



Request for Proposals

Glendale Start-Up Tech Accelerator Operator

Release Date: January 15, 2020
Submission Date: March 11, 2020 at 5 pm

The City of Glendale ("City") invites qualified respondents to submit a proposal for the operation and program management of a Start-Up Tech Accelerator ("Accelerator") located in Glendale. Proposals must be submitted in accordance with all requirements of the Request for Proposal (RFP). Any questions regarding this request for proposal should be directed to:

Jennifer Hiramoto

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AMENDED ON 1/16/2020

**PAGE 18: EXHIBIT C WAS UPDATED TO INCLUDE A
DRAFT PROFESSIONAL SERVICES AGREEMENT**



TABLE OF CONTENTS

Notice of Prohibition of Communication With, and Gifts or Gratuities to, the City and Others	3
Introduction	3
Background	4
Understanding the Local Economy	4
Current Tech Strategy Efforts	9
Startup Accelerator Goals and Objectives	9
Submission Requirements	10
Available Funding and Services	14
Evaluation Criteria	15
Evaluation Process	15
Submission Deadline and Requirements	16
Acceptance of Submittals	16
Notice Regarding Disclosure of Contents of Document	17
Exhibits	18

NOTICE OF PROHIBITION OF COMMUNICATION WITH, AND GIFTS OR GRATUITIES TO, THE CITY AND OTHERS

- A. From the date the report to City Council recommending the issuance of this RFP is published until the date on which the City awards a contract, if any, a Proposer must not directly or indirectly give, furnish, donate, or promise any money, compensation, gift, gratuity, or anything of value to the Glendale City Council or any City employee for the purpose of, or which has the effect of:
1. Securing or establishing an advantage over other Proposers;
 2. Securing or recommending the selection of the Proposer's Proposal; or
 3. Securing or recommending a Contract award to any Proposer.

Violation of the forgoing prohibitions will constitute grounds for rejection of a proposal(s). Such rejection may be made within the sole and absolute discretion of the City of Glendale.

- B. As more specifically set forth herein below under "Submission Deadline and Requirements," the deadline for receiving proposals in response to this **RFP is 5:00 pm on March 11, 2020**. At all times following this deadline, and continuing until the City awards a contract, if any contract is awarded (the "Review Period"), all Proposers and their surrogates are prohibited from communicating in any manner with any Glendale City Council member and City employee involved in the RFP process unless expressly authorized by this RFP. This prohibition means that Glendale City Council members and City employees involved in the RFP process will not hold any meetings, conferences, or discussions via email, telephone, in-face, any form of social media or otherwise, with any Proposer during the Review Period. Provided, however, proposers and their representatives are not prohibited from making oral statements or presentations in public to one or more representatives of the City during a public meeting, and proposers may write to the City Council as a whole after City staff written recommendations are published in anticipation of a public meeting.

INTRODUCTION

The City of Glendale ("City") is committed to supporting and growing business enterprises that improve the City's economy. Since the adoption of the Glendale Tech Strategy ("Tech Strategy") in January 2017, the City has implemented and facilitated a variety of efforts focused on the local start-up and innovation ecosystem.

In 2019, the City received a \$1 million grant from the State of California Governor's Office of Business and Economic Development (GO-Biz) to launch and support a Start-Up Accelerator ("Accelerator"). The Glendale Economic Development Division ("Economic Development") will oversee the utilization of funds and program milestones, as well as be responsible for selecting an Accelerator Operator ("Operator") per City Council approval. Leading up to this solicitation, Economic Development engaged the local startup community to gather feedback regarding the needs of local entrepreneurs, overall ecosystem needs, and potential best uses for the grant funding.

The City seeks proposals from highly qualified respondents to operate and manage an Accelerator to further support and grow the local start-up ecosystem. This Request for Proposal (RFP) outlines the goals and objectives of the Accelerator and information respondents are required to submit to be

considered as the Operator. The City of Glendale is seeking a qualified operator to develop, implement, and operate an accelerator with the following goals in mind:

- Create jobs;
- Retain talent in Glendale and the Tri-City region;
- Attract high growth start-ups to Glendale, and retain them once they successfully complete the accelerator program;
- Support entrepreneurs currently traveling outside the region for outside resources, including, but not limited to, accessing capital and mentorship;
- Raise profile of Glendale as a hub for innovation, and an important city to Southern California's burgeoning technology scene; and,
- Contribute to the innovation in leading industries in Glendale and surrounding communities, including, but not limited to, art and entertainment, healthcare, financial services and government.

BACKGROUND

In recent years, the City of Glendale's Economic Development Division ("Economic Development") has focused its efforts on creating a vibrant Downtown district, including attracting businesses to fill downtown office vacancies. As a result, Downtown Glendale is flourishing with a variety of shopping, dining, business, and residential options. The success of the City's efforts motivated the City Council to seek a plan that would bring forth additional success in Glendale, this time in the technology sector. On February 23, 2016, the City Council engaged Estolano Advisors to develop a roadmap for Glendale's tech sector.

The Glendale Tech Strategy ("Tech Strategy") report, published in 2017, revealed the diversity of Glendale's tech economy and a highly-educated workforce.¹ The report offered strategies to support and enhance the variety of industry subsectors, as well as called for creating high-quality space for the tech industry to grow and thrive in Glendale. Creating a physical environment that attracts and promotes innovation requires a focus on providing high-quality and diverse real estate product for startup companies of all sizes. Downtown Glendale is becoming the hub for emerging and established companies, including Age of Learning, Service Titan, and more. New, modern coworking spaces have also moved into Glendale since the adoption of the Tech Strategy, including Regus, Industrious, and soon, WeWork. The City also offers flexible, industrial options in West Glendale for companies in need of space for prototyping or assembly.

Accelerators have been shown to create positive impact beyond individual companies by uplifting regional entrepreneurial ecosystems. Launching an Accelerator in the City would provide local companies with the tools and support for entrepreneurial success in the Tri-City region, which includes the cities of Glendale, Burbank, and Pasadena.

UNDERSTANDING THE LOCAL ECONOMY

The Los Angeles County Economic Development Corporation (LAEDC) forecasts the continued shift from production industries to service-based industries in Los Angeles County, with the largest job growth in professional business services, health care, and hospitality.² The top employment sectors in

¹ City of Glendale. (2017). *Glendale Tech Strategy*. <https://www.glendaleca.gov/home/showdocument?id=35855>

² Los Angeles Economic Development Corporation. (2019). *2019 LAEDC Economic Forecast*. <https://laedc.org/research-analysis/recent-reports/>

Los Angeles County include the following: Health Care and Social Assistance; Government; Accommodation and Food Services; and Retail Trade.

The Greater Los Angeles region also continues to gain momentum as a tech hub. In 2018, CBRE ranked Los Angeles as the top market for tech talent momentum markets (accelerated growth in its tech talent labor pool) and ranked third for annual tech degree completions after New York City and Washington.³ The Los Angeles market also ranked second for office rent growth and ninth in high-tech job growth among 30 tech markets in CBRE's annual Tech-30 report in 2018.⁴ Los Angeles gained over 10,000 new high-tech software/service jobs from 2017 to 2018.

Tri-City Region

The Tri-City region (including Burbank, Glendale, and Pasadena) has also shown strong growth in office space in the past years with over 26 million sq. ft. of office space in the Tri-City region and another 438,267 sq. ft. currently under construction.⁵ Real Estate companies, such as Colliers, CBRE, and Madison Partners have all identified the tech, media, and entertainment as the main industries driving this growth.

This also demands a qualified workforce. In September 2019, employers shared over 9,000 postings online for jobs in the Tri-City region.⁶ The region's population is also highly educated with over 40 percent of residents over the age of 25 holding a bachelor's degree or higher.⁷ There is also a strong workforce pipeline from local colleges and universities in the area, such as Glendale Community College, Caltech, Pasadena City College, Art Center School of Design, and others.

Glendale

Glendale boasts a thriving downtown with a mix of shopping, dining, entertainment, and housing – over 1,000 units were permitted in the City in 2016.⁸ The U.S. Census estimates a total of 107,504 jobs in the City. NAICS industry sectors with the highest employment in Glendale include Health Care and Social Assistance (31,989), Retail (12,312), and Manufacturing (8,128).⁹

With regard to the tech industry, the top high-tech subsectors for employment in the City include Management, Scientific, and Technical Consulting; Computer Software, Design, and Services and Online Publishing; and Architectural and Engineering Services (refer to **Table 1**). Similarly, the subsectors with the highest number of firms located in Glendale are Management, Scientific, and Technical Consulting; Architectural and Engineering Services; and Computer Software, Design, and Services and Online Publishing.

Data on technology firms from Crunchbase, a crowdsourced website, can provide an alternate view into local industries. Crunchbase data comes from “more than 3,500 global investment firms that submit monthly portfolio updates to Crunchbase.”¹⁰ The data is not organized by NAICS codes; instead,

³ CBRE. (2018). *2018 Scoring Tech Talent*

⁴ CBRE. (2018). *2018 Tech-30: Measuring Tech Industry Impact on North American Office Markets*.

⁵ CBRE. (2019). *Greater Los Angeles Office Report, Q3 2019*.

⁶ State of California Employment Development Department. (2019). Los Angeles County Economic Summary 2019 – 3rd Edition. <https://www.labormarketinfo.edd.ca.gov>

⁷ U.S. Census Bureau. (2019). *Educational Attainment: 2013-2017 American Community Survey 5-Year Estimates*.

⁸ Southern California Association of Governments. (2019). *SCAG Local Profile Report for the City of Glendale*. <https://www.scag.ca.gov/Documents/Glendale.pdf>

⁹ U.S. Census Bureau. (2017). OnTheMap Application and LEHD Origin-Destination Employment Statistics.

¹⁰ Crunchbase. (2019). *Frequently Asked Questions*. <https://support.crunchbase.com/hc/en-us/articles/360009616013-Where-does-Crunchbase-get-their-data->

Crunchbase classifies companies into dozens of “Categories” that define their business services or product and roughly 40 “Category Groups” that organize businesses together into larger groups.¹¹

According to Crunchbase, Glendale has 224 company profiles with over an estimated 86,000 employees (refer to **Table 2**). Category Groups with the most firms in Glendale include Financial Services, Information Technology, Healthcare, and Commerce and Shopping. Category Groups with the most employees in Glendale include Hardware, Commerce and Shopping, Consumer Electronics, and Apps. Additional regional Category Group themes (in relation to Burbank, Pasadena, and La Cañada-Flintridge) include Media and Entertainment as well as Internet Services.

¹¹ Crunchbase Categories and Category Groups can be viewed here: <https://support.crunchbase.com/hc/en-us/articles/360009616373-What-categories-are-included-in-Crunchbase->

Table 1. Number of High-Tech Firms by Subsector, Glendale*

High-Tech Subsector	# Firms in Glendale	# of Employees in Glendale	Total Sales
Aerospace Products	12	1,813	\$342,086,000
Architectural & Engineering Services	219	2,133	\$257,702,000
Biopharmaceuticals & Medical Devices	96	792	\$223,076,000
Computer Products & Electronics Manufacturing	21	288	\$125,450,000
Computer Software, Design, & Services and Online Publishing	178	3,141	\$407,200,000
Machinery & Equipment Manufacturing	20	475	\$181,392,000
Management, Scientific, & Technical Consulting	327	5,487	\$407,398,000
Media	84	1,011	\$243,307,000
Petroleum & Chemical Products Manufacturing	3	480	\$49,703,000
Telecommunications**	31	327	\$147,050,000
Wholesale Activities Related to High Tech	200	2,285	\$1,726,991,000
Total	1,191	18,232	\$4,111,355,000
<i>Source: Reference USA</i>			

*Since the Tech Strategy was published, NAICS code classifications have been adjusted and do not reflect an exact replication of previously reported data. Additionally, please note that businesses identify their individual NAICS code independently.

**NAICS codes 5171 and 5172 are not available as of 10/25/19

Table 2. Number of Active Firms and Estimated Employees by Primary Category Group*

Primary Category Group	Glendale Firms	Glendale Employees	Burbank, Pasadena, La Cañada Flintridge Firms	Burbank, Pasadena, La Cañada Flintridge Employees
Administrative Services	5	840	8	13,510
Advertising	10	145	65	11,570
Agriculture and Farming	2	60	4	15
Apps	9	10,110	27	440
Artificial Intelligence	4	210	23	515
Biotechnology	1	-	31	745
Clothing and Apparel	6	150	6	95
Commerce and Shopping	14	17,765	51	14,045
Community and Lifestyle	10	3,615	30	720
Consumer Electronics	11	10,200	35	1,770
Consumer Goods	4	5	4	40
Content and Publishing	11	165	28	16,380
Data and Analytics	7	345	22	10,455
Design	3	35	12	900
Education	10	960	22	740
Energy	2	80	9	10,215
Events	2	2,875	3	40
Financial Services	19	960	40	10,950
Food and Beverage	6	825	12	11,325
Gaming	3	85	17	850
Government and Military	1	30	2	10,175
Hardware	9	20,450	31	8,215
Health Care	15	295	34	1,355
Information Technology	18	1,795	34	30,210
Internet Services	7	830	40	25,105
Manufacturing	1	-	7	5
Media and Entertainment	9	2,690	52	20,530
Mobile	2	375	4	285
Natural Resources	-	-	3	180
Privacy and Security	1	5	1	375
Professional Services	8	2,630	16	4,955
Real Estate	7	7,980	15	550
Sales and Marketing	-	-	4	70
Science and Engineering	1	-	3	405
Software	4	90	18	310
Sports	-	-	5	5
Transportation	2	80	4	60
Total	224	86,680	722	208,110

*Estimates based on median value of employee count ranges. Employee counts/ranges not available for all firms.

Tech-related companies continue to grow in the City. Glendale is home to expanding firms such as Age of Learning and Service Titan, as well as established firms such as the Walt Disney Company and LegalZoom. With updates to much of its office real estate, as well as the addition of coworking spaces and an accelerator, the City has the opportunity to boost its presence as a leading ecosystem.

CITY'S TECH STRATEGY EFFORTS

Since the adoption of the Tech Strategy in January 2017, the City has implemented and facilitated a variety of efforts focused on the local technology sector. The City seeks an accelerator operator that can build off the momentum of previous successes based on Tech Strategy efforts:

- The creation of the Glendale Relationship Initiation Team (GRIT) to engage Glendale's top tech employers to further promote Glendale as a tech hub and business-friendly city;
- The success of Glendale Tech on Tap, a monthly meet-up event that features tech entrepreneurs in a casual environment. Tech on Tap has held more than 50 events with approximately 2,000 members;
- Hosting four Glendale Tech Weeks, a community conference that highlights the ecosystem of innovation and technology across all sectors and age groups. Tech Week 2019 attracted 5,500 attendees;
- Launched the Glendale Tech Week Pitchfest. Since its inception, more than 250 companies have applied and prize packages valued in nearly \$150,000 have been allocated;
- Received Glendale Chamber of Commerce Award for Project of the Year in 2018;
- Held the first ever Executives in Innovation Roundtable at Age of Learning on June 1, 2018. Chief Executive Officers, Founders, and Human Resources Executives of nearly 20 Glendale-based companies came together to forge new relationships, discuss talent attraction and address common issues facing their businesses;
- Assisted in the retention and expansion of large tech companies such as Service Titan, Age of Learning and Beyond Limits;
- Attracted high-end co-working space operators such as Industrious and We Work; and,
- Received \$1 million grant secured by Senator Anthony Portantino from the Governor's Office of Go-Biz to develop a start-up tech accelerator.

STARTUP ACCELERATOR GOALS AND OBJECTIVES

The goals of the Accelerator include:

1. Showcase the local start-up community and provide emerging companies with the tools and support they need to succeed and thrive in Glendale and the Tri-City Region;
2. Promote Glendale and the region as an innovation hub; and,
3. Drive local economic development through supporting entrepreneurs and potential high-growth start-ups that may generate revenue, create high-wage paying jobs, and create products/ideas that are solving problems.

The primary objectives of the qualified respondent will include the following:

1. Establish, launch, and operate a Start-Up Accelerator;
2. Develop a marketing and recruitment plan for companies;
3. Develop programming that would include, but is not limited to: business coaching, networking, mentoring, and investment opportunities;
4. Develop quantifiable metrics to gauge Accelerator success;

5. Maximize \$1 million in grant funding over three (3) years and identify funding sources and/or in-kind services for continued operation of the accelerator beyond three years;
6. Emphasize recruitment of companies supporting Glendale and the Tri-Cities industries;
7. Market the accelerator as a way to promote the region; and,
8. Absorb and/or work alongside City of Glendale programming efforts established to support the Glendale Tech ecosystem. Programming efforts include Glendale Tech Week and Glendale Tech on Tap.

SUBMISSION REQUIREMENTS

Eligible respondents may include individuals, private companies, venture capital firms, accelerator program operators, non-profit organizations, industry groups, academic or research institutions, co-working spaces, etc. Respondents may be comprised of one or more individuals or entities; if so, respondents must identify a primary entity and formal program partners.

The City encourages partnerships with local entities in order to ensure full program capacity and expertise, and to serve the needs of the Tri-City region and Los Angeles County startup ecosystem. The ideal respondent will demonstrate proven relationships with angel investors, venture capital (VC) firms, and other seed-stage investors that would be willing to meet with and potentially fund companies, as well as have access to a wide network of professionals in the tech industry who can serve as mentors to participating companies.

The City is open to creatively designed proposals; however, a complete and detailed proposal (see Sections A-F below) will include the following in some capacity:

A. Title Page and Cover Letter

1. Title Page

Please include the RFP name and respondent company/name and contact information on the title page.

2. Cover Letter

Briefly summarize your accelerator program and your team. What is unique about your team and proposed approach? Why should the City be interested in your team over others in the market?

B. Qualifications, Experience, and Past Performance

1. Primary Entity and Program Partner Information

- i. Entity Name(s) – primary entity and program partners;
- ii. Contact information for primary entity including: name, title, address, phone number, email address;
- iii. Type of entity, year founded, and business registration (if applicable);
- iv. List of owners, partners, or members of primary entity;
- v. Summary of the respondent's organizational history and background; and, Evidence of adequate financial capacity

2. Key Personnel

- i. Identify all key personnel for this project, including their roles on the project and qualifications (both primary entity and program partners);
- ii. Indicate a Managing Director who will be the main point of contact and liaison with City staff; and,
- iii. Attach resumes for all key personnel describing education and relevant experience on similar projects (both primary entity and program partners).

3. Relevant Experience

Provide your experience in managing or implementing an accelerator program. Provide one (1) example of a multi-year accelerator program, or two (2) examples of relevant projects completed within the last three (3) years that demonstrate the respondent's experience as related to an accelerator program. For each example, include the following information:

- i. Name and location of the project or program
- ii. Ownership, financing/equity sources
- iii. Launch date
- iv. Current status of the program
- v. Physical space used for the program, e.g. square footage, amenities, etc.
- vi. Description of team members involved (indicate roles)
- vii. Project metrics for success, such as: number of participating companies; funding raised by companies; number of jobs created; unicorn companies; etc.

4. References

Include a total of three (3) references for the projects listed in Section 3. Relevant Experience. Each reference should include: Full name, title, organization, phone number, and email address.

5. Partnerships

Describe demonstrated connections to or planned partnerships with the following. If a Partnership does not exist, simply indicate by placing N/A:

- i. Established investment funds;
- ii. Existing accelerator operators;
- iii. Existing co-working spaces;
- iv. Local colleges and universities (Glendale Community College, Pasadena City College, Caltech, UCLA, USC, Cal State Northridge, etc.);
- v. Southern California companies. Please describe any relationships with Glendale-based companies, (e.g. Age of Learning, Beyond Limits, Children's Hospital Los Angeles, Disney, DreamWorks, Industrious, Service Titan, WeWork, etc.), start-ups, investment funds, non-profits, and other institutions.
- vi. Any other partnership not described that could support the development and implementation of your proposed accelerator program.

C. Detailed Program Plan and Approach

The respondent shall provide, in full detail, the proposed program and approach for the Accelerator in each of the following categories:

1. Targeted Participants

Provide a description of any specific sectors, verticals, or targeted populations (local residents/companies, women, veterans, entrepreneurs of color, etc.) that the Accelerator will focus on with clear reasoning for this decision. Accelerators with a focus and strong reasoning behind selecting this focus will be given preference, though generalists may apply.

2. Recruitment Process

Provide a detailed approach of the accelerator recruitment process, including outreach strategies employed to identify and secure companies. The proposer shall directly support a minimum of 10 companies per year, in addition indirectly supporting other start-ups through community efforts and interactions with companies as outlined in Section 4. Efforts to Advance the Glendale Tech Strategy.

3. Proposed Curriculum Modules and/or Services

Provide a detailed description of the proposed curriculum modules and/or services offered to companies and by whom (e.g. mentorship, talent acquisition, access to capital, business education, talent acquisition, etc.). Please describe how you will directly support at least 10 companies per year, and indirectly support other start-ups through community efforts and events such as hackathons, monthly meet-ups, participation in Glendale Tech Week, etc.

4. Efforts to Advance the Glendale Tech Strategy

Describe how the proposed program will advance the goals of the Glendale Tech Strategy and create clear connections between the program and the larger Glendale area innovation ecosystem. Operators that demonstrate strong efforts to connect to the local ecosystem will be given preference. For example, the respondent can commit to any of the following activities:

- i. Feature the accelerator at one or more Glendale “Tech on Tap” monthly meet-up;
- ii. Assuming programming efforts for Glendale Tech on Tap, and hosting Tech on Tap or similar meet-up events at the accelerator;
- iii. Host a community “open house” featuring accelerator participants;
- iv. Host pitchfests, hackathons, mentorship programs, and other events;
- v. Host Glendale Community College (GCC) students interested in technology and entrepreneurship at the accelerator to expose them to careers in the tech industry;
- vi. Hire GCC interns as support staff and increase exposure to the industry;
- vii. Recruiting Glendale-based companies to participate in the program;
- viii. Other activities, as identified by respondent.

5. Quantifiable Metrics

Provide a detailed description of the quantifiable metrics that the accelerator will track and the process it will utilize to evaluate its success once completed. Sample metrics include, but are not limited to: number of cohort participants, number of applicants, follow-up on funding raised by program graduates, jobs created, investment in company, sponsorship dollars generated, etc.

D. Timeline

Include a detailed timeline covering three (3) years that outlines each task and subtasks, curriculum modules, and/or service provided, with expected milestones noted. Describe the “ramp up” period once the contract is awarded, including timeline and associated activities before the first cohort is launched. If planning on running multiple cohorts per year, please include the time and activities between each cohort. Respondents can utilize an estimated start date of June 2020. Respondents are expected to serve a minimum of one cohort per year.

E. Accelerator Location

The Accelerator must have a physical location within the City of Glendale. Identify the location for the program that will be available to accelerator companies throughout the length of the program, including address, square footage, amenities. As an option, the City is offering a city-owned space, Plaza Bank (250 N. Orange St.), at \$1 per year to the operator for the first three years of the accelerator. The office is 2,500 square feet in a centralized location off Brand Boulevard. The estimated subsidy is \$51,000 in rent a year (\$4,250 per month at \$1.70 per square foot), totaling \$153,000. On-site parking is available at the attached public parking structure. Utilities are not included. Tenant improvements may be negotiated for 250 N. Orange Street. Please detail the request for tenant improvements in the proposal.

Consultant shall comply with all Governmental Requirements, which means all laws, ordinances, statutes, codes, rules, regulations, orders and decrees of the United States, the State, the County, the City, or any other political subdivision in which the Site is located, and of any other political subdivision, agency or instrumentality exercising jurisdiction over the City, the Consultant or the real property owned by the City, including all applicable state labor standards, the City zoning and development standards, building, plumbing, mechanical and electrical codes, and all other provisions of the City’s Municipal Code, and all applicable disabled and handicapped access requirements, including without limitation the Americans With Disabilities Act, 42 U.S.C. Section 12101, et seq., Government Code Section 4450, et seq., Government Code Section 11135, et seq., and the Unruh Civil Rights Act, Civil Code Sections 51, et seq. Consultant and any of its contractors and subcontractors shall comply with all governmental requirements applicable to public works, including without limitation the payment of prevailing wages in compliance with Labor Code Section 1770, et seq., if applicable, keeping of all records required pursuant to Labor Code Section 1776, complying with the maximum hours requirements of Labor Code Sections 1810 through 1815, and complying with all regulations and statutory requirements pertaining thereto, to the extent such requirements are applicable to the Project.

F. Budget

Respondents shall provide a line-item budget outlining the costs for the accelerator for the first year, including direct labor, rent, travel, supplies, and other categories as applicable. The budget should also clearly document the following: equity stake in accelerator companies, in-kind contributions, any participation fees, etc.

Preference will be given to operators that provide a no- or low-cost program to companies. If your program plan includes a fee for participation, please include this in the budget and describe the costs and benefits to participating companies.

The budget should also describe the overall rationale behind the financing for the accelerator and why this strategy is most advantageous to the City of Glendale and the highest and best use of the \$1 million in grant funding. The selected awardee should also demonstrate the ability to ensure funding for successful programming beyond three years.

The \$1 million in grant funding is intended to be split over three (3) years, approximately \$333,333.333 per year. The budget should clearly state how the grant funds will be utilized in the development of the accelerator. Funds can be utilized to cover operating expenses; funds cannot be utilized for investment in companies. *Failure to adequately disclose the use of grant funds will result in a non-responsive proposal.*

Respondents will provide Letters of Commitment from program partners for any in-kind or monetary contributions in excess of \$1,000.

AVAILABLE FUNDING AND SERVICES

The City's Economic Development Division will enter into a three-year agreement with the selected respondent for an amount not to exceed \$333,333.333 per year. The City may provide City-owned property at no cost, should the selected respondent elect to use it (See Section E, Accelerator Location).

The City will also provide in-kind assistance through an assigned Glendale business concierge staffer on permitting, incentives, marketing, etc., for companies looking to locate within the City of Glendale post-program.

EVALUATION CRITERIA

Evaluation of the proposals will be based upon the following:

A. Proposed Plan and Approach (30%)

1. Level of detail and viability in the proposed plan and approach:
 - i. Curriculum module and/or service (5%)
 - ii. Targeted participants (5%)
 - iii. Recruitment process (5%)
 - iv. Efforts to advance the Glendale Tech Strategy (5%)
 - v. Quantifiable metrics (5%)
 - vi. Marketing and branding (5%)

B. Relevant Qualifications and Experience (30%)

1. Experience in developing, implementing, and operating an accelerator program (10%)
2. Qualification and experience of key personnel, including past experience and relationship between the primary entity and program partner(s), if applicable (10%)
3. Connection to or planned partnerships (5%)
4. References (5%)

C. Financial Capacity (20%)

1. Detailed line-item budget (10%)
2. Proof of leverage funding (5%)
3. Demonstrates financial stability, readiness to proceed, and ability to meet City's general terms and conditions, including contract terms (5%)

D. Commitment to the Glendale Tech Community (20%)

1. Viable physical location for the accelerator located within Glendale (10%)
2. Demonstrated commitment and plan to engage the Glendale tech ecosystem to coordinate a series of events and/or activities to market itself to the community beyond the accelerator program (10%)

EVALUATION PROCESS

The City may schedule interviews and/or presentations with short-listed proposers. Based on the outcome of the City's evaluation of proposals, a recommendation may be submitted to the City Council for consideration of the award.

An award of contract occurs when the contract is approved for execution by the Glendale City Council. City Council selection of a proposer with whom the City enters into contract negotiations, or a review committee recommendation of an award or a recommendation by any other party does not constitute an award of contract. The City expects, but does not guarantee, that the decision on selection of a firm or firms will be made by the Glendale City Council on the date indicated below.

Schedule

The City's anticipated schedule for the selection of the most qualified Consultant is as follows:

Date	Milestone
1. January 15, 2020	Issuance of Request for Proposals
2. February 6, 2020	Pre-Bid Conference (Attendance strongly encouraged)
3. February 12, 2020	Written Questions Due
4. February 19, 2020	Response to Written Questions Issued
5. March 11, 2020	Deadline for Submitting RFP
6. Late March, 2020	City Staff reviews RFPs
7. April, 2020	Final Selection of Operator

Pre-Bid Conference (Attendance Strongly Encouraged)

The Economic Development Division has organized an optional Pre-Bid Conference to go over any questions, comments, or concerns from prospective operators. Attendance at the pre-bid conference is optional but strongly encouraged. Please RSVP with Ani Pogossian by Tuesday, February 4, 2020, at apogossian@glendaleca.gov. The Pre-Bid Conference is scheduled for:

Thursday, February 6, 2020
10 am - Noon
250 N. Orange Street
Glendale, CA 91206

Written Questions and Addenda

At the pre-proposal conference, information may be requested by those present. If anything is distributed in response to these requests, all information will be recorded and re-distributed to those on the interest line and online at www.glendaletechweek.com/accelerator.

SUBMISSION DEADLINE AND REQUIREMENTS

Proposers must email an electronic copy of the proposal to apogossian@glendaleca.gov

Full proposals must be received by no later than March 11, 2020 by 5:00 pm. Late submittals will not be accepted. Please ensure your proposal is received by requesting a read-receipt email and/or confirmation.

ACCEPTANCE OF SUBMITTALS

At its sole discretion, the City may, for any reason, reject any and all submittals. The City may reject incomplete submittals or those lacking adequate information to allow effective evaluation of the submittal.

In addition to the written proposal submission, each qualified firm may be asked to make an oral presentation and be interviewed by a selection committee. Any oral interviews will be arranged with the individual identified in your proposal to receive notices.

NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT

All responses to this Request for Proposals (“RFP”) accepted by the City shall become the exclusive property of the City. Responses to this RFP shall remain exempt from public disclosure until negotiations with the winning proposer are complete. At that time all proposals accepted by the City shall become a matter of public record. Each element of a proposal which a developer desires to be non-disclosable as a public record must be so designated; non-disclosure cannot be guaranteed. Blanket statements or non-specific designations of “Trade Secret”, “Confidential” or “Proprietary information” are not sufficient to protect documents submitted in response to this RFP from public disclosure, and such blanket statements or non-specific designations shall not bind the City in any way whatsoever, or prevent disclosure. If disclosure of responses to this RFP is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

EXHIBITS/ADDITIONAL INFORMATION

Exhibit A:

Campaign Disclosure Form

Exhibit B:

Glendale Tech Strategy and Accelerator Background

Exhibit C:

Draft Professional Services Agreement

Exhibit A: Conflict of Interest Form



City of Glendale
Disclosure - Campaign Finance Ordinance
Applicants Seeking Entitlement

Submit to Permit Services Center, 633 E. Broadway, Rm. 101.
For more information, call 818-548-3200.

(To be Completed Prior to Preparation of Staff Reports for Consideration of Entitlement Matter by Council, Agency, or Authority, or at Time of Appeal to the City Council if the Applicant is also the Appellant)

In August 2011, the Glendale City Council adopted Ordinance No. 5744, which becomes effective on September 9, 2011 ("Ordinance"). The Ordinance prohibits campaign contributions from "applicant seeking entitlement," their contractors and subcontractors (including their architects, engineers, and design professionals) while the application is "pending" and for 12 months thereafter. The Ordinance also prohibits Council Members from voting on any matter pertaining to an entitlement if the Council member has received a campaign contribution from the applicant seeking the entitlement, or certain contractors or subcontractors of the applicant, within the 12-month period preceding the vote.

The Applicant and the Owner/Lessor hereby discloses as follows.

(If printing, please print legibly. Use additional sheets as necessary.)

I. Name of Applicant and Name of Owner/Lessor on whose behalf application is filed:

Full Name	Title	Business Address	City	State	Zip

II. Officers or owners/investors of Applicant Entity. Please also disclose the following persons or entities related to the applicant entity: CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the contractor of applicant seeking entitlement, as well as any campaign +

Full Name	Title	Business Address	City	State	Zip

III. Contractor of Applicant(s) Seeking Entitlement*

Full Name	Title	Business Address	City	State	Zip

* "Contractor of Applicant Seeking Entitlement" means "a person who has, or has been promised, a contract as an architect, design professional, engineer, or general or prime contract with an applicant seeking entitlement. "Contractor of applicant seeking entitlement," includes not only the contracting party but also the CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the contractor of applicant seeking entitlement, as well as any campaign committee that is sponsored and controlled by the contracting party. Please list the names and addresses of all of these parties.

IV. Subcontractor of Applicant(s) Seeking Entitlement**

Full Name	Title	Business Address	City	State	Zip

** "Subcontractor of Applicant Seeking Entitlement" means "a person who has, or has been promised, a subcontract as an architect, design professional, engineer, or perform other work with a 'contractor an applicant seeking entitlement."

"Subcontractor of applicant seeking entitlement," includes not only the subcontracting party, but also the CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the subcontractor of applicant seeking entitlement, as well as any campaign committee that is sponsored and controlled by the subcontracting party. Please list the name and addresses of all of these parties.

V. Disclosure. The Applicant Seeking Entitlement has made campaign or officeholder contributions in the preceding 12 months to City of Glendale elected officials as follows:

Elected Official	Name of Individual or Entity	Date of Contribution

I hereby certify, on behalf of the above-named applicant(s) and owner(s)/lessor(s), that the applicant seeking entitlement has made the campaign contributions as set forth above. I also certify that the names of all contractors of applicant and all subcontractors of applicant, as of today's date, are fully set forth above. I further acknowledge that the applicant has a continuing obligation to update this disclosure form if the applicant selects additional or substitute architects, design professionals, contractors or subcontractors within ten (10) days of the selection or change. I hereby certify that I have been legally authorized by the applicant/owner/lessor to submit this disclosure form and certify to the content hereof.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ at _____, California

Applicant's Signature _____, Print Applicant's Full Name _____

Applicant's Address _____

Applicant's Contact Phone Number _____

Applicant's Email Address _____

Exhibit B:

More information on the Glendale Tech Strategy and stakeholder outreach regarding the Glendale Start-Up Tech Accelerator can be found at www.glendaletechweek.com/accelerator

**Exhibit C:
Draft Professional Services Agreement**

CONTRACT No. _____

PROFESSIONAL SERVICES AGREEMENT

BETWEEN THE CITY OF GLENDALE

AND

THIS AGREEMENT ("Agreement"), effective _____, 20____ ("Effective Date"), is between the City of Glendale ("CITY"), a municipal corporation, and _____ ("CONSULTANT"), a [(Name of State) corporation/ partnership/ limited partnership/ limited liability company/ a sole proprietor/ an individual] (collectively, "PARTIES" or individually, "PARTY").

RECITALS

A. CITY is a public entity organized and existing under its Charter and the State of California's Constitution.

B. CONSULTANT represents that CONSULTANT is, and will continue to be for this Agreement's duration, a [(Name of State) corporation in good standing/ partnership/ limited partnership/ limited liability company/ a sole proprietorship/ an individual.] **[NOTE: staff must verify corporate status/ partnership/ LLC and Consultant's license, if any, and obtain proof.] [ADD, IF APPLICABLE: (which) (who) employs persons who are duly registered or licensed to practice in the State of California.]**

C. CONSULTANT possesses the competence, experience, expertise, skill, facilities, equipment, personnel, financial wherewithal, and other resources necessary to perform this Agreement's tasks in a professional and competent manner.

D. CONSULTANT desires to furnish and perform professional services for CITY, on the terms and conditions described in this Agreement. CONSULTANT has the legal authority to provide, engage in, and carry out the professional services set forth in this Agreement.

AGREEMENT

THEREFORE, CITY engages CONSULTANT's services, and in consideration of the PARTIES' mutual promises, the PARTIES agree as follows:

1.0 INCORPORATION OF RECITALS

1.1. The Recitals constitute the factual basis upon which CITY and CONSULTANT have entered into this Agreement. CITY and CONSULTANT acknowledge the Recitals' accuracy and, therefore, incorporate them into this Agreement.

2.0 TERM

[Select one of the following alternatives:]

2.1. **[OPTION 1]** This Agreement begins on the Effective Date, and continues in effect until completion of the work described in Article 3, unless this Agreement ends sooner according to the terms elsewhere in this document.

2.1. **[OPTION 2]** This Agreement's Term is [___#___] [months/ years], beginning on [DATE] and ending on [DATE], unless this Agreement ends sooner according to the terms elsewhere in this document.

3.0 SERVICES

3.1. **Scope of Work.** CONSULTANT shall [specify services to be provided] ("the Services") in accordance with the Scope of Work **[ADD, IF APPLICABLE: and Fee Schedule]**, which is attached as "Exhibit A" to this Agreement and is incorporated into it by this reference. **[NOTE: "Exhibit A" must set forth in detail the nature and extent of services that professional person or firm will render. Scope of Work should identify specific tasks, list and describe any deliverables, and specify procedures/criteria for acceptance.]**

3.2. **Written Authorization.**

(A) CONSULTANT shall not make changes in the Scope of Work, perform any additional work, or provide any additional material, without first obtaining written authorization from CITY. If CONSULTANT provides additional services or materials without written authorization, or if CONSULTANT exceeds the Maximum Cost in Paragraph 7.4 of this Agreement, CONSULTANT proceeds at CONSULTANT's own risk and without payment.

(B) CITY will authorize CONSULTANT to proceed with discrete tasks by issuing written Task Orders. Receipt of a written Task Order, signed by CITY's Project Manager, is a prerequisite for CONSULTANT to proceed with each task. **[ADD, IF APPLICABLE: Each Task Order will specify a not-to-exceed price and a schedule for completion of the task. CONSULTANT shall not**

exceed the not-to-exceed price in each Task Order.] In performing each phase or task, CONSULTANT shall not exceed the Maximum Cost in Paragraph 7.4 of this Agreement. Issuance of a Task Order neither authorizes CONSULTANT to incur expenditures in excess of the Maximum Cost, nor relieves CONSULTANT from its responsibility for completing all of the Services within the Maximum Cost.

3.3. **Professional Standard of Care.** During this Agreement's Term:

(A) CONSULTANT and its Subconsultants, subcontractors, employees, and agents (collectively, "CONSULTANT PARTIES") shall perform all of the Services in this Agreement in an expeditious and professional manner, using professionals properly licensed and duly qualified to perform the Services.

(B) CONSULTANT PARTIES shall perform the work described in this Agreement in accordance with generally accepted professional practices and principles, and in a manner consistent with the level of care and skill ordinarily exercised under similar conditions by members of CONSULTANT PARTIES' profession currently practicing in California. By delivering the completed work, CONSULTANT PARTIES represent and certify that their work conforms to: the requirements of this Agreement; all applicable (federal, state, county, local, CITY) laws, rules, regulations, orders, and procedures; and the professional standard of care in California.

(C) CONSULTANT PARTIES are responsible for making an independent evaluation and judgment of all conditions affecting performance of the work, including without limitation: site conditions; existing facilities; seismic, geologic, soils, hydrologic, geographic, climatic conditions; applicable (federal, state, county, local, CITY) laws, rules, regulations, orders, and procedures; and all other contingencies or design considerations. Data, calculations, opinions, reports, investigations, or any other information or documents that CITY provides relating to site, local, or other conditions are not warranted or guaranteed, either expressly or implied, by CITY.

(D) When the Scope of Work requires or permits CITY's review, approval, conditional approval, or disapproval, CONSULTANT acknowledges that CITY's review, approval, conditional approval, or disapproval:

- (1) Is solely for the purposes of administering this Agreement and determining whether CONSULTANT is entitled to payment for its Services;
- (2) Is not to be construed as a waiver of any breach, or acceptance by CITY, of any responsibility— professional or otherwise— for the Services or CONSULTANT's work product;
- (3) Does not relieve CONSULTANT of the responsibility for complying with the standard of performance or professional care; or laws, regulations, or industry standards; and

- (4) Does not relieve CONSULTANT from liability for damages arising out of CONSULTANT's: negligent acts, errors, or omissions; recklessness; willful misconduct; or noncompliance with industry standards.

(E) Without additional compensation to CONSULTANT and at no cost to CITY, CONSULTANT shall correct or revise all errors, mistakes, or deficiencies in its work product, studies, reports, designs, drawings, specifications, or other services.

4.0 TIME FOR PERFORMANCE

[Select one of the following alternatives:]

4.1. **[OPTION 1]** CONSULTANT shall complete all of the Services by [DATE] .

4.1. **[OPTION 2]** CONSULTANT shall perform the Services according to the Project Time Schedule, which is attached as "Exhibit B" to this Agreement and is incorporated into it by this reference. CONSULTANT shall complete all of the Services by [DATE] .

4.2. If the Project Time Schedule calls for performance of the Services in phases or discrete increments, CONSULTANT shall not proceed from one phase or increment to the next without written authorization from CITY's Project Manager.

4.3. **Force Majeure.** If an event or condition constituting a "force majeure"—including, but not limited to, an act of God, labor dispute, civil unrest, epidemic, or natural disaster—prevents or delays a PARTY from performing or fulfilling an obligation under this Agreement, the PARTY is not in Default, under Paragraph 13.1 of this Agreement, of the obligation. A delay beyond a PARTY's control automatically extends the time, in an amount equal to the period of the delay, for the PARTY to perform the obligation under this Agreement. The PARTIES shall prepare and sign an appropriate document acknowledging any extension of time under this Paragraph.

5.0 PERSONNEL

5.1. **Project Management.** Each PARTY shall appoint a Project Manager. The Project Managers shall meet **[SET FORTH SPECIFIC TIMES: hourly/ daily/ weekly/ as needed]** to coordinate, review, and ensure CONSULTANT's performance under this Agreement. CITY's Project Manager will oversee the administration of CONSULTANT's tasks under this Agreement.

5.2. **Key Personnel.** CONSULTANT's project team shall work under the direction of the following key personnel **[IDENTIFY CONSULTANT's KEY PERSONNEL AND TITLE]**. **[OR STATE:** CONSULTANT shall employ the key personnel identified in "Exhibit A.]" CONSULTANT shall minimize changes to its key personnel. CITY may request key personnel changes, and CITY may review and approve key personnel changes proposed by CONSULTANT. CITY will not unreasonably withhold approval of key personnel assignments and changes.

5.3. **Use of Agents or Assistants.** With CITY's prior written approval, CONSULTANT may employ, engage, or retain the services of persons or entities ("Subconsultants") that CONSULTANT may deem proper to aid or assist in the proper performance of CONSULTANT's duties. CITY is an intended beneficiary of all work that the Subconsultants perform for purposes of establishing a duty of care between the Subconsultants and CITY. CONSULTANT is as responsible for the performance of its Subconsultants as it would be if it had rendered the Services itself. All costs of the tasks performed or the expenses incurred by the Subconsultants are chargeable directly to CONSULTANT. Nothing in this Agreement constitutes or creates a contractual relationship between CITY and anyone other than CONSULTANT.

5.4. **Independent Contractor.**

(A) CONSULTANT understands and acknowledges that CONSULTANT is an independent contractor, not an employee, partner, agent, or principal of CITY. This Agreement does not create a partnership, joint venture, association, or employer-employee relationship between the PARTIES. At its own expense, CONSULTANT is responsible for providing compensation; employment benefits; disability, unemployment, and other insurance; workers' compensation; training; permits and licenses; and office space for CONSULTANT and for CONSULTANT's employees and Subconsultants. CONSULTANT has, and shall retain, the right to exercise full control over the employment, direction, compensation, and discharge of all persons whom CONSULTANT uses in performing the Services under this Agreement. CONSULTANT shall provide the Services in CONSULTANT's own manner and method, except as this Agreement specifies. CONSULTANT shall treat a provision in this Agreement that may appear either to give CITY the right to direct CONSULTANT as to the details of doing the work, or to exercise a measure of control over the work, as giving CONSULTANT direction only as to the work's end result.

(B) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY for any obligation; claim; suit; demand for tax or retirement contribution, including any contribution or payment to the Public Employees Retirement System (PERS); social security; salary or wages; overtime, penalty, or interest payment; or workers' compensation payment that CITY may be required to make on behalf of CONSULTANT, an employee of CONSULTANT, or any employee of CONSULTANT construed to be an employee of CITY, for the work done under this Agreement.

5.5. **Non-Discrimination in Employment.** CONSULTANT shall not discriminate against any employee or person who is subject to this Agreement because of race, color, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, parenthood, medical condition, or physical or mental disability.

5.6. **Disability Access Laws.** CONSULTANT represents and certifies that the work product, studies, reports, designs, drawings, and specifications that CONSULTANT prepares under this Agreement fully conform to all applicable disability access and design laws, regulations, and standards— including, but not limited to, the Americans with Disabilities Act (42 U.S.C. Sections 12101 *et seq.*) and Title 24 of the California Code of Regulations— when the Scope of Work requires or calls for compliance with those laws, regulations, or standards.

5.7. **Prevailing Wage Laws.** Services by persons deemed to be employees of CONSULTANT possibly may be subject to prevailing wages under California Labor Code Sections 1770-1781. CONSULTANT's sole responsibility is to comply with those requirements, should they apply. If a dispute based upon the prevailing wage laws occurs, CONSULTANT, at its expense, shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, wages, costs, or expenses pertaining to the prevailing wage laws.

5.8. **Workers' Compensation.** CONSULTANT understands and acknowledges that all persons furnishing services to CITY under this Agreement are, for the purpose of workers' compensation liability, employees solely of CONSULTANT and not of CITY. In performing the Services or the work under this Agreement, CONSULTANT is liable for providing workers' compensation benefits to CONSULTANT's employees, or anyone whom CONSULTANT directly or indirectly hires, employs, or uses. CITY is not responsible for any claims at law or in equity caused by CONSULTANT's failure to comply with this Paragraph.

6.0 **FACILITIES**

6.1. CONSULTANT shall provide all facilities necessary to fully perform and complete the Services. If CONSULTANT needs to use a CITY facility, CONSULTANT shall meet and confer with CITY before CONSULTANT begins the work that this Agreement requires, the PARTIES shall agree to any costs chargeable to CONSULTANT, and in an amendment to this Agreement, the PARTIES shall describe the facility's terms of use and its charges.

6.2. CONSULTANT shall pay for any damage to CITY property, facilities, structures, or streets arising out of CONSULTANT's use, occupation, operation, or activities in, upon, under, or over any portion of them.

7.0 PAYMENT

7.1. CITY's payment to CONSULTANT will be based upon CONSULTANT's Fee Schedule, which is attached as "Exhibit C" to this Agreement and is incorporated into it by this reference. [**NOTE:** "Exhibit C" must include a breakdown of the not-to-exceed amount, including hourly rates for project staff, any overtime rates, a list and the rate for any reimbursable expenses, or a statement that costs are included in the hourly rate, and an explanation of any mark-ups.] Except as itemized in the Fee Schedule, CONSULTANT shall pay for all expenses, including reimbursable or out-of-pocket expenses, that CONSULTANT incurs in performing the Services. The Fee Schedule will remain in effect for the Agreement's Term

[Select one of the following provisions:]

7.2. **Fee.** [OPTION 1] CITY shall pay for the Services in a lump sum, which is not to exceed _____ dollars (\$_____), upon CONSULTANT's satisfactory completion of the Services and CONSULTANT's delivery of the work product.

7.2. **Fee.** [OPTION 2] CITY shall pay for the Services that CONSULTANT performs in accordance with this Agreement at the hourly rate(s) specified in "Exhibit C," the TOTAL amount of which is not to exceed _____ dollars (\$_____).

7.2. **Fee.** [OPTION 3] CITY shall pay for the Services in [**IF PAYMENTS ARE IN INTERVALS, SPECIFY A PERIOD (e.g., monthly/ quarterly) OR SPECIFY A QUANTITY (e.g., two/ three/ five)**] installments, the TOTAL amount of which is not to exceed _____ dollars (\$_____). Each installment will be payable upon satisfactory completion, in CITY's determination, of the work in each phase identified below, and in an amount proportionate to the work CONSULTANT performed or completed within each phase:

<u>Phase:</u>	<u>Description:</u>	<u>Amount:</u>
I —	[Example: Construction Documents]	\$ _____
II —	[Example: Bid Documents]	\$ _____
III —	[Example: Construction Support]	\$ _____
IV —	[Example: Project 's Closeout]	\$ _____
TOTAL		\$ _____

7.3. If CITY requires additional work not included in this Agreement, CONSULTANT and CITY shall negotiate the additional work, mutually agree on the amount of additional compensation, and memorialize the terms in either a separate written contract or an amendment to this Agreement.

7.4. **Maximum Cost.** CONSULTANT expressly acknowledges that the total cost to complete all tasks set forth in "Exhibit A" must not exceed _____ dollars (\$_____) ("Maximum Cost"). When CONSULTANT has billed 75% of the Maximum Cost, CONSULTANT shall provide written notice to CITY's Project Manager that CONSULTANT has expended 75% of the Maximum Cost.

7.5. **Taxes.** CONSULTANT shall pay all applicable (federal, state, county, local, CITY) excise, sales, consumer use, possessory interest, or other similar taxes required by law that are levied upon this Agreement or upon CONSULTANT's services under this Agreement.

7.6. **Invoices.** CONSULTANT shall submit an original, itemized invoice to CITY for approval, before receiving compensation. CONSULTANT shall submit the invoice at no more than monthly intervals. All invoices must include a summary of total costs, description of the Services performed, a brief itemization of costs associated with each task or phase, and the total phase or project costs to date.

8.0 AUDIT BY CITY

8.1. During this Agreement's Term and for a period of four (4) years after the expiration, cancellation, or termination of this Agreement, or any extension of it, CONSULTANT shall:

(A) Keep and maintain, in their original form, all records, books, papers, or documents related to CONSULTANT's performance of this Agreement; and

(B) Permit CITY or its authorized representatives, at all reasonable times, to have access to, examine, audit, excerpt, copy, photocopy, photograph, or transcribe all records, books, papers, or documents related to CONSULTANT's performance of this Agreement including, but not limited to: direct and indirect charges, and detailed documentation, for work CONSULTANT has performed or will perform under this Agreement.

9.0 DATA, RECORDS, PROPRIETARY RIGHTS

9.1. **Copies of Data.** CONSULTANT shall provide CITY with copies or originals of all data that CONSULTANT generates, uses, collects, or stores in relation to all work associated with this Agreement. Data that CONSULTANT generates, uses, collects, stores, or provides must be in a form acceptable to, and agreed upon by, CITY.

9.2. **Ownership and Use.**

(A) Unless CITY states otherwise in writing, each document— including, but not limited to, each report, draft, record, drawing, or specification (collectively, “work product”)— that CONSULTANT prepares, reproduces, or causes its preparation or reproduction for this Agreement is CITY’s exclusive property.

(B) CONSULTANT acknowledges that its use of the work product is limited to the purposes contemplated by the Scope of Work. CONSULTANT makes no representation of the work product’s application to, or suitability for use in, circumstances not contemplated by the Scope of Work.

9.3. **Intellectual Property.**

(A) If CONSULTANT uses or incorporates patented, trademarked, or copyrighted work, ideas, or products— in whole or in part— into CONSULTANT’s work product, CONSULTANT represents that:

- (1) CONSULTANT holds the patent, trademark, or copyright to the work, idea, or product; or
- (2) CONSULTANT is licensed to use the patented, trademarked, or copyrighted work, idea, or product.

(B) Unless CITY states otherwise in writing, all proprietary rights or intellectual property rights, including copyrights, that arise from creation of the work under this Agreement vest in CITY. CONSULTANT waives and relinquishes all claims to proprietary rights and intellectual property rights, including copyrights, in favor of CITY.

(C) CONSULTANT shall indemnify, defend (including CONSULTANT’s providing and paying for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, royalties, fines, penalties, costs, or expenses arising out of or alleging any infringement or misappropriation of a patent, copyright, trade secret, trade name, trademark, or other intellectual property right or proprietary right.

9.4. **Confidentiality.** CONSULTANT shall not use any information that it obtains from performing the Services for any purpose other than for fulfillment of CONSULTANT’s Scope of

Work. Without CITY's prior written authorization, CONSULTANT shall not disclose or publish— or authorize, permit, or allow others to disclose or publish— data, drawings, designs, specifications, reports, or other information relating to the Services or the work that CITY assigns to CONSULTANT or to which CONSULTANT has access.

9.5. **Public Records Act.**

(A) CONSULTANT acknowledges that this Agreement is a public record. This Agreement, its Exhibits, and all documents produced under this Agreement are subject to the California Public Records Act (Government Code Sections 6250 *et seq.*), including its exemptions. CONSULTANT acknowledges that CITY has no obligation to notify CONSULTANT when a request for records is received.

(B) CONSULTANT shall identify in advance all records, or portions of them, that CONSULTANT believes are exempt from production under the Public Records Act.

(C) If CONSULTANT claims a privilege against public disclosure or otherwise objects to the records' disclosure, then:

(1) CONSULTANT may, when notified by CITY of the request, seek protection from disclosure by timely applying for relief in a court of competent jurisdiction; or

(2) CITY may either decline to produce the requested information, or redact portions of the documents and produce the redacted records.

(D) If CONSULTANT fails to identify one or more protectable documents, in CITY's sole discretion, and without its being in breach of this Agreement or its incurring liability to CONSULTANT, CITY may produce the records— in whole, in part, or redacted— or may decline to produce them.

(E) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, costs, or expenses arising out of or alleging CITY's refusal to publicly disclose one or more records that CONSULTANT identifies as protectable, or asserts is protectable.

10.0 CONFLICT OF INTEREST; CAMPAIGN CONTRIBUTIONS

10.1. **Conflict of Interest.** CONSULTANT represents and certifies that:

(A) CONSULTANT's personnel are not currently officers, agents, employees, representatives, or elected officials of CITY;

(B) CONSULTANT will not employ or hire a CITY officer, agent, employee, representative, or elected official during this Agreement's Term;

(C) CITY's officers, agents, employees, representatives, and elected officials do not, and will not, have any direct or indirect financial interest in this Agreement; and

(D) During this Agreement's Term, CONSULTANT will inform CITY about any possible conflict of interest that may arise as a result of any change in circumstances.

10.2. **Campaign Contributions.**

(A) CONSULTANT and its Subconsultants shall fully comply with Glendale Municipal Code Section 1.10.060, which places limitations on CONSULTANT's and its Subconsultants' ability to make campaign contributions to certain elected City officials or candidates for elected City office. Specifically, Section 1.10.060 prohibits:

- (1) A consultant (including a subconsultant)— who has a contract with the City of Glendale, Glendale Successor Agency, or the Housing Authority of the City of Glendale and that contract is subject to approval by the City Council, Successor Agency, or Housing Authority— from making a contribution to a City Council member, City Clerk, or City Treasurer, when the contract has a total anticipated or actual value of \$50,000 or more, or a combination or series of contracts having a value of \$50,000 or more; and
- (2) A City Council member, Successor Agency member, or Housing Authority member from voting on a contract in which a consultant (or a subconsultant) has provided a campaign contribution.

(B) CONSULTANT acknowledges that even if the Maximum Cost in Paragraph 7.4 of this Agreement is less than \$50,000, CONSULTANT still may be subject to the campaign contribution limitations in Municipal Code Section 1.10.060, when:

- (1) CONSULTANT and CITY amend the Scope of Work in this Agreement which increases the Maximum Cost to equal or exceed \$50,000; or
 - (2) CITY, Glendale Successor Agency, or the Housing Authority awards CONSULTANT another contract which has a total anticipated or actual value of \$50,000 or more, or awards CONSULTANT a combination or series of contracts which have a value of \$50,000 or more.
- (C) CONSULTANT represents and certifies that:

- (1) CONSULTANT has read and fully understands the provisions of Municipal Code Section 1.10.060;
- (2) CONSULTANT will not: (a) make a prohibited campaign contribution to an individual holding CITY elective office; or (b) otherwise violate Municipal Code Section 1.10.060; and
- (3) CONSULTANT shall timely complete, return, and update one or more disclosure or reporting forms that CITY provides.

11.0 INSURANCE

11.1. When CONSULTANT signs and delivers this Agreement to CITY, and during this Agreement's Term, CONSULTANT shall furnish CITY with insurance forms that fully meet the requirements of— and contain provisions entirely consistent with— all of the "Insurance Requirements," which are attached as "Exhibit D" (D-1 to D-____) to this Agreement and are incorporated into it by this reference.

11.2. This Agreement's insurance provisions:

(A) Are separate and independent from the indemnification and defense provisions in Article 12 of the Agreement; and

(B) Do not limit, in any way, the applicability, scope, or obligations of the indemnification and defense provisions in Article 12 of the Agreement.

12.0 INDEMNITY

12.1. To the maximum extent permitted by law— including, but not limited to, California Civil Code Section 2778— CONSULTANT, its employees, agents, Subconsultants, and persons whom CONSULTANT employs or hires (individually and collectively, “CONSULTANT INDEMNITOR”) shall indemnify, defend, and hold harmless CITY, its officers, agents, employees, and representatives (individually and collectively, “CITY INDEMNITEE”) from and against a “**liability**” [as defined in Subparagraph (A) below], or an “**expense**” [as defined in Subparagraph (B) below], or both, that arise out of, pertain to, or relate to an act, error, or omission of a CONSULTANT INDEMNITOR:

(A) “**Liability**” means claims, suits, actions, causes of action, proceedings, judgments, decrees, awards, settlements, liens, losses, damages, injuries, or liability of any kind, whether the **liability** is:

- (1) Actual or alleged;
- (2) In contract or in tort; or
- (3) For bodily injury (including accidental death), personal injury, advertising injury, or property damage.

(B) “**Expense**” means fees, costs, sums, penalties, fines, charges, or expenses of any kind, including, but not limited to:

- (1) Attorney’s fees;
- (2) Costs of an investigation, litigation, arbitration, mediation, administrative or regulatory proceeding, or appeal;
- (3) Fees of an accountant, expert witness, consultant, or other professional; or
- (4) Pre or post: judgment interest or settlement interest.

12.2. Under this Article, CONSULTANT INDEMNITOR’s defense and indemnification obligations:

(A) Apply to a **liability**, or an **expense**, or both, that arise out of, pertain to, or relate to the actual or alleged passive negligence of a CITY INDEMNITEE; but

(B) Do not apply to a **liability**, or an **expense**, or both, that arise out of, pertain to, or relate to the sole active negligence or willful misconduct of a CITY INDEMNITEE.

12.3. To the extent that CONSULTANT INDEMNITOR's insurance policy provides an upfront defense to CITY, CONSULTANT INDEMNITOR's obligation to defend a CITY INDEMNITEE under this Article:

(A) Means that CONSULTANT INDEMNITOR shall provide and pay for legal counsel, acceptable to CITY, for the CITY INDEMNITEE;

(B) Occurs when a claim, suit, complaint, pleading, or action against a CITY INDEMNITEE arises out of, pertains to, relates to, or asserts an act, error, or omission of CONSULTANT INDEMNITOR; and

(C) Arises regardless of whether a claim, suit, complaint, pleading, or action specifically names or identifies CONSULTANT INDEMNITOR.

12.4. Paragraph 12.3 does not limit or extinguish CONSULTANT INDEMNITOR's obligation to reimburse a CITY INDEMNITEE for the costs of defending the CITY INDEMNITEE against a **liability**, or an **expense**, or both. A CITY INDEMNITEE's right to recover defense costs and attorney's fees under this Article does not require, and is not contingent upon, the CITY INDEMNITEE's first:

(A) Requesting that CONSULTANT INDEMNITOR provide a defense to the CITY INDEMNITEE; or

(B) Obtaining CONSULTANT INDEMNITOR's consent to the CITY INDEMNITEE's tender of defense.

12.5. If CONSULTANT subcontracts all or any portion of the Services under this Agreement, CONSULTANT shall provide CITY with a written agreement from each Subconsultant, who must indemnify, defend, and hold harmless CITY INDEMNITEE under the terms in this Article.

12.6. CONSULTANT INDEMNITOR's obligation to indemnify, defend, and hold harmless CITY will remain in effect and will be binding upon CONSULTANT INDEMNITOR whether the **liability**, or the **expense**, or both, accrues— or is discovered— before or after this Agreement's expiration, cancellation, or termination.

12.7. Except for Paragraph 12.3, this Article's indemnification and defense provisions are separate and independent from the insurance provisions in Article 11. In addition, the indemnification and defense provisions in this Article:

(A) Are neither limited to nor capped at the coverage amounts specified under the insurance provisions in Article 11; and

(B) Do not limit, in any way, the applicability, scope, or obligations of the insurance provisions in Article 11.

13.0 DEFAULT, REMEDIES, AND TERMINATION

13.1. **Default.** Default under this Agreement occurs upon any one or more of the following events:

(A) CONSULTANT refuses or fails— whether partially, fully, temporarily, or otherwise— to:

- (1) Provide or maintain enough properly trained personnel, or licensed personnel, or both, to perform the Services that this Agreement requires;
- (2) Pay for, obtain, maintain, or renew the insurance policies or coverages that this Agreement requires;
- (3) Comply with indemnification, defense, or hold harmless provisions that this Agreement requires; or

(B) CONSULTANT, or its personnel, or both— whether partially, fully, temporarily, or otherwise:

- (1) Disregards or violates a law, ordinance, rule, procedure, regulation, directive, or order;

- (2) Refuses or fails to pay for, obtain, maintain, or renew requisite licenses;
- (3) Refuses or fails to observe, perform, or fulfill a covenant, condition, obligation, term, or provision of this Agreement;
- (4) Commits an unlawful, false, fraudulent, dishonest, deceptive, or dangerous act while performing the Services under this Agreement; or

(C) CONSULTANT:

- (1) Or another party for or on behalf of CONSULTANT: institutes proceedings under any bankruptcy, reorganization, receivership or other insolvency; or assigns or transfers assets to its creditors;
- (2) Delegates— whether in whole, in part, temporarily, or otherwise— its duties or obligations under this Agreement, without notifying CITY, or without CITY’s written authorization;
- (3) Assigns, transfers, pledges, hypothecates, grants, or encumbers— whether in whole, in part, temporarily, or otherwise— this Agreement or any interest in it, without notifying CITY, or without CITY’s written authorization;
- (4) Or one of its partners, directors, officers, or general managers, or a person who exercises managerial authority on CONSULTANT’s behalf, is convicted under state or federal law, during this Agreement’s Term, of embezzlement, theft, fraud, forgery, bribery, deceptive or unlawful business practices, perjury, falsifying or destroying records or evidence, receiving stolen property, or other offense indicating a lack of business integrity or business honesty; or

(D) Any other justifiable cause or reason, as reasonably determined by the City Manager, or a designee.

13.2. **Notice of Default.** If CITY deems that CONSULTANT is in Default, or that CONSULTANT has failed in any other respect to perform satisfactorily the Services specified in this Agreement, CITY may give written notice to CONSULTANT specifying the Default(s) that

CONSULTANT shall remedy within [SELECT: 5/ 10/ 14/ 30] days after receiving the notice. The Notice of Default will set forth one or more bases for any dissatisfaction and may suggest corrective measures.

13.3. **Remedies upon Default.** Within [SELECT THE SAME NUMBER IN PARAGRAPH 13.2 ABOVE: 5/ 10/ 14/ 30] days after receiving CITY's Notice of Default, if CONSULTANT refuses or fails to remedy the Default(s), or if CONSULTANT does not commence steps to remedy the Default(s) to CITY's reasonable satisfaction, CITY may exercise any one or more of the following remedies:

(A) CITY may, in whole or in part and for any length of time, immediately suspend this Agreement until such time as CONSULTANT has corrected the Default;

(B) CITY may provide for the Services either through its own forces or from another consultant, and may withhold any money due (or may become owing to) CONSULTANT for a task related to the claimed Default;

(C) CITY may withhold all moneys, or a sum of money, due CONSULTANT under this Agreement, which in CITY's sole determination, are sufficient to secure CONSULTANT's performance of its duties and obligations under this Agreement;

(D) CITY may immediately terminate the Agreement;

(E) CITY may exercise any legal remedy, or equitable remedy, or both, including, but not limited to, filing and action in court:

(1) Seeking CONSULTANT's specific performance of all or any part of this Agreement; or

(2) Recovering damages for CONSULTANT's Default, breach, or violation of this Agreement; or

(F) CITY may pursue any other available, lawful right, remedy, or action.

13.4. **Termination for Convenience.** Independent of the remedies provided in Paragraph 13.3, CITY may elect to terminate this Agreement at any time upon [SELECT: 10/ 14/ 30] days' prior written notice. Upon termination, CONSULTANT shall receive compensation only for that work which CONSULTANT had satisfactorily completed to the termination date. CITY shall not pay CONSULTANT for de-mobilization, takedown, disengagement, wind-down, or other costs incurred arising out of this Agreement's termination.

14.0 GENERAL PROVISIONS

14.1. **Entire Agreement.** This Agreement represents the entire and integrated agreement between the PARTIES. This Agreement supersedes all prior and contemporaneous communications, negotiations, understandings, promises and agreements, either oral or written. Neither CONSULTANT nor CITY has made any promises or representations, other than those contained in this Agreement or those implied by law. The PARTIES may modify this Agreement, or any part of it, by a written amendment with CITY's and CONSULTANT's signature.

14.2. **Interpretation.** This Agreement is the product of negotiation and compromise by both PARTIES. Every provision in this Agreement must be interpreted as though the PARTIES equally participated in its drafting. Therefore, despite the provisions in California Civil Code Section 1654, if this Agreement's language is uncertain, the Agreement must not be construed against the PARTY causing the uncertainty to exist. In interpreting this Agreement and resolving any ambiguities, this Agreement will take precedence over any cover page or attachments. If a conflict occurs between a provision in this Agreement and a provision in an attachment, the following order of precedence applies, with the terms and conditions in the document higher on the list governing over those lower on the list:

- (1) The Agreement.
- (2) Exhibit D (Insurance Requirements).
- (3) Exhibit B (Project Time Schedule).
- (4) Exhibit A (Scope of Work).
- (5) Exhibit C (Fee Schedule).

14.3. **Headings.** All headings or captions in this Agreement are for convenience and reference only. They are not intended to define or limit the scope of any term, condition, or provision.

14.4. **Governing Law.**

(A) California's laws govern this Agreement's construction and interpretation regardless of the laws that might otherwise apply under applicable principles of conflicts of law or choice of law.

(B) If CONSULTANT or CITY brings a lawsuit to enforce or interpret one or more provisions of this Agreement, jurisdiction is in the Superior Court of the County of Los Angeles, California, or where otherwise appropriate, in the United States District Court, Central District of California. CONSULTANT and CITY acknowledge that the Agreement was negotiated, entered into, and executed— and the Services are performed— in the City of Glendale, California.

(C) Unless this Agreement provides otherwise, any reference to laws, ordinances, rules, or regulations include their later amendments, modifications, and successor legislation.

14.5. **Waiver of Breach.** If either PARTY fails to require the other to perform any term in this Agreement, that failure does not prevent the PARTY from later enforcing that term, or any other term. If either PARTY waives the other's breach of a term, that waiver is not treated as waiving a later breach of the term. A waiver of a term is valid only if it is in writing and signed by the PARTY waiving it. This Agreement's duties and obligations:

(A) Are cumulative (rather than alternative) and are in addition to (rather than a limitation on) any option, right, power, remedy, or privilege; and

(B) Are not exhausted by a PARTY's exercise of any one of them.

14.6. **Attorney's Fees.** If CITY or CONSULTANT brings an action at law or in equity to enforce or interpret one or more provisions of this Agreement, the "prevailing party" is entitled to "reasonable attorney's fees" in addition to any other relief to which the prevailing party may be entitled. A "prevailing party" has the same meaning as that term is defined in California Code of Civil Procedure Section 1032(a)(4). "Reasonable attorney's fees" of the City Attorney's office means the fees regularly charged by private attorneys who:

(A) Practice in a law firm located in Los Angeles County; and

(B) Have an equivalent number of years of professional experience in the subject matter area of the law for which the City Attorney's services were rendered.

14.7. **Further Assurances.** Upon CITY's request at any time, CONSULTANT shall promptly:

(A) Take further necessary action; and

(B) Sign, acknowledge, and deliver all additional documents as may be reasonable, necessary, or appropriate to carry out this Agreement's intent, purpose, and terms.

14.8. **Assignment.**

(A) This Agreement does not give any rights or benefits to anyone, other than to CITY and CONSULTANT. All duties, obligations, and responsibilities under this Agreement are for the sole and exclusive benefit of CITY and CONSULTANT, and are not for the benefit of another person, entity, or organization. Without CITY's prior written authorization, CONSULTANT shall not do any one or more of the following:

(1) Assign or transfer a right or interest— whether in whole, in part, temporarily, or otherwise— in this Agreement; or

(2) Delegate a duty or obligation owed— whether in whole, in part, temporarily, or otherwise— under this Agreement.

(B) Any actual or attempted assignment of rights or delegation of duties by CONSULTANT, without CITY's prior written authorization, is wholly void and totally ineffective for all purposes; and does not postpone, delay, alter, extinguish, or terminate CONSULTANT's duties, obligations, or responsibilities under this Agreement.

(C) If CITY consents to an assignment of rights, or a delegation of duties, or both, CONSULTANT's assignee or legal representative shall agree in writing to personally assume, perform, and to be bound unconditionally by the covenants, obligations, terms, and conditions in this Agreement.

14.9. **Successors and Assigns.** Subject to the provisions in Paragraph 14.8, this Agreement is binding on the heirs, executors, administrators, successors, and assigns of the respective PARTIES.

14.10. **Time is of the Essence.**

(A) Except when this Agreement states otherwise, time is of the essence in this Agreement. CONSULTANT acknowledges that this Agreement's time limits and deadlines are reasonable for CONSULTANT's performing the Services under this Agreement.

(B) Unless this Agreement specifies otherwise, any reference to "day" or "days" means calendar and not business days. If the last day for giving notice or performing an act under this Agreement falls on a weekend, a legal holiday listed in either Glendale Municipal Code Section 3.08.010 or California's Government Code, or a day when City Hall is closed, the period is extended to and including the next day that CITY is open for business. A reference to the time of day refers to local time for Glendale, California.

14.11. **Recycled Paper.** CONSULTANT shall endeavor to submit all reports, correspondence, and documents related to this Agreement on recycled paper.

14.12. **Notices.**

(A) The PARTIES shall submit in writing all notices and correspondence that this Agreement requires or permits, and shall use the following delivery method:

- (1) Personal delivery;
- (2) U.S. mail, first class postage prepaid;
- (3) "Certified" U.S. mail, postage prepaid, return receipt requested;
- (4) Facsimile; or
- (5) Email.

(B) All written notices or correspondence done in the manner described in Subparagraph (A) above with the street address or place, facsimile number, or email address listed in Subparagraph (C) below will be presumed "given" to a PARTY on whichever date occurs earliest:

- (1) The date of personal delivery;

- (2) The third (3rd) business day following deposit in the U.S. mail, when sent by "first class" mail;
- (3) The date on which the PARTY or its agent either signed the return receipt or refused to accept delivery, as noted on the return receipt or other U.S. Postal Service form, when sent by "certified" mail; or
- (4) The date of transmission, when sent by facsimile or email.

(C) CITY and CONSULTANT designate the following contact person, street address or place, telephone number, and facsimile number or email address for giving notice:

CITY: City of Glendale
Dept.: _____

Glendale, CA 9120__
Attn: _____

Tel. No.: _____
Fax. No.: _____
Email: _____

CONSULTANT:

Attn: _____

Tel. No.: _____
Fax. No.: _____
Email: _____

(D) At any time, by providing written notice to the other PARTY, CITY or CONSULTANT may change the contact information listed in Subparagraph (C) above.

14.13. **Survival.** This Paragraph and the obligations set forth in Paragraphs 5.4, 5.6, 5.7, 5.8, 7.5, 8.1, 9.1, 9.2, 9.3, 9.4, 9.5, 11.1, 11.2, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 13.3, 14.5, 14.6, 14.7, 14.8, 14.9, and 14.12 survive this Agreement's expiration, cancellation, or termination.

14.14. **Severability.** The invalidity, in whole or in part, of any term of this Agreement will not affect this Agreement's remaining terms.

14.15. **Counterparts.** This Agreement may be executed in counterparts, each of which is an original, but all of which constitutes one and the same document. The PARTIES shall sign a sufficient number of counterparts, so that each PARTY will receive a fully executed original of this Agreement.

14.16. **Representations – Authority.** The PARTIES represent that:

(A) They have read this Agreement, fully understand its contents, and have received a copy of it;

(B) Through their duly authorized representative, they are authorized to sign this Agreement, and they are bound by its terms; and

(C) They have executed this Agreement on the date opposite their signature.

Executed at Glendale, California

CITY OF GLENDALE:

By _____

Date: _____, 20____

(Name) _____

(Title) _____

CONSULTANT:

By _____

Date: _____, 20____

(Name) _____

(Title) _____

APPROVED AS TO FORM:

City Attorney

Date

EXHIBIT LIST

“Exhibit A”: Scope of Work
(__ pages)

“Exhibit B”: Project Time Schedule
(__ pages)

“Exhibit C”: Fee Schedule
(__ pages)

“Exhibit D”: Insurance Requirements
(__ pages)