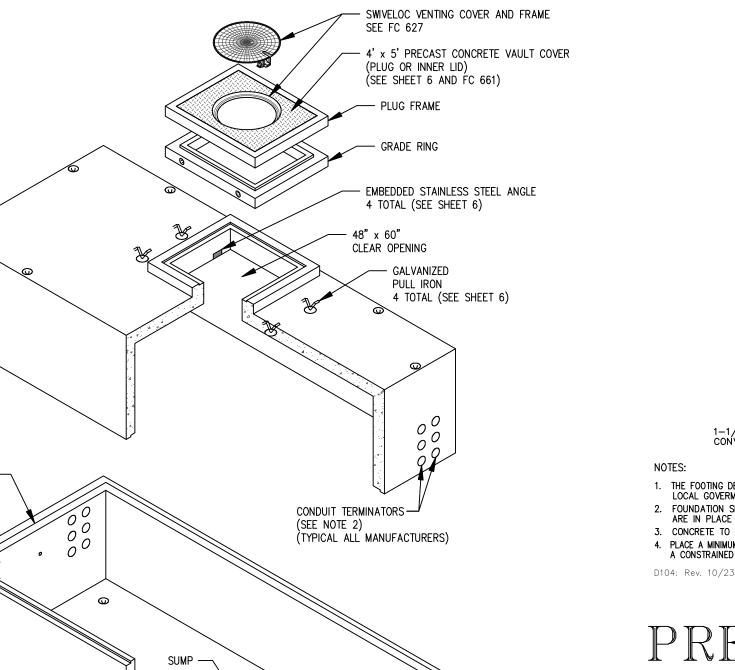
distric 42 –		TA MONICA	PROJ. PHONE		FARR, BREN	T L.		RR, BRENT L. 38486303		DESIGNER FARR, BRENT L.	
PROJECT NO.   SERVICE REQUEST   1963285   2863462				MSR	MSR NO. PRODUCT-1 1688460-RULE 20B - OH REMOVAL					ASSOC DESGN	
CIRCUIT	IT / VOLT	TAGE		THOM	AS GUIDE	PRODUCT-	-2				ASSOC DESGN
SUB / PG NO. CIRCUIT CODE				JIT CODE	PRODUCT-3 ASSOC DES					ASSOC DESGN	
INVENTO	ORY MAP	<del></del>	J.P.A.	NO.		<del></del>	PROPOSED C	ONSTRUCTION (	(LOCATION)	)	
+		+				+	XSTRT M	ELROSE A	VE AN	D ALMONT DR	
							WEST HO	DLLYWOOD,	, CA 90	ე069	
TYPE	DATE	APPROVED BY	CHECKE		DRAWN BY	Y PAX#	SHEET		DESIGN'	\DRWG NO.	
ITPE	DAIL	APPROVED BIT	CHECKE	וום ע.	DRAWIN DI		J				

Southern California Edison Company

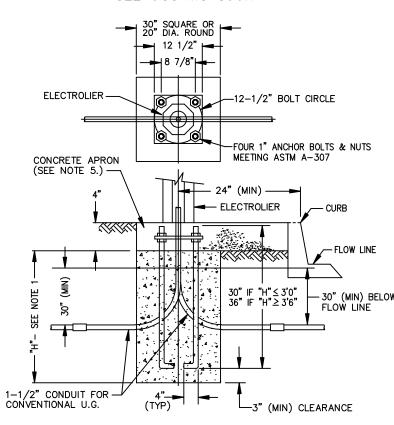
1265551\_0.01



STEEL, OR CONCRETE ELECTROLIERS SEE UGS MC 890.1



ELECTROLIER FOUNDATION FOR FIBERGLASS NOSTALGIC, FIBERGLASS,



 THE FOOTING DEPTH WILL VARY DEPENDING ON THE TYPE OF SOIL AND WIND LOADING REQUIREMENTS. CONSULT LOCAL GOVERMENT AGENCY FOR REQUIREMENTS. SEE TABLE MC 890-1 THROUGH TABLE MC 890-4. FOUNDATION SHALL BE INSTALLED AFTER CONDUIT (FOR UNDERGROUND SERVICE), CURBS, AND SIDEWALKS ARE IN PLACE AND GRADES ARE ESTABLISHED. 3. CONCRETE TO REACH A MINIMUM COMPRESSION STRENGTH OF 2800 PSI IN 28 DAYS. SEE UGS 20.3.

4. PLACE A MINIMUM SIZE CONCRETE APRON OF 30" X 30" X 4" THICK AROUND THE POLE AT GROUND LEVEL TO PROVIDE A CONSTRAINED SURFACE CONDITION WHEN REQUIRED. GROUT TO BE PLACED AFTER POLE IS SET AND PLUMBED.

D104: Rev. 10/23/12

# PRELIMINARY Not For Construction

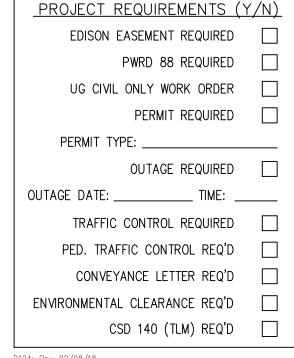
- runs/banks, or conductors. These facilities may be energized and the work will only be performed by SCE. Contact the appropriate SCE inspector to schedule an appointment. Customers may connect to an existing conduit stub without a SCE inspector present.
- to the work order map for details.
- provide all necessary excavations (with the exception of excavation under pads and primary splice boxes), material (including conduit and structures) and encasement, to be utilized in the intercept/tie-in
- The customer must adhere to all applicable Cal—OSHA, local, city, state and federal regulations, (including, but not limited to, all necessary shoring and traffic control in place to perform the intercept/tie-in work by SCE's underground civil contractor(s)).
- through the Division Inspector/P-Spec to limit exposure of excavation(s). Customer is responsible for securing excavation(s).

D08: 11/13/18

PROJECT REQUIREMENTS (Y/N) EDISON EASEMENT REQUIRED PWRD 88 REQUIRED UG CIVIL ONLY WORK ORDER PERMIT REQUIRED PERMIT TYPE: \_\_\_ OUTAGE REQUIRED OUTAGE DATE: \_\_\_\_\_ TIME: \_\_\_\_ TRAFFIC CONTROL REQUIRED PED. TRAFFIC CONTROL REQ'D CONVEYANCE LETTER REQ'D ENVIRONMENTAL CLEARANCE REQ'D

## CONNECTING TO EXISTING SCE STRUCTURES

- Per SCE requirements, customers are not allowed to enter, intercept or tie-in to existing SCE facilities; e.g. structures, equipment, multi-conduit
- Multi-conduit runs/banks are runs of conduit in close proximity to each other and other SCE facilities. A conduit stub is a single empty conduit stub that is not in close proximity to other SCE owned facilities. Refer
- Per CPUC/SCE's Rule 15 B.1.A and Rule 16 D.1.A., the customer will
- Intercept/tie—in work must be coordinated with SCE's civil contractors



CONCRETE PRODUCTS

Precast concrete item complete with neck. Cover and inserts may be obtained from any of the following listed and approved manufactureres:

JENSEN PRECAST 14221 San Bernardino Ave., Fontana, Calif. 92335 Phone: (909) 350-4111 (800) 257-6100

OLDCASTLE PRECAST 10650 Hemlock Ave., Fontana, Calif. 92337 Phone: (909) 428-3700 (800) 626-3860

FOR HANDHOLE AND PULLBOX MANUFACTURERS, SEE UGS HP 200.

D41: Rev. 01/21/09

TYPICAL CONDUIT BANK SECTION

SEE UGS CD 120

FULL ENCASEMENT

MORE THAN 4 CONDUITS (BASE SPACER REQUIRED)

> ALTERNATE CONDUIT BANK SECTION (PREFERRED) SEE UGS CD 120

> > (NO SCALE)

ALTERNATE JOINT TRENCH (WITH SCE TELECOM)

SECTIONS WITH ENCASEMENT CONCRETE

TYPICAL CONDUIT BANK SECTION

SEE UGS CD 120

SIMILAR CONSTRUCTION FOR FEWER CONDUIT

2 CONDUITS MAX.

TYPICAL CONDUIT SECTION

JOINT WITH CATV & TELE

SEE UGS CD 120

(NO SCALE)

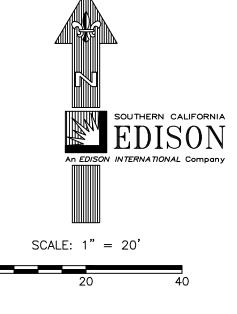
D81: Rev. 09/23/09

D81-J REV. 09/23/09

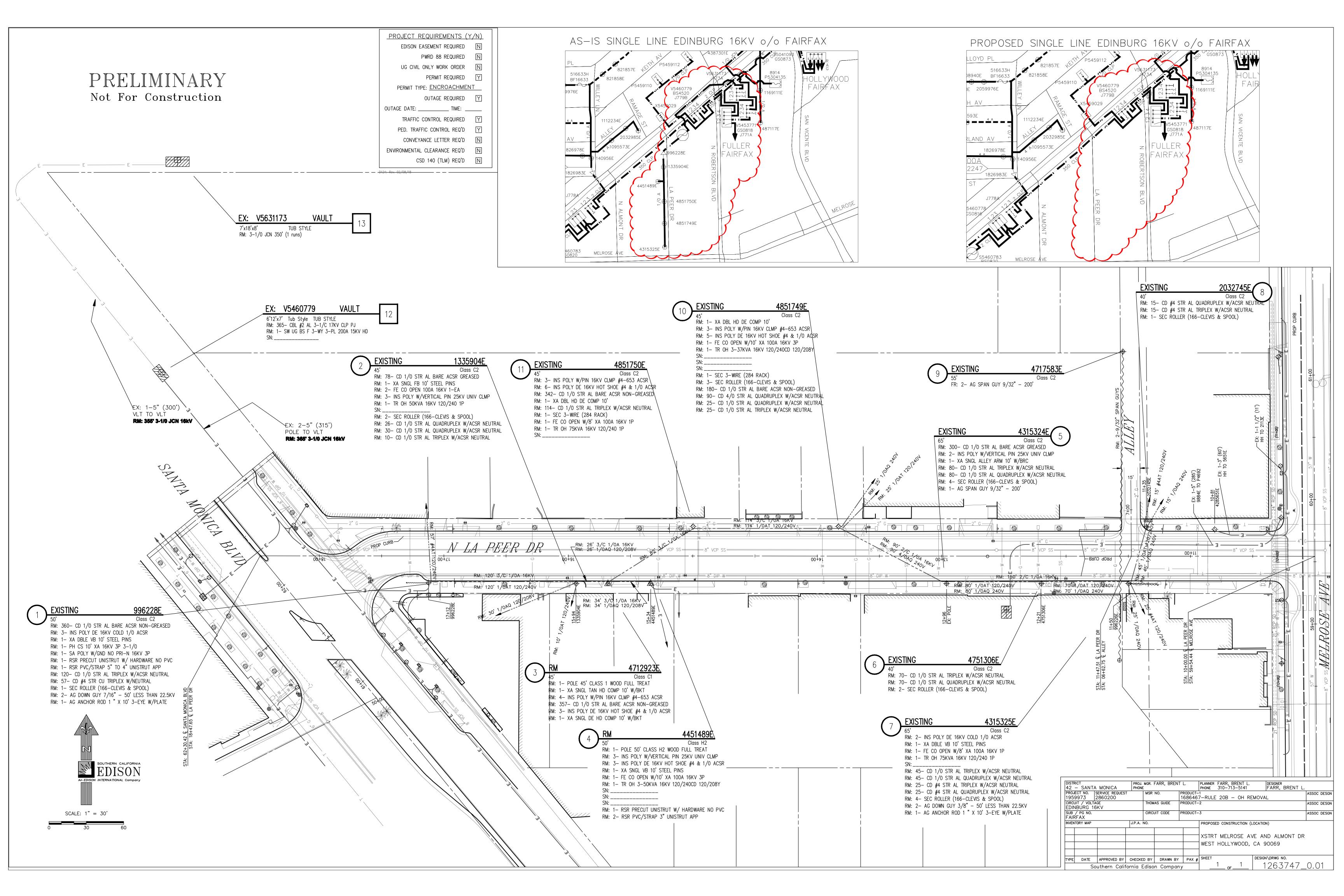
1½"

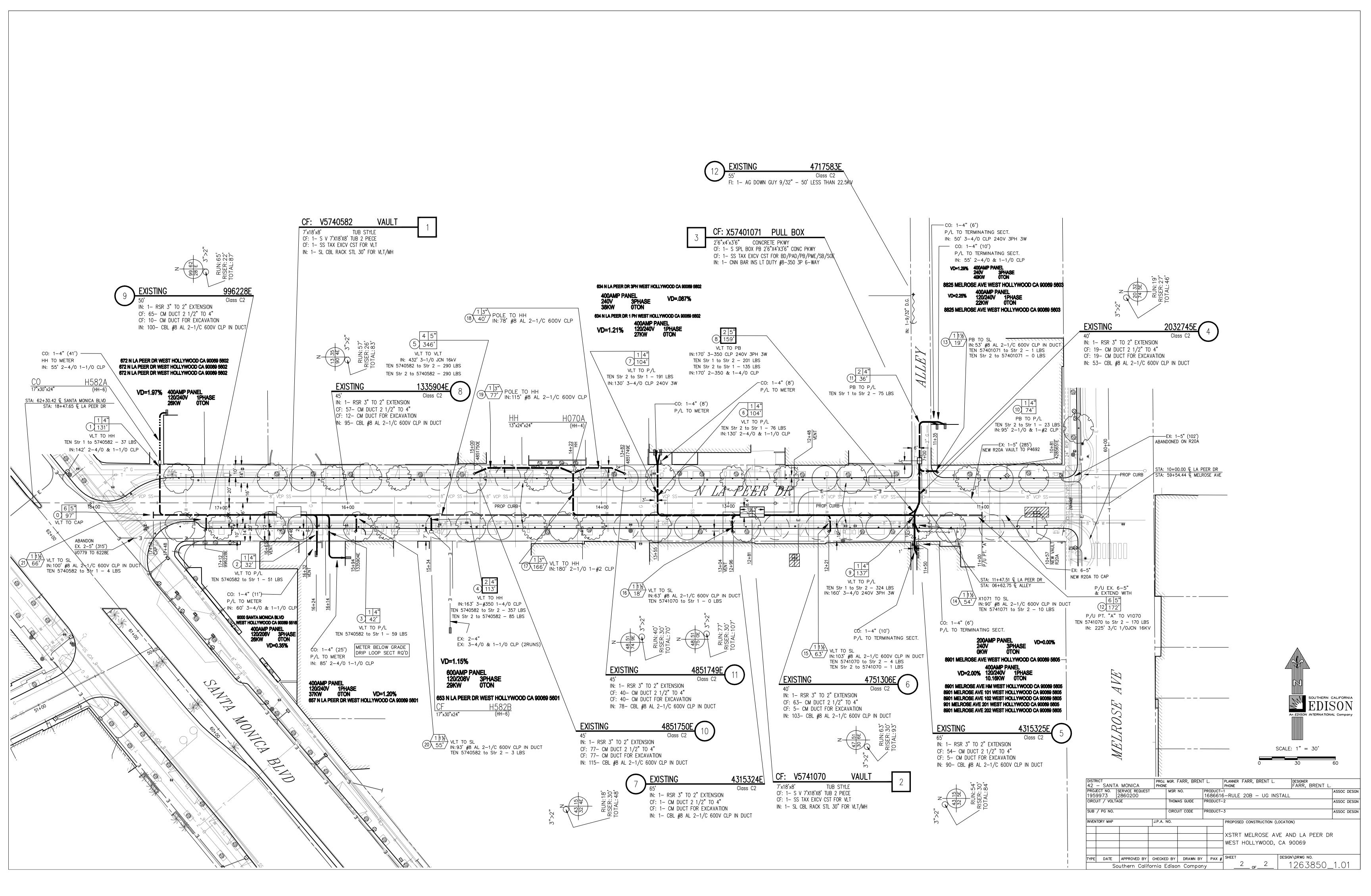
**─** BEDDING

D72: Rev. 09/23/09



PLANNER FARR, BRENT L. PHONE 310-713-5141 PROJ. MGR. FARR, BRENT L 42 - SANTA MONICA PROJECT NO. | SERVICE REQUEST 1758906-RULE 20B - UG INSTALL 2065837 | 2962925 CIRCUIT / VOLTAGE HOMAS GUIDE ASSOC DESGN SUB / PG NO. CIRCUIT CODE ASSOC DESGN INVENTORY MAP PROPOSED CONSTRUCTION (LOCATION) XSTRT MELROSE AVE AND ALMONT DR WEST HOLLYWOOD, CA 90069 TYPE DATE APPROVED BY CHECKED BY DRAWN BY PAX # SHEE DESIGN\DRWG NO 1324094\_1.01 Southern California Edison Company





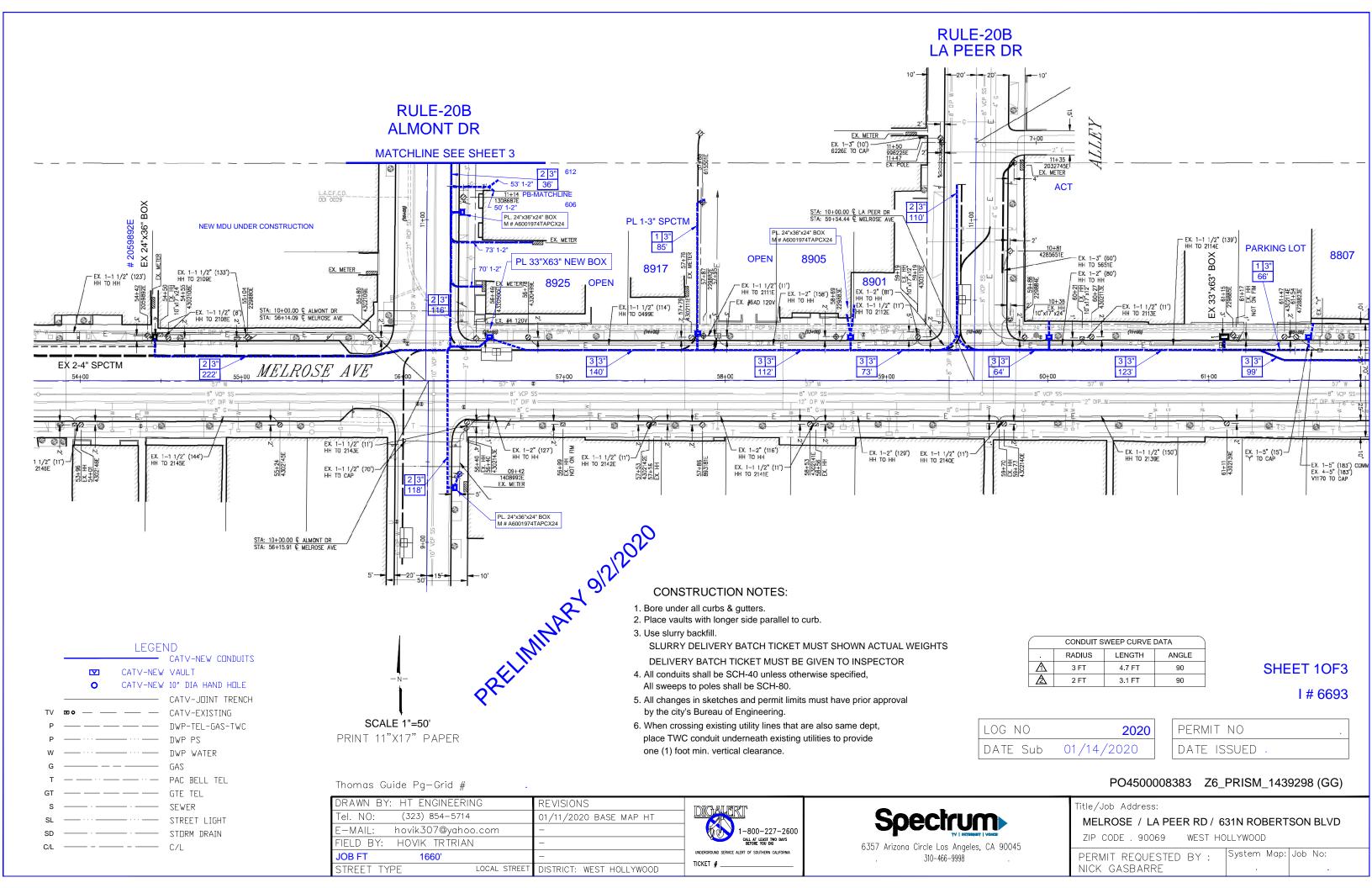
# AT&T Plans

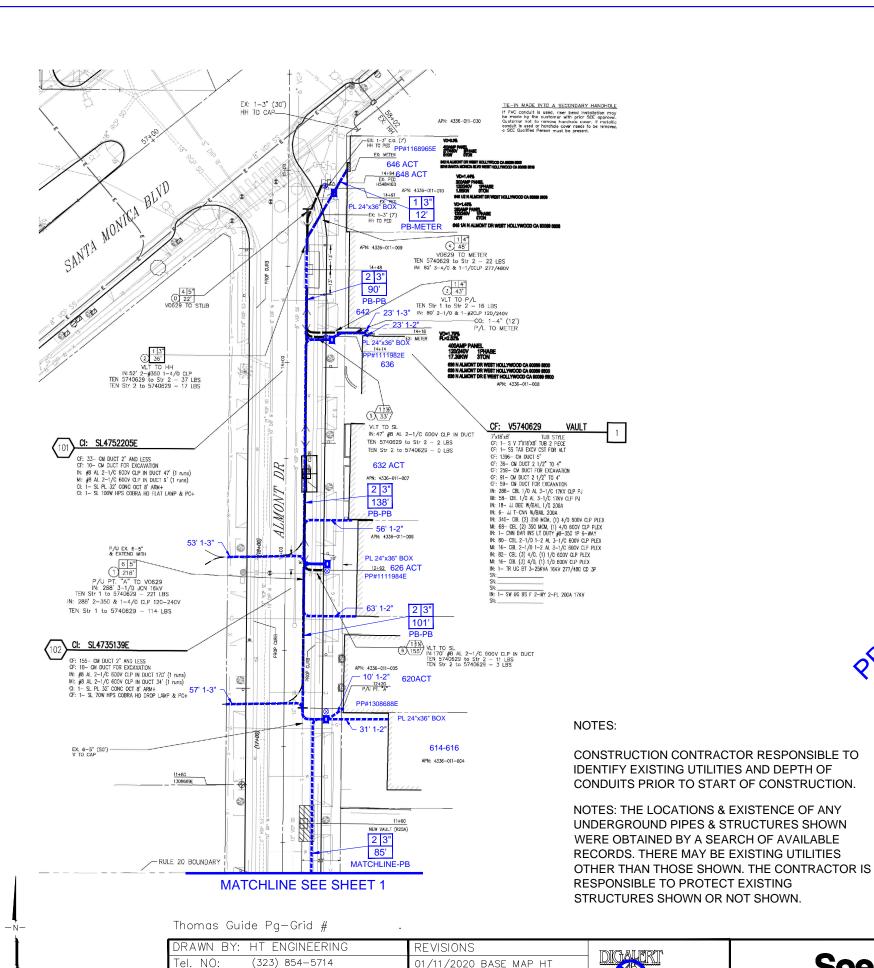
(AT&T has not yet created plans. Refer to Charter/Spectrum Plans for general gist of what to expect from AT&T)

# Charter/Spectrum Plans

(Charter/Spectrum has not separated their plans between Rule 20A and Rule 20B projects at this point. The split of work will be exactly the limits as depicted on SCE's plans.)

(Charter/Spectrum has not yet created plans for La Peer Dr. The Plans would look very similar to the format/style/content as seen on the Almont Dr plan sheet.)





-MAIL:

JOB FT

TELD BY:

STREET TYPE

SCALE 1"=50'

PRINT 11"X17" PAPER

hovik307@yahoo.com

LOCAL STREET DISTRICT: WEST HOLLYWOOD

HOVIK TRTRIAN

ALL CUTS IN CONCRETE SIDEWALK MUST BE SCORELINE-TO-SCORELINE Existing Conc. S.W. 7---4" Untreated Base Layer 36" Min Cover 1 Sack Slurry Backfill Below Existing Grade PVC Conduit

TYPICAL CONCRETE SIDEWALK TRENCH DETAIL **PER STANDARD PLAN S-444** 

### **EXCAVATION DATA**

## TRENCH WIDTH AND LENGTH FOR THE FOLLOWING:

- \* CONCRETE/ASPHALT STREET: ......N/A
- \* CONCRETE/ASPHALT ALLEY: ..N/A \* CONCRETE SIDEWALK: ...N/A
- \* DIRT PARKWAY: . ..N/A \* CURB & GUTTER: ..N/A
  - **RESURFACING DATA**

### T-CUT (REFERENCE STD. PLAN S-477) WIDTH AND LENGTH FOR THE FOLLOWING:

\* ASPHALT: . 25 SQ FT \* CONCRETE:

> LEGEND CATV-NEW CONDUITS

V CATV-NEW VAULT CATV-NEW 10" DIA HAND HOLE

		CATV-JOINT TRENCH
TV	<b>□•</b> — — —	CATV-EXISTING
Р		DWP-TEL-GAS-TWC
Р		DWP PS
W		DWP WATER
G		GAS
Т		PAC BELL TEL
GT		GTE TEL
s		SE/NEB

SHEET 3OF3

I#6693

LOG NO 2020 DATE Sub 01/14/2020

PERMIT NO DATE ISSUED

STREET LIGHT STORM DRAIN

PO4500008383 Z6\_PRISM\_1439298 (GG)

6357 Arizona Circle Los Angeles, CA 90045

310-466-9998

1-800-227-2600

CALL AT LEAST TWO DAYS

DERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

TICKET #

Title/Job Address:

MELROSE / LA PEER RD / 631N ROBERTSON BLVD

ZIP CODE . 90069 WEST HOLLYWOOD

System Map: Job No: PERMIT REQUESTED BY NICK GASBARRE