



Board Chair: James Stewart

Henry Fonda Audrey Hepburn

Ima Nobody John Wayne

JR

March 5, 2018 - 7:00 PM

AGENDA

1. Call to Order

2. Roll Call

3. Proclamations

4. Public Hearing

A. Authorization to Advertise a Request for Bids to Remove, Dispose, and Replace Activated Carbon in Order Reduction Facility No.1.

B. Sanitary Sewer Main Installation – Westinghouse Boulevard 10 Min
Aaron Brower, Public Utilities. This project, PU 2016-1, includes the installation of approximately 120 linear feet of eight-inch sewer main in the vicinity of 2531 Westinghouse Boulevard at the owner's request and as required by NC General Statues.

5. Reports to the Board

A. Approve the Development Plan for Marlane Retail Development located South of Stringtown and East of Marlane Drive.

B. Award of Contracts with Imaging Archive Technology, LLC and Jackson Imaging Products, Inc. for scanning, indexing and imaging services will support digitizing County records and enable County staff to retrieve public records more easily and downsize physical storage space requirements in offices and at warehouse facilities.

C. Authorize the Chief Executive Officer to Award a Contract to Conduct the Voice of the Customer Surveys to TransPro Consulting Inc., in an Amount Notto-Exceed \$467,200 (Three-Year Contact, with One Two-Year Option)
Gregory Brackin, Director of Operations Support-ADA Officer

6. New Business

- A. Bus Parking initiative designed to improve the flow at main stations
- B. Resolution of the Mayor and City Council Codifying and Updating the Schedule of Fees Relative to the Green Park Dog Exercise Area.
- C. Reconsideration of Motion Re: Commitment of Funds to School Committee 5-Yr Capital Program (Funding Motion to be reconsidered due to lack of Commitment of matching School Funds) - Discussion and/or action

7. Consent

- A. Categorical/Grant Fund: \$1,000,000 Contract with Mathtech Inc. – Consulting Services for Business Process Reengineering
- B. Criminal Background Check (CBC) Program Director will deliver a presentation to the Board about the DAS Program, its processes, and policies to safeguard personal data confidentiality.
- C. Phone System Upgrade- Joint RFP
- D. Approve Lake Shore beautification proposal

8. General Session

- A. Council to consider approval and authorization to sign a contract with State DOT to receive grant funding for the Complete Streets Tier 2 Grant in the amount of \$48,511.73.
- B. Training of staff on new technology

9. Adjourn

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a meeting should contact Andrew Johnson, Interim ADA Coordinator, (909) 541-2398(direct) soon as possible but no later than 48 hours before the scheduled event or meeting.



Resolution Number

Created On: 2/7/2018

Item Summary: Authorization to Advertise a Request for Bids to Remove, Dispose, and Replace Activated Carbon in Order Reduction Facility No.1.

Background: Advertising costs associated with this item are not anticipated to exceed \$10,000. Sufficient appropriations exist in the FY 2016 Capital Budget.

Financial Overview

Fiscal Impact: Yes

Item Budgeted? Yes

Dollar Amount: \$10,000

Budget Code: CA State Grant

Strategic Plan Supported Efficient Government

Resolution Number

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Request for Bids	Action Document	4/13/2016	Detailed_Document.doc
Advertisement	Action Document	4/13/2016	Contract.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/7/2018 - 11:47 PM

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Recommending that the management agreement with Manulife Financial, our current provider of health, dental, vision, life and disability insurance, be renewed for a 3-year term commencing on January 1, 2009.

Agreement states:

Think about the process ~~today~~tomorrow for creating agendas for upcoming meetings. Without exception it is labor intensive, consumes reams of paper and most importantly it is inefficient. Distribution of these packets is an administrative nightmare. Managing the actual meeting is difficult as you try to record motions, votes and discussion. The question; how can organizations leverage the power of the Internet to improve these processes without a major investment of time or money?

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Resolution Number

Created On: 2/7/2018

Item Summary: Sanitary Sewer Main Installation – Westinghouse Boulevard Aaron Brower, Public Utilities. This project, PU 2016-1, includes the installation of approximately 120 linear feet of eight-inch sewer main in the vicinity of 2531 Westinghouse Boulevard at the owner’s request and as required by NC General Statues.

Background: ~~Make a change~~ ~~Make cvhange~~ make big cvhange

Financial Overview

Fiscal Impact: Yes

Item Budgeted? No

Dollar Amount: \$29,000

Budget Code: Capital budget

Strategic Plan Supported Overall Improvement

Resolution Number

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
2nd one revised 1-12-18	Cover Memo	1/18/2018	Benches.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/7/2018 - 11:53 PM

The new park benches will look great. They are made of 100% recycled material and are water and sun resistant. Take a look at the sample here.



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Resolution Number 08 - 2016 - 0048

Created On: 2/7/2018

Item Summary: Approve the Development Plan for Marlane Retail Development located South of Stringtown and East of Marlane Drive.

Background: WHEREAS, on July 05, 2016, the Planning Commission recommended approval of the Development Plan for Marlane Retail Development with the following deviations and stipulations:

1. A 10' landscape area and supplemental landscaping according to the requirements of Section 1136.06 shall be installed between the Waffle House property and the site to be redeveloped;
2. If an agreement cannot be reached with Waffle House to eliminate the driveway and access easements, the existing pavement shall be replaced with grass pavers within the driveway and access easements, except at the proposed northern connection to the Waffle House parking lot;
3. The applicant shall work with City staff to delineate an appropriate landscape feature area at the northeast corner of the site;
4. An easement shall be recorded over the landscape feature to allow the City to maintain this feature;
5. A landscape peninsula shall be added to the western edge of the parking lot north of Building 1;
6. A 2" minimum caliper large or medium class tree shall be planted in the peninsulas at the southern edge of the parking rows between Buildings 1 and 2;
7. A plant key shall be added to the landscaping plan that lists the exact plant varieties proposed on the site along with the size at installation and quantities to be planted for the entire project;
8. Details shall be submitted for landscaping proposed around the base of the monument sign;

9. A deviation shall be granted to allow the reduction in required parking spaces from 163 to 162 spaces;

10. "No Truck Parking" signage shall be installed at the site.

Financial Overview

Fiscal Impact: Yes
Item Budgeted? No
Dollar Amount: 25000
Budget Code: OH State Grant

Strategic Plan Supported Economic Development

Resolution Number 08 - 2016 - 0048

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Marlane Retail Development Agreement	Exhibit	8/12/2016	Contract.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/7/2018 - 11:53 PM

Recommending that the management agreement with Manulife Financial, our current provider of health, dental, vision, life and disability insurance, be renewed for a 3-year term commencing on January 1, 2009.

Agreement states:

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Resolution Number

Created On: 2/7/2018

Item Summary: Award of Contracts with Imaging Archive Technology, LLC and Jackson Imaging Products, Inc. for scanning, indexing and imaging services will support digitizing County records and enable County staff to retrieve public records more easily and downsize physical storage space requirements in offices and at warehouse facilities.

Background: This will remove excess storage issues

Financial Overview

Fiscal Impact:

Item Budgeted?

Dollar Amount: \$413,753

Budget Code:

Strategic Plan Supported Economic Development

Resolution Number

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Agreement with vendor	Action Document	4/7/2016	Hi.docx

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/7/2018 - 11:53 PM

Hi



Resolution Number

Created On: 2/7/2018

Item Summary: Authorize the Chief Executive Officer to Award a Contract to Conduct the Voice of the Customer Surveys to TransPro Consulting Inc., in an Amount Notto-Exceed \$467,200 (Three-Year Contact, with One Two-Year Option)
Gregory Brackin, Director of Operations Support-ADA Officer

Background: The Hillsborough Transit Authority (HART) has been experiencing a nationwide trend in the decline of ridership. HART implemented a system wide service change in October 2017. Many routes were eliminated, while the focus of the core route structure was strengthened. While ridership has decreased, understanding how HART is performing in the eyes of its customers is needed to ensure that future expansion or enhancement meets those quality standards. Currently, the quality of service being provided to our patrons is measured by the complaint based Key Performance Indicator (KPI) of 10 or less complaints per 100,000 passengers.

Coupled with the quality of service KPI, HART also conducts an on-board survey, with the last one being performed in 2016, and prior to that, in 2014. These surveys were administered inperson to HART passengers while they were using HART transit services and are used to gauge what types of services are needed or recommended by HART ridership and the demographic profile of the HART rider.

	HCP
	Associates
TOTAL TECH SCORE (Max Score 725 Points)	636.75
PRICE (Max Score 300 Points)	300
TOTALS (Tech + Price = 1025 Points Max)	936.75
Rankings	2

Financial Overview

Fiscal Impact:

Item Budgeted?

Dollar Amount:

Budget Code:

Strategic Plan Supported

Overall Improvement

Resolution Number

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Resolution #R2018-02-04	Resolution	1/30/2018	Detailed_Document.doc
Trans Pro Contract	Exhibit	1/30/2018	Contract.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/7/2018 - 11:53 PM

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Recommending that the management agreement with Manulife Financial, our current provider of health, dental, vision, life and disability insurance, be renewed for a 3-year term commencing on January 1, 2009.

Agreement states:

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Resolution Number

Created On: 2/8/2018

Item Summary: Bus Parking initiative designed to improve the flow at main stations

Background:

Financial Overview

Fiscal Impact:

Item Budgeted?

Dollar Amount:

Budget Code:

Strategic Plan Supported

Resolution Number

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/8/2018 - 12:03 AM



Resolution Number

Created On: 2/8/2018

Item Summary: Resolution of the Mayor and City Council Codifying and Updating the Schedule of Fees Relative to the Green Park Dog Exercise Area.

Background: Say this snd that

Financial Overview

Fiscal Impact:

Item Budgeted?

Dollar Amount: \$25,000

Budget Code: State MD Grant

Strategic Plan Supported Economic Development

Resolution Number

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Dog Park Agreement	Action Document	3/8/2016	Detailed_Document.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/8/2018 - 12:03 AM

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Resolution Number 09 - 2016 - 0053

Created On: 2/8/2018

Item Summary: Reconsideration of Motion Re: Commitment of Funds to School Committee 5-Yr Capital Program (Funding Motion to be reconsidered due to lack of Commitment of matching School Funds) - Discussion and/or action

Background:

Financial Overview

Fiscal Impact: Yes

Item Budgeted?

Dollar Amount: 10,000

Budget Code: RI Grant

Strategic Plan Supported Economic Development

Resolution Number 09 - 2016 - 0053

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Agreement with School Board	Action Document	4/8/2016	Detailed_Document.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/8/2018 - 12:03 AM

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Resolution Number

Created On: 2/8/2018

Item Summary: Categorical/Grant Fund: \$1,000,000 Contract with Mathtech Inc. – Consulting Services for Business Process Reengineering

Background: RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with the Mathtech, Incorporated to purchase consulting services for business process reengineering, for an amount not to exceed \$1,000,000, subject to funding, for the period commencing January 19, 2018 through June 30, 2019.

Financial Overview

Fiscal Impact: Yes

Item Budgeted? Yes

Dollar Amount: \$1,000,000

Budget Code: Funding Source 9CPX-G40-9570-2595-3291

Strategic Plan Supported Overall Improvement

Resolution Number

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Contract	Budget Amendment	2/6/2018	2018-3-6_Port_of_Long_Beach_Civica.pdf
Word Doc	Cover Memo	2/6/2018	test_word_doc_formatting.docx

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/8/2018 - 12:03 AM

REQUEST FOR PROPOSALS

www.polb.com
Web Page Design Services
for the Port of Long Beach

Release Date: January 30, 2018

Submission Deadline: March 6, 2018, 3:00 PM

Available online at <http://www.planetbids.com/portal/portal.cfm?CompanyID=19236>



TABLE OF CONTENTS

1. Introduction
2. Scope of Work
3. Proposal Requirements
4. Selection Criteria
5. Insurance
6. Submittal Procedures

Appendix A: Insurance Requirements

Appendix B: Small Business Enterprises Program

Appendix C: Contractor Certification Form

Appendix D: Sample Contract

1. INTRODUCTION

The Port’s mission, as defined in its Strategic Plan, is as follows: “The Port of Long Beach is an innovative provider of state-of-the-art seaport facilities and services that enhance economic vitality and improves quality of life and the environment.”

Founded in 1911, the Port of Long Beach is one of the world’s leading full-service seaports, a major gateway for trade between the United States and Asia, and the first stop for many of the things that we buy and use every day – everything from clothing and televisions to cars and tennis shoes. As the second-busiest container port in the United States and the 18th-busiest in the world, the Port and its operations provide one out of every eight jobs in the City of Long Beach, one out of every 30 jobs in Southern California and a total of 1.4 million jobs nationally.

The Port is a government entity that operates as a landlord, which develops and leases shipping terminals to its customers. Port funding is generated through the leasing of these terminals to private shipping lines and terminal operators. Local taxpayers do not pay for the operation, development or maintenance of Port facilities or for the salaries of Port employees. More information about the Port of Long Beach can be found at www.polb.com.

2. SCOPE OF WORK

General Information

Already an industry leader in goods movement and environmental sustainability, the Port of Long Beach aims to be an industry leader in all aspects of our branding and marketing. The Port of Long Beach is a world-class port that has won multiple awards for its events, photography, videography, social media and publications. The Port is looking for a world-class company to

help bring our website in line with the rest of our products, changing the site from its current “municipal government” look to be a marketing site that immediately wows visitors, particularly customers, while still providing the essential information that the public needs.

Item	Description
Port of Long Beach	www.polb.com
Webpages	300 +
CMS Users	30 +
Average web visitors	125,000 per month
Returning Visitors	40.0%

Background

The Port of Long Beach's website, www.polb.com, is the main repository of information for the public about the Port and a major point of interaction between the Port and its stakeholders, and as such should reflect the Port's bold branding while marketing and focusing public attention on the Port's programs and strategic goals.

Our content management system (CMS) has provided adequate functionality but no longer meets our needs.

The Port of Long Beach is seeking to replace the current CMS with a new system using more technologically advanced features and to redesign the Port of Long Beach website to make it state-of-the-art both in design and function, mobile-friendly, and integrated with social media and other media platforms such as e-mail newsletters and releases. It should reflect the Port's brand and will be one of the Port's primary marketing tools.

The current site has been in place since 2006 and is showing its age both in design and function. In addition, the site has grown over the years to the point where it is sometimes difficult to find information; a redesign will allow us to reorganize and refresh content and navigation and implement an architecture that allows simple document management, uploads and search.

The POLB has determined to use open source software and is heavily favoring WordPress due to its ease of use, plethora of available plugins and large development community. If your proposal uses another software tool, please make a case for this tool’s particular suitability and superiority for this project.

We are looking for one vendor to perform the complete scope of work, but are not opposed to subcontractors.

The Vendor must describe its proposed design, implementation and maintenance services. The proposed solution must include a comprehensive implementation plan complete with a description of all activities, schedule and resources proposed for a successful product implementation. The solution should also include a complete plan for hosting, technical support, backups and maintenance of the site following the implementation. The POLB is seeking a single-phase rollout with a new website design running on a fully functioning CMS. ***The POLB estimates this scope-of-work-to-final-build timeline to be approximately six to eight months, with dependencies on approvals, implementation, testing, and training.***

User Experience

User experience initiatives will be focused on creating a responsive design website experience. Efforts will focus on creating a strong brand and exceptional site experience while leveraging web best practices for information architecture (IA), user experience (UX) and design. User experience will be crafted to:

- Position the POLB.com website as a trusted authority for the Port of Long Beach and its divisions
- Provide an intuitive and easy-to-use experience for the site visitor
- Engage the audience with a uniquely branded and highly shareable website

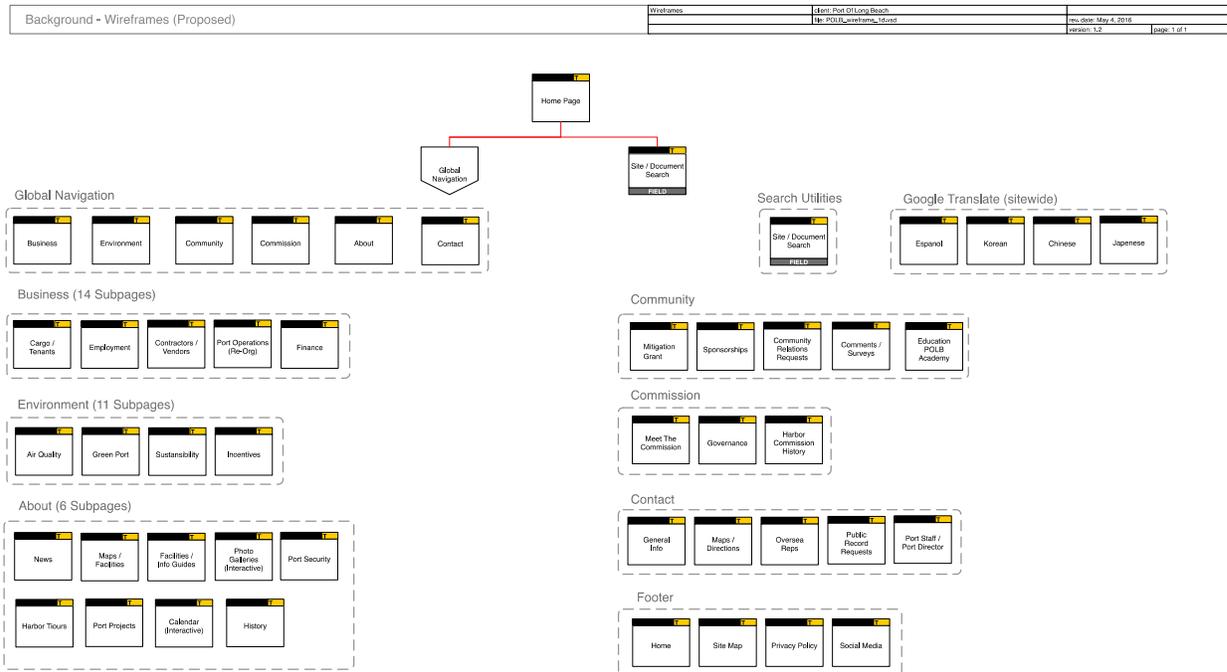
Project Management

Please include a description of your team members and project management approach, including single point of contact with POLB and high-level timeline estimate(s). We anticipate the following project meeting schedule:

- *Project Kickoff* – Vendor will conduct a project kickoff meeting at the beginning of the project, during which joint project team members and roles will be established, and the goals and objectives will be clarified. This kickoff meeting will include all POLB and client team members.
- *Project Plan* – A project plan will be developed which will describe tasks, dependencies, and schedule information to determine target milestone completion dates and resource requirements. The plan will be updated on a weekly basis and used to track actual project progress.
- *Weekly Project Status Meetings* – Weekly project status meetings will be held to cover project progress, issue status and resolution, task completion for the previous week, and anticipated tasks for the upcoming week per the continuously updated project schedule.
- *Weekly Project Status Reports* – On a weekly basis, the Vendor Project Manager and Team Leads will be responsible for developing project status reports, which will be delivered to the client stakeholders. The status report will address the same type of information as that discussed in project status meetings, but in greater detail.

Guidelines provided by POLB

POLB is providing the site map below, covering the first two levels of subnavigation, as a guideline, reflecting preliminary ideas about the structure of the site. This is only a guideline and may change during discovery and implementation phases. Please refer to www.polb.com to see how the site is currently organized.



Approach

A. Planning/Discovery Based on POLB Guidelines

- Objectives
- Metrics – POLB will provide specific metrics to Vendor to help fine-tune decisions on navigation, etc.
- Workflow
- Content Inventory
- Sitemap will be created to identify all website pages and their contents
- Creative Comps will be developed to identify the layout of various website templates
- Document will be created to detail website text and images
- Identify CMS / Open Source Software
- Customization of Site – Identify navigation, user experience, content

- Migration Plan – Vendor will create plan to move files and other content to new site; POLB will work with Vendor on priorities and which content to move; Vendor will do the bulk of the migration

B. Execution

- Wireframes
- Content
- Design – Port will provide art director for project; Vendor’s graphic designers will create designs and assets under Port art director supervision to ensure consistency with Port branding. The Port welcomes input from Vendor on all aspects of the design.
- Style Guide (for content writing/production)
- Templates
- Stylesheets
- Applications
- Integration
- Migration Action
- Training – train super users, who will train other POLB users – a “train the trainers” approach

C. Deployment

- Testing
- Launch

D. Maintenance

- Training – Most post-launch training will be handled by POLB – see Train the Trainers in step 2
- Re-evaluation
- Hosting responsibilities, ongoing technical support, backups and updates

Website Development Deliverables

Deliverable	Description
HTML/CSS	The Vendor UI team will deliver all required templates – These templates will include the HTML, CSS, JavaScript and associated assets
JavaScript	Vendor will be responsible for providing any necessary coding
Server Side Files	Including PHP, PHPMyAdmin Database, Backup Software and Google Analytics, plus any server optimization software/plugins (caching, etc.)

Website Function Requirements

- This need is a priority: Ability in CMS to organize files in fully customizable folder and subfolder structure on the back end
 - Allow replacement/update of files while keeping the same URL
 - Mark the revision date of the file
 - Bulk file upload, even if metadata must be added individually
 - Searchability of PDFs and Word documents
 - Ability to handle large files (up to 50MB, while most documents are <1MB up to 5MB).
 - Use of shortcodes or similar to display documents/folder contents on web pages
- Ability to display data "dashboards" for users to get statistical information at a glance; ideally data would be easily uploadable on back end from spreadsheets, etc.
- Robust Search (ideally, search function will suggest options to users as they type)
- Accessibility: Provisions for users with disabilities
- Interactive Port Map / Facilities Map
- Interactive Phone Directory (connect to or receive data from Port's Active Directory database)
- Alerts (ticker at top of pages; ability to subscribe to these via email or text)
- Master Calendar
- Robust, responsive image galleries
- Customizable RSS feeds
- Google Translate on all pages (site wide)
- Google Analytics statistics for all pages
- Ability to create new templates; widgetized options for modifying page layouts a plus
- Ability to quickly switch out normal home page to a crisis-focused page in case of emergency at Port
- Forms that allow users to save information for future use and allow a form to be saved and completed in more than one session.
- User role-based workflow control
- CMS should be easy to use for a wide variety of users for tasks like uploading files or simple editing of text on pages. Site should be easily expandable to add later connections to Port systems under development, e.g. mobile apps, cargo tracking, billing or other systems
- Plans should include detailed plan and costs for hosting, technical support (including emergency plan for outages), backups and maintenance of the site following the implementation.
- **Please don't let our requirements for website features limit your thinking or imagination. If there's a cool feature you think we should include, tell us about it!**

Assumptions:

- Will use the latest version of jQuery to create any JS functionality.

- The site will support the following browsers and OS combinations:
 - PC: Internet Explorer 10; Firefox 20.0+, Safari 6+, Chrome 20+
 - Mac: Firefox 6+; Safari 6+, Chrome 10+
 - Most recent, commonly used version of iOS and Android
- Coding will likely be done in PHP with a WordPress open source framework.
- It is assumed that there will not be any special accessibility considerations other than those addressed via the use of an approved or custom WordPress theme.
- Any necessary software licensing fees, membership fees or image royalty fees are not included in this scope. POLB will be license holder on all third-party software.
- All creation of creative assets (aka production art) during development should be included in the design budget.
- POLB existing photo/video library will be used in the creative asset (production art) effort as approved by POLB – these photos and videos should not require additional production retouching and all license fees are the responsibility of POLB.
- POLB owns licensing for a WordPress photo gallery plugin.
- All legal and business UX and Design mandates are identified during the Planning/Discovery phase (section A under Approach, above.)
- The site will have responsive design for all pages.
- The Vendor will be responsible for hosting support, though the Port will have full control and administrative rights at all times to the entire website and data environment.
- The Vendor will work with the Port's Information Management Division to implement security measures for the site. Please include in the proposal a plan and costs for implementing basic website security and the recommendations mentioned below, and also include a rate sheet (see note on rate sheet under Website Function Requirements, above) for implementation of additional security measures outside this scope of work. The Port uses generally accepted best practices for cyber security and is currently going through the process of optimizing published policies. In regard to this project specifically, the Port's Information Management Division suggests that the following items (but not limited only to these items) be considered:
 - User management and access control
 - Entire site must utilize HTTPS only (HTTP is minimally allowed only for redirection to HTTPS)
 - Audit and log inspection capabilities
 - Vulnerability and Threat Assessment
 - Patch management and system hardening
 - Backup and Recovery

The Port will perform scheduled security assessments to insure the site complies with PCI-DSS requirements, regardless if the platform is handling payment information. This is not a requirement/regulatory requirement, but is a targeted level of internet-facing security.

3. PROPOSAL REQUIREMENTS

- Title Page with Proposal Title, Proposer Name, and Submittal Date
- Cover letter with contact information:
 - The legal name of the firm, street address, and telephone number.
 - The name, address, telephone number, and email address of the person to whom correspondence should be directed.
 - The address and phone number of the facility where the work is to be undertaken.
 - Acknowledgement of receipt of all RFP addenda, if any.
- Overview/Background:
 - A general description of the firm, including overview of its organizational structure. (i.e. individual, partnership, corporation, joint venture)
 - Project management process for website redesign
 - Firm history (including year firm was established as currently operated) and primary business areas.
- Resume(s):
 - The resume of the proposed project manager and project team members to be assigned to this engagement. Include resumes for each staff member and a project team organization chart. Include the resumes for design team leads and development team leads.
- Experience/Expertise:
 - A representative listing and description of projects of a similar nature completed by your firm. This should include a description of your firm's experience collaborating with other firms on similar projects as well as client references that the Port's selection committee may contact concerning your firm's performance. See notes on Selection Criteria in Section 4 below.
 - Please demonstrate how you would meet the Port's needs by submitting two case studies of past and/or current work and a minimum of three **live** website links of your sample work. The live links may be for the projects from the case studies.
- Contract Certification Form: A signed and dated contract certification form (See Appendix C).
- Implementation Plan: The plan for the redesign of the website, including but not limited to:
 - A preliminary timeline of the phases of the project
 - Basic design and organizational concepts
 - Ideas and recommendations for website features, based and expanding on the Website Function Requirements listed above
 - In addition, firms are encouraged to explore and propose innovative website ideas that maximize resources. The Port is eager to find new and effective ways to reach its many diverse and national and international audiences.
 - A plan for hosting, maintenance, technical support and updates, etc., following launch of the Port controlled website
- Rate Sheet:
 - Total estimated cost for website as described in this RFP,
 - Total estimated cost for additional features proposed by vendor

4. SELECTION CRITERIA

Proposals will be reviewed and ranked by a selection committee using the following criteria:

- Quality of Work (30%): Organization, creativity, and production quality as demonstrated in both this proposal and past work.
- Experience (30%): Demonstrated expertise creating large, complex, interactive marketing/business and/or municipal/government websites, including development of custom features such as data dashboards, interactive maps, apps, SMS communication, and other highly engaging content.
- Staff Qualifications (15%): demonstrated ability to organize and implement a responsive design website experience, possess creative & friendly personality, skilled in design and implementation services, and committed to public service
- Comprehension (15%): Demonstrated understanding of the Port's objectives. Knowledge of the City of Long Beach and port industry will be strongly considered.
- Cost (10%): proposed fees for services.

Candidates may be asked to participate in oral interviews with proposed team members. One contract will then be negotiated with the most qualified firm and/or individual. A complete copy of this RFP can be found on PlanetBids at

<http://www.planetbids.com/portal/portal.cfm?CompanyID=19236>, and information on the procurement process can be found at

<http://www.polb.com/economics/contractors/default.asp>.

5. INSURANCE

Selected Vendor will be required to provide and maintain insurance coverage with limits no less than those specified in Appendix A. Prior to final execution of contract, proof of insurance coverage must be provided or certified copies of the policies which name the City of Long Beach Board of Harbor Commissioners as an additional insured/endorsement holder. ***Standard ACORD forms will not be accepted in lieu of the required endorsement forms.***

Forms can be found at:

http://www.polb.com/economics/contractors/forms_permits/insurance.asp

At the direction of the Port, the Vendor, its risk manager or insurance professional, and the Vendor's insurance broker shall participate in a mandatory conference with the Port's Risk Management Division within fifteen (15) business days after the Vendor is notified of conditional award by the Port. The purpose of this mandatory conference will be to discuss the insurance and form requirements contained in the Contract. Failure to participate in person or by telephone may result in the Contract being awarded to the next qualified vendor.

Please note that failure, for whatever reason, to provide the required documentation of insurance coverage within 30 days of selection could result in the selection of the next high-ranking proposer instead.

6. SUBMITTAL PROCEDURES

Electronic and hardcopy submissions are due no later than **3:00 PM on Tuesday, March 6, 2018**. Proposals are limited to 25 pages (one sheet of paper with print on both sides counts as two pages). The title page, resume(s), Contractor Certification form, and the SBE/VSBE form are excluded from the 25-page limit.

All proposals must be submitted electronically through PlanetBids
<http://www.planetbids.com/portal/portal.cfm?CompanyID=19236>

AND

Deliver/mail six (6) hardcopy proposals to:

Port of Long Beach
Communications and Community Relations Division
Attn: Tanya Payne
4801 Airport Plaza Drive
Long Beach, CA 90815

Proposals received after the deadline will be disqualified.

Questions related to any part of this RFP must be submitted through the PlanetBids system, no later than 3 PM on Tuesday, February 20, 2018. Answers to questions will be posted on PlanetBids no later than Tuesday, February 27, 2018.

No Small Business Enterprise (SBE)/Very Small Business Enterprise (VSBE) participation goals were assigned to this contract; however, the Port strongly encourages SBE/VSBE firms to respond to this solicitation as prime consultants. See Appendix B for more information.

POLB reserves the sole right to evaluate RFPs submitted, waive any irregularity therein, or reject any and all proposals, should such action be deemed in the best interests of POLB. The company awarded the contract must be able to provide evidence that they are licensed to conduct business in the state of California as well as obtain a City of Long Beach business license.

Any attempt to contact the Board of Harbor Commissioners, City of Long Beach or Port of Long Beach staff prior to contract award may result in disqualification from the bidding process. Any information submitted as part of this Request for Proposal is subject to public records requests.

It is expected that a vendor will be selected and a final contract negotiated by early May 2018. Professional services will begin shortly thereafter.

Appendix A: Insurance Requirements

RFP – Port Website Redesign

As a condition precedent to the effectiveness of this contract, Consultant shall procure and maintain in full force and effect during the term of this contract the types and levels of insurance described below.

The required insurance and the documents provided as evidence thereof shall be in the name of Consultant as indicated on this contract.

Coverage that requires the City to tender a claim or suit to its own insurer(s) or make its own insurance available is not permitted.

If policies are written with aggregate limits, the aggregate limit shall be at least twice the occurrence limits or as specified below.

Excess or umbrella policies, if used, shall be following form and shall provide coverage that is equal to or broader than the underlying coverage.

Commercial General Liability:

Commercial General Liability insurance shall be provided on Insurance Services Office (ISO) CGL Form No. CG 00 01 or the equivalent, including provisions for defense of additional insureds and defense costs in addition to limits.

Policy limits shall be no less than one million dollars (\$1,000,000) per occurrence for all coverage provided and two million dollars (\$2,000,000) general aggregate.

Coverage shall be included on behalf of the insured for claims arising out of the actions of independent contractors.

The policy shall contain no provisions or endorsements limiting coverage for contractual liability or third party over action claims.

Defense costs shall be in addition to limits.

The policy must include work performed “by or on behalf” of the Consultant.

Coverage shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to City or any employee or agent of City.

Coverage shall not be limited to the vicarious liability or supervisory role of any

additional insured.

Coverage shall not exclude contractual liability, restrict coverage to the sole liability of Consultant, require the City to tender defense or indemnity to its insurer(s), make its insurance available, or contain any other exclusion contrary to this contract.

If this coverage is written on a claims-made basis, the retroactive date shall precede the effective date of this contract with the City, and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from the termination or expiration of this contract.

Cancellation: The policy shall not be cancelled or the coverage reduced by endorsement unless agreed to in writing by the Executive Director of the Harbor. Consultant agrees to provide written notice as required by this paragraph within 24 hours of initiating cancellation or receiving notice of cancellation from its insurer, insurance broker, or insurance agent.

The policy of insurance shall be endorsed as follows:

Additional Insured: The City of Long Beach, its Board of Harbor Commissioners, employees and agents shall be added as additional insured with regard to liability and defense of suits or claims arising from the operations and activities performed by or on behalf of the Named Insured using ISO Form CG 20 10 (2004) or its equivalent.

Additional Insured endorsements shall not: 1) exclude "Contractual Liability", 2) restrict coverage to the sole liability of the contractor, or 3) contain any other exclusion contrary to this contract.

Business Automobile Insurance:

Automobile Liability Insurance shall be written on ISO Business Auto Coverage Form CA 00 01 or the equivalent, including symbol (1) (any Auto).

Limit shall be no less than five hundred thousand dollars (\$500,000) combined single limit per accident.

Coverage shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to City or any employee or agent of City.

Defense costs shall be in addition to limits.

If Consultant does not own any vehicles, this requirement may be satisfied by a non-

owned vehicle endorsement to the general and umbrella liability policies provided that a separate policy limit is provided for this coverage as required by this contract.

Cancellation: The policy shall not be cancelled or the coverage reduced by endorsement unless agreed to in writing by the Executive Director of the Harbor. Consultant agrees to provide written notice as required by this paragraph within 24 hours of initiating cancellation or receiving notice of cancellation from its insurer, insurance broker, or insurance agent.

The policy of insurance required above shall be endorsed as follows:

Additional Insured: The City of Long Beach, its Board of Harbor Commissioners, employees and agents shall be added as additional insured with regard to liability and defense of suits or claims arising from the operations and activities performed by or on behalf of the Named Insured.

Additional Insured endorsements shall not: 1) be limited to “on-going operations”, 2) exclude “Contractual Liability”, 3) restrict coverage to the sole liability of the contractor, or 4) contain any other exclusion contrary to this contract.

Workers’ Compensation:

Workers’ Compensation Insurance, as required by the State of California, and Employer’s Liability Insurance with a limit of not less than one million dollars (\$1,000,000) per accident for bodily injury and disease.

Cancellation: The policy shall not be cancelled or the coverage reduced by endorsement unless agreed to in writing by the Executive Director of the Harbor. Consultant agrees to provide written notice as required by this paragraph within 24 hours of initiating cancellation or receiving notice of cancellation from its insurer, insurance broker, or insurance agent.

The policy of insurance required above shall be endorsed as follows:

Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City, its Board of Harbor Commissioners, employees and agents.

Errors and Omissions Insurance:

Errors and Omissions Insurance with minimum limits of one million dollars (\$1,000,000). Covered Services shall specifically include all work to be performed

under the Contract and delete any exclusions that may potentially affect the work to be performed under the Contract.

If this coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the Contract with the Port and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from the termination or expiration of this Contract.

Cancellation: The policy shall not be cancelled or the coverage reduced by endorsement unless agreed to in writing by the Executive Director of the Harbor. Consultant agrees to provide written notice as required by this paragraph within 24 hours of initiating cancellation or receiving notice of cancellation from its insurer, insurance broker, or insurance agent.

Deductible/Self-Insured Retention:

Any deductible or self-insured retention must be approved in writing by the Executive Director of the Harbor and shall protect the City, its Board of Harbor Commissioners, agents and employees in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention. Any deductible or self-insured retention must be approved in writing in accordance with City insurance guidelines.

Evidence of Insurance:

The Consultant, concurrently with the execution of this contract, and as a condition precedent to the effectiveness of this contract, shall deliver each required certificate of insurance, each additional insured endorsement, and each waiver of subrogation endorsement containing the terms and conditions required by this contract to the Executive Director of the Harbor for approval as to sufficiency and to the City Attorney or approval as to form.

The Port reserves the right to require that complete certified copies of policies be submitted. For insurance policies written on a claims-made basis, a certified copy of the policy that complies with the terms and conditions of this contract or Port Special Endorsement form shall be provided.

Failure to Maintain Coverage:

Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been approved by the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this contract.

Acceptability of Insurers:

Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A-:VII, and authorized to do business in the State of California or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law. Any other rating must be approved in writing in accordance with the City insurance guidelines.

Contractual Liability:

The coverage provided shall apply to the obligations assumed by the Consultant under the indemnity provisions of this contract but this insurance provision in no way limits the indemnity provisions and the indemnity provisions in no way limit this insurance provision.

Appendix B: Small Business Enterprise Program

SMALL BUSINESS ENTERPRISES (SBE)/VERY SMALL BUSINESS ENTERPRISES (VSBE) PROGRAM

The Port has established a Small Business Enterprises (SBE)/Very Small Business Enterprises (VSBE) Program to encourage small business participation on professional services contracts. Although SBE/VSBE participation goals were not assigned to this contract, the Port strongly encourages proposers to subcontract with SBE/VSBE firms and for SBE/VSBE firms to respond to this solicitation as prime consultants. If a proposer is an SBE/VSBE and/or subcontracts with an SBE or VSBE, the proposer should submit an SBE/VSBE Commitment Plan (POLB Form SBE-2P) with its proposal. The POLB Form SBE-2P is the form a proposer uses to list all certified SBE/VSBE firms.

The Port only recognizes SBE certifications issued by the Port's online procurement system, PBSystem, and/or by the State of California's Department of General Services (DGS).

To register and obtain SBE certification in the Port's online procurement system, log on to www.polb.com/sbe. Registration and application is free to all businesses.

SBE eligibility is determined by utilizing federal U.S. Small Business Administration (SBA) size standards and/or by the standards set by the State of California's Department of General Services (DGS).

- a. The SBA size standards are based on the North American Industrial Classification System (NAICS) codes. To identify the NAICS code(s) that a business may qualify under, log on to <http://www.sba.gov>.
- b. DGS has established a separate set of SBE eligibility standards and classification codes. Log on to <http://www.dgs.ca.gov> for complete DGS certification information.

VSBE and/or Micro-business eligibility is determined utilizing criteria consistent with the DGS "micro-business" designation: contractors, consultants, and vendors with gross annual receipts, averaged over the past three tax years, of \$3.5 million or less, or small business manufacturers with 25 or fewer employees.

Additional information regarding the Port's SBE/VSBE Program can be found on the Port's SBE website at www.polb.com/sbe.

Appendix C: Contractor Certification Form

**PORT OF LONG BEACH
CONTRACTOR CERTIFICATION FORM**

Purpose & Instructions: The purpose of this form is to ensure that all proposers are aware of POLB's Insurance Requirements, Contract Terms and Conditions, and other general terms of conducting business with POLB. Please initial and date all statements that you agree with. A person who is authorized to bind your organization to the terms of this proposal must sign and date in the space provided below including the individual's name and title. ***This form is to be submitted along with your proposal.***

Project Name: _____

Spec #: _____
(if applicable)

Company Name Main Telephone Number

Street Address

City, State, Zip Code

Insurance Requirements

_____ I understand the insurance requirements for the proposed scope of work. I have discussed the insurance requirements with my insurance carrier and my company will be able to obtain the required insurance if awarded a contract.

Contract Terms and Conditions

_____ I have read the POLB contract template provided and agree to all standard terms and conditions.

_____ I have read the POLB contract template provided and agree to the standard terms and conditions with the exception of what is noted in the space below.

Explain:

General

_____ I understand the following additional conditions:

- Any information submitted is subject to the Freedom of Information Act (i.e. Public Records Request).
- There is no known conflict of interest that would impair the objectivity of either the firm or POLB staff in carrying out the subject scope of work.
- Any attempt to lobby members of the BHC, City Council, or POLB/COLB staff between the time a solicitation is released until the announcement of contract award, may result in disqualification from the selection process.
- The proposer must be in compliance with the registration requirements of the California Secretary of State and if awarded a contract, be able to obtain a City of Long Beach business license.

My signature below certifies that the statements initialed above are true and correct and I agree that our submitted proposal shall remain valid for the period of time stated in the RFP / RSOQ / RFQ. Furthermore, I understand that POLB is not bound to accept the lowest bid or award a contract for professional service contracts.

Signature

Print Name

Title

Telephone Number

Email Address

Appendix D: Sample Contract

1 [_____].

2 4. In requesting the services of Consultant, the Director of
3 Communications shall identify the project for which such services are requested and shall
4 establish the maximum amount to be charged by Consultant on such project, the time limit
5 within which Consultant is to complete the work, and the charge point to be used by
6 Consultant in billing City. Consultant's charges on any project shall not exceed the
7 maximum amount so established without the express written approval of the Director of
8 Communications.

9 5. Charges made by Consultant for such services shall be based on
10 Consultant's "[_____]," attached hereto as Exhibit [] and
11 incorporated by this reference.

12 6. Consultant shall submit a separate statement not later than the tenth
13 day of each month for [each project upon which] services [which] have been performed
14 during the immediately preceding month, referring in each of the statements to the charge
15 point for such project previously furnished by the Director of Communications and detailing
16 the services performed and expenses, if any, incurred. All payments to Consultant shall
17 be made by City in due course, not to exceed thirty (30) days, after approval of invoice by
18 the Director of Communications.

19 7. [Subject to the provisions of subparagraph 7.1,] T[t]he total amount
20 which shall be payable by City to Consultant for Consultant's services[on all projects]
21 during the term of this contract shall not exceed \$_____.

22 7.1 If, during the course of the described services, additional work
23 beyond the scope of services described in Exhibit A is, in the opinion of the Director
24 of Communications, required or desired, the Director of Communications may
25 authorize such additional work by Consultant; provided the Director of
26 Communications first receives written confirmation from the Harbor Department
27 Risk Manager that no insurance is necessary for the additional work other than the
28 insurance required by paragraph _____ of this contract, and provided further, total

1 compensation to be paid hereunder, including compensation for such additional
2 services, shall not exceed \$_____.

3 8. All designs, sketches, drawings, specifications, data and other
4 information, in whatever form or medium, compiled or prepared by Consultant in performing
5 its services or furnished to Consultant by City ("contract information") shall be the property
6 of City and City shall have the unrestricted right to use or disseminate same without
7 payment of further compensation to Consultant[, provided that any future use of such
8 material or work product by City for other than the specific purpose intended by this contract
9 shall be at City's sole risk and without liability to Consultant]. Copies of Consultant's work
10 product may be retained by Consultant for its own records.

11 9. All books, accounts, reports, files, correspondence, data, contract
12 information and other records relating to this contract shall be maintained by the Consultant
13 and its subconsultants during the term of this contract and for a period of five years after
14 termination or expiration of this contract and shall be subject at all reasonable times to
15 review, inspection, and audit by the City. Such records shall be produced by the Consultant
16 and/or the subconsultant within a reasonable time at a place designated by the City, upon
17 written notice to the Consultant. Consultant shall allow, and shall require subconsultants
18 to allow, City and its authorized representative(s), auditors, attorneys and accountants,
19 upon twenty-four (24) hour notice to Consultant, full access to inspect and copy all the
20 above books and records at a location within the Southern California area.

21 10. City shall have the right to terminate this contract at any time upon ten
22 (10) days' written notice to Consultant. If the contract is so terminated prior to the expiration
23 of the term, Consultant shall be paid for those charges which have accrued but not been
24 paid through the effective date of termination. Consultant agrees to accept such amount,
25 plus all amounts previously paid, as full payment and satisfaction of all obligations of City
26 to Consultant.

27 11. Neither City nor any of its employees shall have any control over the
28 conduct of Consultant, or employees of Consultant, except as herein set forth, and

1 Consultant and employees of Consultant shall not, at any time or in any manner, represent
2 that Consultant or employees of Consultant, or any of them, are the officers, agents, or
3 employees of City. It is expressly understood and agreed that Consultant is, and shall at
4 all times remain, as to City a wholly independent contractor, and each party's obligations
5 to the other party are solely such as are set forth in this contract. Consultant shall be free
6 to contract for similar services to be performed for others during this contract. [Consultant
7 acknowledges and agrees that: (i) City will not withhold taxes of any kind from Consultant's
8 compensation; (ii) City will not secure workers' compensation or pay unemployment
9 insurance to, for or on Consultant's behalf; and (iii) City will not provide and Consultant is
10 not entitled to any of the usual and customary rights, benefits or privileges of City
11 employees.]

12 12. Consultant agrees, subject to applicable laws, rules, and regulations,
13 not to discriminate in the performance of this contract against any employee or applicant
14 for employment on the basis of race, color, national origin, religion, sex, sexual orientation,
15 gender identity, AIDS, HIV status, age, disability, handicap, or veteran status. Consultant
16 shall ensure that applicants are employed and that employees are treated during
17 employment without regard to any of these bases, including but not limited to employment,
18 upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination,
19 rates of pay or other forms of compensation, and selection for training, including
20 apprenticeship. Consultant agrees to post in conspicuous places available to employees
21 and applicants for employment notices to be provided by City setting out the provisions of
22 this nondiscrimination clause. Consultant shall in all solicitations or advertisements for
23 employees state that all qualified applicants will receive consideration for employment
24 without regard to these bases. Compliance with the Americans with Disabilities Act of 1990
25 shall be the sole responsibility of Consultant, and Consultant shall defend and hold the City
26 harmless from any expense or liability arising from Consultant's non-compliance therewith.

27 13. Any notices to be given under this contract shall be given in writing.
28 Such notices may be served by personal delivery, facsimile transmission or by first class

1 regular mail, postage prepaid. Any such notice, when served by mail, shall be effective
2 two (2) calendar days after the date of mailing of the same, and when served by facsimile
3 transmission or personal delivery shall be effective upon receipt. For the purposes hereof,
4 the address of City, and the proper person to receive any such notices on its behalf, is:
5 Executive Director, Long Beach Harbor Department, P.O. Box 570, Long Beach, California
6 90801; and the address of Consultant as indicated above.

7 14. This contract contemplates the personal services of Consultant and
8 its employees, and it is recognized by the parties hereto that a substantial inducement to
9 City for entering into this contract was, and is, the professional reputation and competence
10 of Consultant and its [employees] [key employee _____]. Neither this contract
11 nor any interest therein may be assigned or delegated by Consultant, except upon the prior
12 written consent of the Executive Director. Any attempted assignment or delegation without
13 such consent shall be void, and any assignee or delegate shall acquire no right or interest
14 by reason of such attempted assignment or delegation. Furthermore, Consultant shall not
15 subcontract any part of the performance contemplated and provided hereunder, except as
16 specified in this contract, in an amendment hereto, or with the prior written consent of the
17 Director. Before granting any such consent, the Director of Communications shall obtain
18 the concurrence of the Director of Finance to the proposed subcontractor. Nothing herein
19 shall prevent Consultant from employing or hiring as many employees as Consultant may
20 deem necessary for the proper and efficient execution of this contract.

21 15. Consultant covenants that both itself, in its corporate capacity, and its
22 principals presently have no interest and shall not acquire any interest, direct or indirect,
23 which would conflict in any manner or degree with the performance of services required to
24 be performed under this contract.

25 16. (a) Consultant shall indemnify, protect and hold harmless City, the
26 Board of Harbor Commissioners, and their officials, employees and agents
27 (“Indemnified Parties”), from and against any and all liability, claims, demands,
28 damage, loss, obligations, causes of action, proceedings, awards, fines, judgments,

1 penalties, costs and expenses, including attorneys' fees, court costs, expert and
2 witness fees, and other costs and fees of litigation, arising or alleged to have arisen,
3 in whole or in part, out of or in connection with (1) Consultant's breach or failure to
4 comply with any of its obligations contained in this contract, or (2) negligent or willful
5 acts, errors, omissions or misrepresentations committed by Consultant, its officers,
6 employees, agents, subcontractors, or anyone under Consultant's control, in the
7 performance of work or services under this contract (collectively "Claims" or
8 individually "Claim").

9 (b) In addition to Consultant's duty to indemnify, Consultant shall
10 have a separate and wholly independent duty to defend Indemnified Parties at
11 Consultant's expense by legal counsel approved by City, from and against all
12 Claims, and shall continue this defense until the Claims are resolved, whether by
13 settlement, judgment or otherwise. No finding or judgment of negligence, fault,
14 breach, or the like on the part of Consultant shall be required for the duty to defend
15 to arise. City shall notify Consultant of any Claim, shall tender the defense of the
16 Claim to Consultant, and shall assist Consultant, as may be reasonably requested,
17 in the defense.

18 (c) If a court of competent jurisdiction determines that a Claim was
19 caused by the sole negligence or willful misconduct of Indemnified Parties,
20 Consultant's costs of defense and indemnity shall be (1) reimbursed in full if the
21 court determines sole negligence by the Indemnified Parties, or (2) reduced by the
22 percentage of willful misconduct attributed by the court to the Indemnified Parties.

23 [(d) To the extent this contract is a professional service contract for
24 work or services performed by a design professional, such as an architect,
25 landscape architect, professional engineer or professional land surveyor, subject to
26 California Civil Code Section 2782.8, the provisions of this Section regarding
27 Consultant's duty to defend and indemnify shall be limited to apply only to Claims
28 that arise out of, pertain to, or relate to the negligence, recklessness, or willful

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misconduct of the Consultant.] [INCLUDE ONLY IN CONTRACTS INVOLVING DESIGN SERVICES]

(e) The provisions of this paragraph shall survive the expiration or termination of this contract.

17. As a condition precedent to the effectiveness of the contract, the Consultant shall comply with the insurance requirements attached hereto as Exhibit [___].

18. Consultant shall obtain and maintain any necessary licenses and permits required under Title 3 and Title 5 of the Long Beach Municipal Code. City may withhold any payment to Consultant until Consultant comes into compliance with such licensing and permitting requirements.

[19. This contract shall be deemed made in the State of California and shall be governed by the laws of the State (except those provisions of California law dealing with conflicts of law), both as to interpretation and performance.]

[20. It shall be mandatory for the Consultant to pay not less than the said prevailing rate of wages to all workers employed by the Consultant in the execution of this contract. The Consultant expressly agrees to comply with the penalty provisions of California Labor Code section 1775 and the payroll record keeping requirements of California Labor Code section 1771.]

21. In the event of any conflict or ambiguity between this written agreement and any exhibit hereto, the provisions of this agreement shall govern.

22. This contract shall not be amended, nor any provision or breach hereof waived, except in writing signed by the parties which expressly refers to this contract.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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23. This contract, including all exhibits, constitutes the entire understanding between the parties and supersedes all other agreements, oral or written, with respect to the subject matter herein.

[_____]

_____, 20__

By: _____
Name: _____
Title: _____

_____, 20__

By: _____
Name: _____
Title: _____

CONSULTANT

CITY OF LONG BEACH, a municipal corporation, acting by and through its Board of Harbor Commissioners

_____, 20__

By: _____
Mario Cordero
Executive Director
Long Beach Harbor Department

CITY

The foregoing document is hereby approved as to form.

CHARLES PARKIN, City Attorney

_____, 20__

By: _____
Principal Deputy/Deputy

CMG:WRB:LEM:DAM:DRA [date] # (A11-00168 rev 04/20/17)
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Link to Civicasoft.com – <http://www.civicasoft.com>

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<https://vimeo.com/154206876>

Iframe to Mountain View Agendas -

<https://mountainview.legistar.com/DepartmentDetail.aspx?ID=22578&GUID=1ABE7286-1989-4A9C-A9F6-195A4BFDEDEE&Mode=MainBody>

<http://agency.governmentjobs.com/jefferson/default.cfm>



Resolution Number 06 - 2016 - 0035

Created On: 2/8/2018

Item Summary: Criminal Background Check (CBC) Program Director will deliver a presentation to the Board about the DAS Program, its processes, and policies to safeguard personal data confidentiality.

Background: This item has been considered three times in prior meetings.

Financial Overview

Fiscal Impact: Yes

Item Budgeted? Yes

Dollar Amount: 5000

Budget Code: MN State Grant

Strategic Plan Supported Efficient Government

Resolution Number 06 - 2016 - 0035

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Criminal Background Check Agreement	Action Document	3/15/2016	Detailed_Document.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/8/2018 - 12:02 AM

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Resolution Number

Created On: 2/8/2018
Item Summary: Phone System Upgrade- Joint RFP
Background:

Financial Overview

Fiscal Impact:
Item Budgeted?
Dollar Amount:
Budget Code:

GA State Grant

Strategic Plan Supported

Efficient Government

Resolution Number

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Phone System Upgrade- Joint RFP	Action Document	4/11/2016	Detailed_Document.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/8/2018 - 12:02 AM

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Resolution Number 05 - 2016 - 0030

Created On: 2/8/2018
Item Summary: Approve Lake Shore beautification proposal
Background: Her ewe have some background

Financial Overview

Fiscal Impact:
Item Budgeted?
Dollar Amount: \$3,000
Budget Code: MNDOT right-of-way Grant

Strategic Plan Supported Overall Improvement

Resolution Number 05 - 2016 - 0030

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Parks Are Us Inc. Agreement	Action Document	4/19/2016	Contract.doc
CONtract from vendor	Cover Memo	6/21/2016	Contract.doc
MNDOT right-of-way Grant	Action Document	4/19/2016	Detailed_Document.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/8/2018 - 12:02 AM

Recommending that the management agreement with Manulife Financial, our current provider of health, dental, vision, life and disability insurance, be renewed for a 3-year term commencing on January 1, 2009.

Agreement states:

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NovusBOARDVIEW offer board members electronic access to agenda, draft and final minutes and full research capability. Members can easily view upcoming agenda and make private comments as part of their meeting preparation. These meeting comments can be used during the meeting to remind the member of comments they want to make or present. Viewing draft minutes prior to the next meeting is easy using NovusBOARDVIEW and comments can be made on draft minutes as well if there is discussion required prior to approval of minutes. The online research option offers members the opportunity to quickly research past items with a few mouse clicks. This feature reduces the strain on staff who often receive calls from members for research.

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The entire package is web based and easily configured to meet the exact needs of your organization. Novusolutions can use your existing agenda and minute format to create your web based publications.

Deployment is automated with support provided by Novusolutions. The software will work with your existing IT infrastructure and e-mail system. The NovusAGENDA will tie directly into your network infrastructure (Active Directory).

Not only will the public love the ability to view agenda and minutes on-line, you will see a return on investment immediately. Paper, copy, and distribution costs will be virtually eliminated.

Think about the process today for creating agendas for upcoming meetings. Without exception it is labor intensive, consumes reams of paper and most importantly it is inefficient. Distribution of these packets is an administrative nightmare. Managing the actual meeting is difficult as you try to record motions, votes and discussion. The question; how can organizations leverage the power of the Internet to improve these processes without a major investment of time or money?

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Resolution Number

Created On: 2/8/2018

Item Summary: Council to consider approval and authorization to sign a contract with State DOT to receive grant funding for the Complete Streets Tier 2 Grant in the amount of \$48,511.73.

Background:

Financial Overview

Fiscal Impact:

Item Budgeted?

Dollar Amount: \$48,511.73

Budget Code: Complete Streets Tier 2 Grant

Strategic Plan Supported Economic Development

Resolution Number

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
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REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/8/2018 - 12:02 AM



Resolution Number

Created On: 2/8/2018
Item Summary: Training of staff on new technology
Background:

Financial Overview

Fiscal Impact:
Item Budgeted?
Dollar Amount:
Budget Code:

Strategic Plan Supported

Resolution Number

ATTACHMENTS:

<u>Description</u>	<u>Type</u>	<u>Upload Date</u>	<u>File Name</u>
Plan	Cover Memo	1/25/2018	Fire_District.doc

REVIEWERS:

<u>Department</u>	<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Clerk	Clerk, Sandy	Approved	2/8/2018 - 12:03 AM



AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

ITEM TITLE Review and ratify Dixon Fire Protection District Ordinance No. 10-01, as modified, establishing standards more stringent than the State Fire Code		BOARD MEETING DATE May 10, 2011	AGENDA NUMBER 5
Dept:	County Counsel	Supervisorial District Number	
Contact:	Carrie Scarlata, Deputy County Counsel	5	
Extension:	x6155		
	Published Notice Required?	Yes _____	No <u>X</u> _____
	Public Hearing Required?	Yes _____	No <u>X</u> _____

DEPARTMENTAL RECOMMENDATION:

On behalf of the Dixon Fire Protection District, it is requested that the Board of Supervisors review and ratify the Dixon Fire Protection District Ordinance 10-01, as modified, which adopts the 2010 California Fire Code together with amendments.

SUMMARY/DISCUSSION:

Health and Safety Code section 13869.7 authorizes a fire protection district to adopt building standards that are more stringent than building standards adopted by the State Fire Marshall and set forth in the State code. A fire protection district may establish such standards in its legislative capacity pursuant to an ordinance adopted by the district.

However, when a fire protection district adopts an ordinance with building standards that are more stringent than State standards, the district must submit the ordinance to the county with jurisdiction for ratification. Accordingly, the Dixon Fire Protection District has submitted Ordinance No. 10-01 with its amendments for ratification by Solano County.

As part of Solano County's review process, Ordinance No. 10-01 was submitted to the Agricultural Advisory Committee for review and comment. The Ordinance being presented to this Board reflects the Agricultural Advisory Committee's suggested modifications.

Based upon unique local needs, conditions and resources, including climatic, geological and topographical conditions, the Dixon Fire Protection District has determined that it is necessary and advisable to adopt certain local building standards that are more stringent than state building standards. To this end, the Dixon Fire Protection District has, following noticed public hearings, adopted the 2010 California Fire Code, with the amendments identified in Dixon Fire Protection District Ordinance 10-01 in Attachment A. The amendments make certain changes that are more