REQUEST FOR PROPOSALS

TO PROVIDE

ARCHITECTURAL DESIGN SERVICES

FOR

CITY HALL LANDSCAPE AND HARDSCAPE IMPROVEMENTS PROJECT

FOR THE

CITY OF HIDDEN HILLS

6165 Spring Valley Road

Hidden Hills, CA 91302

www.hiddenhillscity.org

Telephone: (818) 888-9281

REQUEST FOR PROPOSAL:
CITY HALL LANDSCAPE AND HARDSCAPE IMPROVEMENTS PROJECT

I. INVITATION

The City of Hidden Hills is seeking to retain the services of a qualified and experienced architectural design consulting firm to provide the professional and technical services required to design complete Construction Plans and prepare Specifications and Engineer's Estimate (PS&E) and construction bid package for the City Hall Landscape and Hardscape Improvements Project.

1. Non-MANDATORY PRE-BID CONFERENCE AND SITE VISIT

A non-mandatory Pre-Bid Conference and Site Visit shall be held for the purpose of site visit due to the nature of the scope of work and the specific standards required by the City. Proposers are required to sign-in at the Pre-Bid Conference and Site Visit. Answers to questions posed after the Pre-Bid Conference will be sent to those on the sign-in list as well as will be posted on the City's website by the date and time set forth in this RFP.

Non-Mandatory Pre-bid Meeting
October 13, 2026, 11:00 AM
Location: City Hall, 6165 Spring Valley Road

II. BACKGROUND

The project's location is City Hall, 6165 Spring Valley Road, Hidden Hills, CA 91302. The project scope and limits encompass all areas necessary to complete the proposed improvements shown on the conceptual site plan and renderings (see attachment), the scope of work includes:

- Replace irrigation and landscaping throughout the City Hall site
- Improve walkway with ADA enhancements
- Renovate demonstration garden
- Improve seating and covered gathering areas; add lighting; replace existing drinking fountain with a water filling station
- Renovate walking paths and handrails
- New light posts (Qty. 4)
- New concrete stair and ADA-compliant hand rail
- New stamped concrete deck, ramp, and stairs
- New low wall and built-in bench with concealed light strip
- New exterior floor outlets (Qty. 3)

- Approximately 500 sq. ft. DG and edging replacement
- All proposed improvements shall comply with the Fireline Defense Report (see attachment)
- Compliance with required documentation and submittals for California Model Water Efficient Landscape Ordinance (MWELO). Provide a fee line item for this requirement.
- Compliance with LA County MS4/LID determination and requirements. Preparation of the LID Plan and the associated civil/stormwater hydrology and BMP sizing calculations where the thresholds are met. Provide a fee line item for when this requirement applies, otherwise consultant shall prepare, submit, and document the non-applicability of LID determination (FORM) for the project record.

Note that the construction-phase stormwater obligations for preparation, and implementation of SWPPP and WDID under the statewide Construction General Permit (for 1 acre or more of disturbance) or any of the local erosion and sediment control measures for smaller disturbances shall be borne by the construction contractor and shall be included in the project specifications.

City has obtained an assessment of susceptibility of the existing site and structure by Fireline Defense, to provide mitigation for wildfire risks and to lower the loss potential for this site. Any proposed improvements should adhere to the recommendations provided in this report (See attachment).

Due to the nature of the work containing landscape design, civil engineering, electrical lighting, and irrigation work, a qualified landscape architect as prime consultant with qualified license subcontractors is applicable to propose on this RFP. The proposer is to evaluate the tasks and assemble a team that is qualified to perform the work as described in the RFP.

Per Capita Grant (State of California, 2018 Parks Bond Act), Measure A and Measure W funds are programmed for the proposed services, and construction. The consultants are expected to be familiar with the funding requirements and prepare design and construction bid package including any applicable funding requirements. The professional services under this RFP will be paid through local funds. Any additional coordination that may be necessary in the opinion of the proposer can be included as a line item and as additional services.

III. SCOPE OF SERVICES

The primary objective of the project is to have the selected architectural design consultant to provide a complete PS&E (plans, specifications, and estimates) approved by all involved jurisdictional and regulatory agencies and is ready for construction bidding for the improvements outlined in this RFP and attached documents.

The scope of work generally includes:

Task 1. Project Management

a. Attend a pre-design (kick-off) meeting with City staff after the award of contract to conduct introductions, discuss scope of work, define and confirm the work limit, information needed from various City departments, overall schedule and the implementation process.

b. Coordinate bi-weekly progress conference calls with City staff to update the City of the project progress, and schedule status. This is also a time for the Consultant to ask any questions to the City or bring up any design issues encountered.

c. Coordinate meetings to review the preliminary design, 60%, 90% and 100% submittals with City staff.

d. Provide a detailed project schedule with continuous updates, and executive summary of project status to be submitted with each monthly invoice.

e. Maintain continuous awareness of the status of each task as it proceeds and make provisions to expedite and resolve any difficulties that may impede progress.

Task 2. Utility Coordination

a. The Consultant shall ensure the final design is compatible with all utilities within the project area whether they are protected in place, removed, installed, relocated, adjusted, or otherwise modified. This includes contacting each affected agency should be incorporated into the construction schedule, if necessary.

b. Coordinate with the affected utility companies within the project limits, and any applicable agencies, as necessary, and notify the utility company/agency of the project. Maintain a utility contact matrix documenting contacts, coordination, etc. with utility companies.

c. Perform all necessary research to establish the precise location of all utilities. All utilities (including overhead) must be identified and shown on the plans.

d. The preliminary and finals plans are to be sent to all affected utility companies.

Task 3. Preliminary Engineering

a. Environmental. The project is assumed to be a categorical exemption.

b. Review base data documents including as-built improvement plans, utility information, survey information, and other available record data.

c. Conduct necessary field surveys and topographic surveys of existing features to assess existing conditions of the project area, including street, trees, landscape and hardscape, all traffic signal equipment to assess existing conditions and identify any necessary upgrades.

d. Develop preliminary design.

e. Prepare Preliminary cost estimate (Identify special conditions that might create conflicts or change orders during construction and identify how to resolve these issues.

f. Prepare Technical specifications.

Task 4. Plans, Specifications & Estimate

a. Plans, Specifications and Estimate (PS&E) shall be provided at levels of completion of approximately 60%, 90% and 100%.

b. The City will provide review comments at the 60%, and 90% design phases.

c. It is expected 100% plans will be complete and include comments and input from all stakeholders and appropriate City staff.

d. Specifications shall be furnished using the latest edition of Microsoft Word for Windows. The Consultant shall prepare the Specifications per City requirements and utilizing the Standard Specifications for Public Works Construction ("Greenbook").

e. Estimate shall be prepared in spreadsheet format using Microsoft Excel.

f. The Consultant shall create a comment matrix to verify all City comments are addressed with each submittal.

Task 5. Bidding and Construction Support

a. Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.

b. Prepare project addenda at the direction of the City (assume 4).

c. Attend the pre-construction meeting, job walk, and job-site meetings over the course of the construction schedule (assume 4 meetings).
d. Provide responses to the Contractor's RFIs about the plans and specifications forwarded to the Consultant by the City. This task also includes conferring with the City's Construction Manager regarding the RFIs as appropriate.

e. Provide responses and approvals to the Contractor's submittals for materials and shop drawings forwarded to the Consultant by the City or the Construction Manager.

Task 6. Prepare Record Drawings (As-Builts)

a. Within 20 days following the completion and acceptance of the project, furnish the City with a complete set of revised original drawings showing as-built conditions. The as-built plans shall be prepared based on as-built information provided by the City's Construction Manager and the Contractor.

Submittal Format of documents prepared by the selected Design Consultant:

a. All submittals to City shall be made via electronic submittals.
b. All submittals shall be in pdf format.
c. Final submittals shall be dwg (AutoCAD) for plans with wet signed mylars, specifications in MS Word, Estimates in Excel, and all other documents in pdf.

The above tasks are provided as general guidance to the proposing firms. The proposers shall review the RFP and attached documents and conduct any other documents review, research, and field reviews as they deem necessary, and provide a detailed scope of services as part of their proposals.

It is the consultant's responsibility to identify all necessary tasks and components, and provide all necessary services as required and in compliance with this RFP and all applicable standards and requirements, and provide the City with a complete set of PS&E Bid Package approved by all regulatory and involved agencies

IV. SCHEDULE

Release of Requests for Proposals	October 07, 2026
Non-Mandatory Pre-bid Meeting	**October 13, 2026 11:00AM**
Location: City Hall, 6165 Spring Valley Road	
Submittal of Questions	October 16, 2026 by 5:00 pm
Response to Questions	October 21, 2026 by 5:00 pm
Proposal Due Date	October 28, 2026 by 5:00 pm
Proposal Review/Evaluation/Interview	October/November 2026
Contract Negotiations (if required)	November 2026
Tentative City Council Award of Contract	November 2026
Authorization to Proceed/Start Date	November 2026

V. LIST OF INTERESTED PROPOSERS

The full content of the RFP is available through the City website at www.hiddenhillscity.org. If addendums are necessary, they will be posted onto the website as well. All respondents interested in proposing on this RFP are encouraged to sign-up on the "List of Interested Proposers" for the project. This list will be used to email any project updates, addendums, changes or responses to written inquires and will be distributed to all interested proposers. To get on the list please email the Hidden Hills City Clerk at staff@hiddenhillscity.org, or call (818) 888-9281.

VI. QUESTIONS

All questions regarding this RFP shall be submitted in writing by email to: Michael Ackerman, City Engineer at engineering@hiddenhills.gov. The date and time when questions must be submitted are shown in "Section IV-Schedule" of this RFP. Questions with their answers will be posted on the City's website by the date and time set forth in this RFP.

VII. SUBMITTAL PROCEDURES

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure rendering the proposal non-responsive and may serve as grounds for rejection of the proposal at the City's sole discretion. The submittal shall contain the name of this RFP and Respondents shall provide four (4) copies of the of the proposal (three bound and one unbound single sided) and four (4) copies of the fee proposal (three bound and one unbound single sided).

All proposal submittals shall be mailed or delivered and received by the City no later than the submittal deadline set forth in Section IV of this RFP addressed as follows:

City Hall Landscape and Hardscape Improvements Project
City of Hidden Hills
6165 Spring Valley Road
Hidden Hills, California 91302

For delivery purposes, the City Clerk's phone number is (818) 888-9281.

VIII. PROPOSAL FORMAT

Unnecessarily elaborate or glossy proposals are neither expected nor desired. The emphasis of the proposal should be on responding to the requirements set forth in this RFP. To facilitate the review and evaluation of the proposals, the prospective consultant shall organize their submission using the following outline format:

1. Statement of Qualifications and Experience

   The Respondent shall include in its Proposal, at a minimum, the following information presented in a clear and concise format, to demonstrate their competence and professional qualifications for the satisfactory performance of the services outlined in the "Scope of Services" [Section III] of this RFP.

   - A list of recent projects (within the last five years) which the Respondent has performed of similar size, scope, and complexity. This list shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.

- A brief description of the Project Team including the Respondent's principals, project manager, employees, agents, and sub consultants which the Respondent anticipates assigning to this Project. This list shall include a summary of the qualifications, licenses, and experience of each proposed project team member. Also include resumes for each key team member. The City will retain under its Agreement with the successful Respondent the right of approval of all persons performing under the Agreement.

2. Scope and Services

- Describe in detail the firm's understanding of the work required, including refinements of the description and tasks outlined herein which you think are appropriate. Describe how your personnel, equipment, and services will be utilized, and estimate their time involvement in various activities.

- Provide a detailed scope of work statement describing all project services to be provided including project deliverables.

3. Time Schedule

Provide a detailed time schedule for all project activities.

4. Fee Proposal

The fee proposal should include all tasks required to perform the work with the applicable hourly rates and a maximum not to exceed fee for each task and a grand total not-to-exceed fee. Costs shall be all inclusive unless specifically noted herein.

This fee proposal must be submitted in a separate sealed envelope from the proposal. As required by Government Code Section 4526.

5. Compliance with City's Insurance Requirements

Insurance coverage with a minimum aggregate coverage of $2,000,000 for Professional Errors and Omissions and General Liability will be required. Respondents shall provide a statement certifying compliance with the required insurance coverage.

6. References

Provide a list of at least three government agency references (non-City of Hidden Hills) with emphasis on the completion of projects similar in scope to this project. The following information should be provided:

- Name and title of reference
- Contact phone number and email address
- Name of project
- Brief project scope

IX. EVALUATION CRITERIA

Selection of the consultant will be made in accordance California Government Code Section 4525 et. seq. stating that the selection of professional services is made on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services. A selection committee will review, evaluate and rank the proposals. The fee proposal of the highest ranked proposal will then be opened to ensure the services are performed at fair and reasonable prices and to begin fee negotiations. If agreement cannot be reached, then negotiation proceeds with the next highest ranked firm's fee proposal.

Evaluation of the proposals shall be based on the following factors:

- Mandatory Elements. The consultant is properly licensed to practice in California and the proposal has adhered to the proposal instructions and is complete and responsive.

- Qualitative Criteria. Evaluation shall be based on the following criteria including but not limited to: whether consultant has the expertise and experience as well as an understanding of the practices, applicable laws and state and local processes associated with the project; understanding of the work to be done; experience with similar kinds of work; demonstrated technical ability; qualifications of individuals within the consultant's organization directly responsible for the work.

- Approach to Services. Methodology to be implemented to address and coordinate the various elements of the project.

X. GENERAL ADMINISTRATIVE INFORMATION

1. Submittals shall comply with all conditions, requirements and specifications contained herein. Any material departure constituting sufficient cause for rejection of the Proposal shall be at the City's sole discretion. Any and all costs incurred in the preparation and presentation of this submittal shall be borne solely by the respondent.

2. It is the Respondent's responsibility to ensure that the proposal is received by the City prior to the hour and dated noted in this RFP. Any submittals received after that hour and date shall be returned unopened.

3. The selected Respondent shall comply with any and all Local, Federal and State laws applicable to the services. All proposals submitted to the City in response to this Request for Proposal shall become the property of the City and will not be returned and such proposals, after the agreement is awarded, are subject to the California Public Records Act.

4. The City reserves the right to accept, reject, modify or cancel in whole or in part, this Request for Proposal. The City reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive irregularities and technical defects in the proposal process, all in its sole discretion. The City has no obligation, express or implied, to make an award.

5. The City reserves the right to seek new proposals when it determines that it is in the best interest to do so.

6. The selected Consultant will be required to execute a City of Hidden Hills Professional Services Agreement. A sample Agreement showing the typical requirements and content is attached for your information.

ATTACHMENTS

- **Attachment A - Professional Services Agreement**
- **Attachment B - Site Plan and Renderings**
- **Attachment C - Fireline Defense Report**

Attachment A - Professional Services Agreement

CITY OF HIDDEN HILLS
PROFESSIONAL/DESIGN SERVICES AGREEMENT

This Agreement is made and entered into as of _____, 20____ by and between the City of Hidden Hills, a public agency organized and operating under the laws of the State of California with its principal place of business at _____ ("City"), and [***INSERT NAME***], a [***INSERT TYPE OF ENTITY - CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP OR OTHER LEGAL ENTITY***] with its principal place of business at [***INSERT ADDRESS***] (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

_____

(hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of $_____ **[Insert amount of compensation]**. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. The term of this Agreement shall be from **[Insert start date]** to **[Insert end date]**, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

(1) Bodily Injury and Property Damage
(2) Personal Injury/Advertising Injury
(3) Premises/Operations Liability
(4) Products/Completed Operations Liability
(5) Aggregate Limits that Apply per Project
(6) Explosion, Collapse and Underground (UCX) exclusion deleted
(7) Contractual Liability with respect to this Agreement
(8) Property Damage
(9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

	Limits
Commercial General Liability	$1,000,000 per occurrence/ $2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	$1,000,000 combined single limit
Employer's Liability	$1,000,000 per accident or disease
Professional Liability	$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term

of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) 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 admitted to transact in the business of insurance 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.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects

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

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

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

14. Reserved.

15. Reserved.

16. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Los Angeles, State of California.

17 Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the

work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon ninety (90) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

18 Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City, and shall be retained in accordance with the City's records retention schedule.

19. Organization

Consultant shall assign _____ as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

20. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

21. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:	CONSULTANT:
[***INSERT NAME, ADDRESS & CONTACT PERSON***]	[***INSERT NAME, ADDRESS & CONTACT PERSON***]

and shall be effective upon receipt thereof.

22. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

23. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

24. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

25. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

26. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

27. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

28. Time of Essence

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

29. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

30. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting

from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF HIDDEN HILLS AND [*INSERT NAME***]**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF HIDDEN HILLS
Approved By:

_____
[INSERT NAME]
[INSERT TITLE]

_____
Date

Attested By:

_____
City Clerk

Approved As To Form:

_____
City Attorney

[INSERT CONSULTANT NAME]

_____
Signature

_____
Name

_____
Title

_____
Date

EXHIBIT A

Scope of Services

EXHIBIT B

Schedule of Charges/Payments

Consultant will invoice City on a monthly cycle. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent on each task. Consultant will inform City regarding any out-of-scope work being performed by Consultant. This is a time-and-materials contract.

EXHIBIT C

Activity Schedule

Attachment B - Site Plan and Renderings

City of Hidden Hills

6165 Spring Valley Road
View 1

StudioMA

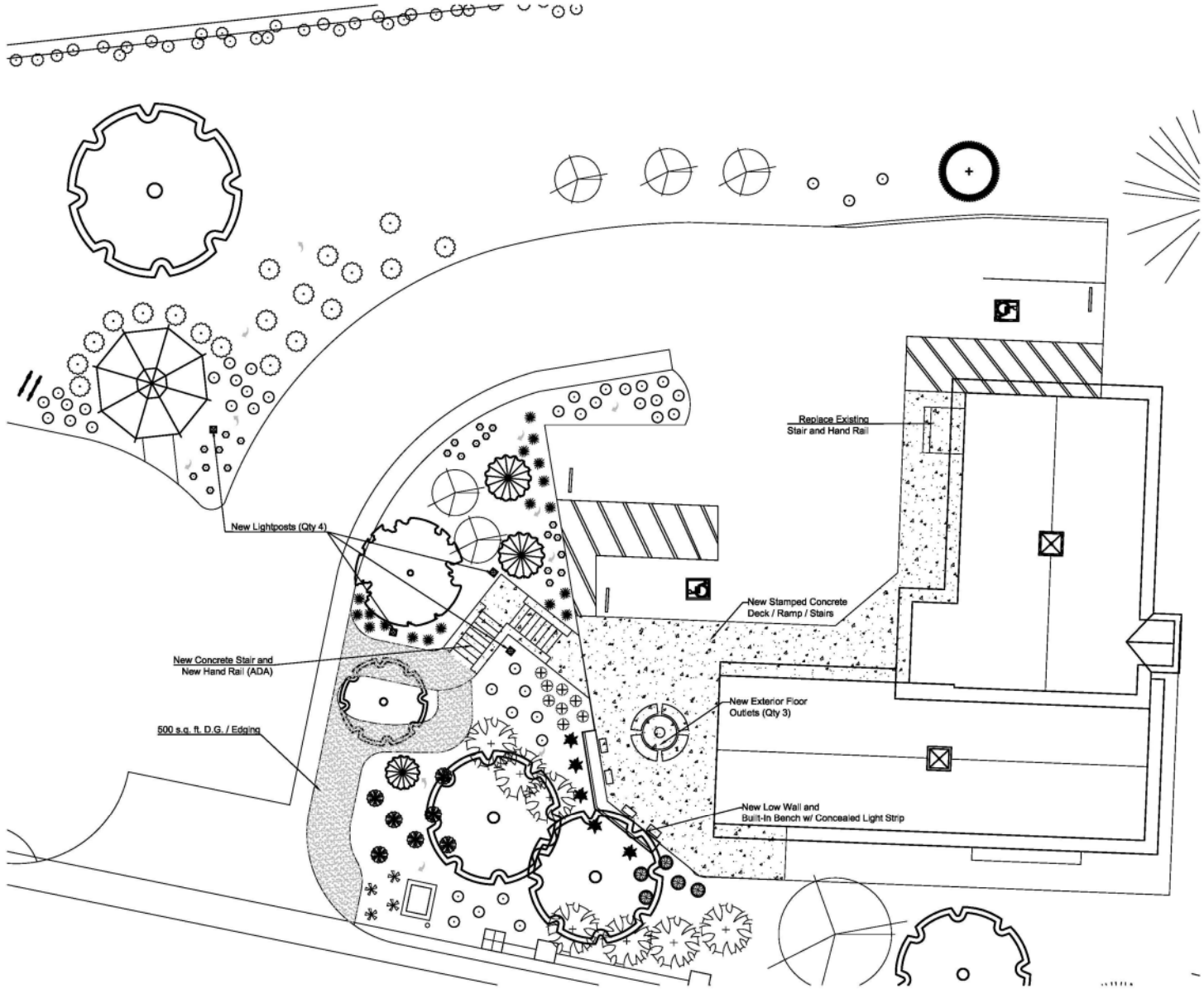
April 24, 2023
Scale: N.T.S.

City of Hidden Hills

6165 Spring Valley Road
Close-up

StudioMA

April 24, 2023
Scale: N.T.S.



City of Hidden Hills

6165 Spring Valley Road
SK-2 Site Plan

StudioMA

April 24, 2023
Scale: N.T.S.

Attachment C - Fireline Defense Report

Amber

Fireline Defense Report

"Next Level in Wildfire Protection."
8720 Barracuda Way, Sacramento, CA. 95826
Tel: (916)-800-3473
www.firelinedefense.com

City Of Hidden Hills - City Hall

Structure Count: 1

6169 Spring Valley Road
Hidden Hills, CA 91367

Tony Leite
tleite@cjpia.org
(562) 484-8226

Consultation Date: 04/04/24
Consultant: Spenser Nail

Table of Contents

Inspection Details/Summary 1
Fireline Defense Scoring Guide 1
Accessibility 2
Positive Feedback 2
Recommended Actions 2
City Hall 2
Building Description 2
Defensible Space 3
Defensible Space - 01 3
Defensible Space - 04 4
Defensible Space - 05 4
Defensible Space - 13 5
Defensible Space - 15 5
Defensible Space - 17 6
Defensible Space - 19 6
Structure Defense 7
Structure Defense - 01 7
Structure Defense - 03 8
Structure Defense - 04 8
Structure Defense - 07 9
Structure Defense - 10 9
Significant Risk Factors 10

Inspection Details/Summary

Property Description

The Hidden Hills City Hall is located on the South side of Spring Valley Road. The structure is built with combustible wood siding and an asphalt shingle roof. It is positioned mid slope above an equestrian center and down slope from Spring Valley Road. The building is surrounded by tall trees and vegetation as seen in the attached pictures.

County
Los Angeles County

Elevation

Location
118.65911720673 S - 34.171783447266 N

Property Images

Score Summary

10	4.1	4.4	0
Accessibility	**Defensible Space**	**Structure Defense**	**Significant Risk Factor**

4.7
Final Score

Additional Comments

Fireline Defense Scoring Guide

1-4 Low resistance to wildfire risk:	5-7 Moderate resistance to wildfire risk:	8-10 High resistance to wildfire risk:
Immediate action recommended. This structure would unlikely survive a wildfire by itself.	Adequate but needs some improvement.	Excellent wildfire defense.

***Significant Risk Factor rated in reverse:**
Low significant risk at 0 to High significant risk at 10"

Fireline Defense's assessment score represents the susceptibility of a structure to wildfire damage. The rating scale is

1 to 10, where a score of '10' indicates the highest resistance to wildfire risk and '1' the lowest resistance. The scores above indicate the composite final scores for Defensible Space, Accessibility, Structure Defense, and Total for the entire property.

DISCLAIMER

This report has been created to provide you recommendations to mitigate wildfire risk and to lower the loss potential involving your property.

Wildfire risk mitigation recommendations take into account the environment surrounding your property and the structures themselves. However, wildfire behavior can be unpredictable, and can change quickly. Fireline Defense, LLC does not guarantee that your property will survive or be unaffected by a wildfire event. This report is to be used as a reference only.

This report and the Fireline Defense Index are proprietary and are not to be shared or used in any manner without advance written consent by Fireline Defense, LLC.

Accessibility

Positive Feedback

- Safety zones are maintained surrounding the property for firefighter personnel.
- Street names and numbers are clearly marked with reflective signage.
- Driveways are constructed in compliance with county or jurisdictional codes and are at least twelve feet wide with fifteen feet of vertical clearance.
- Water resources are greater or equal to five hundred gallons within five hundred feet of the structure.
- The property remains free of hazards and provides access/egress for fire crews.
- Unpaved driveways do not exceed a fifteen percent grade.
- Sites have an accessible turn-around-and-meet driveway that meets the standards for turn-around type one fire engines (30ft by 10ft).
- Driveway gates are located within thirty feet of the roadway with easy access.
- Local fire departments have access to gate keys or codes.
- The local fire department within 5 miles is accredited and maintains staff all year around.

Recommended Actions

There are no hazards affecting accessibility at this time.

City Hall

Building Description

See short summary.

Defensible Space

Positive Feedback

- Garbage cans/bins are enclosed or placed at least ten feet from the structure (zone one 0'-30').
- Fuel break or buffer zone is present within 30-100 feet of the building. (driveways, walkways/paths, patios, decks, etc.
- Maintain at least ten feet of clearance between the chimney/stove pipes (zone one 0'-30').
- Large trees greater than 6 inches in diameter are maintained with at least six feet of ground clearance (zone two 30'-100').
- Landscape vegetation (shrubs, plants and trees) have high moisture content and are resistant to the spread of fire (zone two 30'-100').
- Defensible space is maintained in ignition zone 3: 100 feet or more beyond the property.
- No woody material or duff that can contribute to the spread of wildfire.
- All Trees on property are healthy with dominant or co dominant crowns.

Recommended Actions

Defensible Space - 01

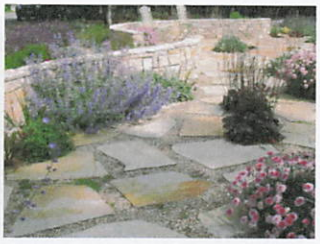
Landscape within 5 feet of property should use non-combustible mulch (zone one 0'-30').

Comment

Recommendation

Fireline Defense recommends creation of a clear space measuring five feet from the structure by removing all vegetation and debris. Vegetation and dead leaf litter can create a fuel path to the structure and ignite the base of the structure.

https://ibhs.org/wildfire/wildfire-demo-2019/



Defensible Space - 04

No dying vegetation or flammable materials should be present within 5 feet of the building. (zone one 0'-30').

Comment

Recommendation

Fireline Defense recommends that the property have no flammable materials or vegetation near the structure. Trees should be trimmed away from the building so that no branches hang over the roof. If tree branches do hang over the roof they must be free of any dead material. Dead and dying vegetation has a low-to-no moisture content and is easily ignited. Dead vegetation creates more fuel for the fire and creates an ember cast that can spread the fire.
https://ibhs.org/wildfire/wildfire-demo-2019/

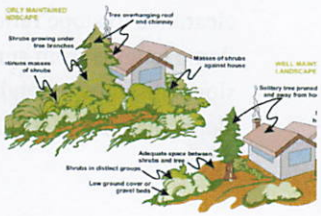
Defensible Space - 05

Landscape within 0-30 feet from the building should have adequate vegetation spacing (zone one 0'-30').

Comment

Recommendation

Fireline Defense recommends that vegetation be spaced with an adequate distance between plants to create miniature fire breaks between plants. Vegetation with inadequate spacing allows the fire to jump from plant to plant, creating a chain effect and keeps the fire moving. On flat land the general rule of thumb is plants should be spaced out at two times the height of the plant. Plant spacing should increase as the degree of slope increases, with spacing increasing up to four times the height of the plants.



Defensible Space - 13

Landscape should maintain ground clearance on short trees at least one third of the tree height (zone two 30'-100').

Comment

Recommendation

Fireline Defense recommends pruning/eliminating all limbs on the bottom third of the main trunk to eliminate ladder fuels that can ignite the tree canopy. The ground should be scraped to bare mineral soil within four feet of the base of the tree to prevent the fire from igniting the tree.

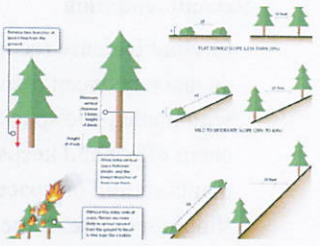
Defensible Space - 15

Landscaping involving vegetation should maintain an appropriate fuel clearance to slope ratio (zone two 30'-100').

Comment

Recommendation

Fireline Defense recommends that landscaping around the property meets the fuel clearance to slope ratio. Having a safe distance between trees on grade prevents flame lengths from spreading fire. Shrubs: 20% slope, distance = 10ft, 20%-40% slope, distance = height x4, 40% slope, distance = height x6. Trees Less than 20% slope, distance = 10ft 20%-40% slope, distance = 20ft ≥ 40% slope, distance = 30ft



Defensible Space - 17

Liquid propane gas containers should maintain a bare mineral soil clearance of ten feet, and have no flammable vegetation within twenty feet (zone two 30'-100').

Comment

Recommendation

Fireline Defense recommends that the ground around all liquid propane gas (LPG) tanks be scraped to 10 feet of bare mineral soil and the distance between LPG tanks and limbs of trees and shrubs be at least twenty feet. When LPG tanks are exposed to high temperatures they vent flammable gases that can ignite and potentially explode.

Defensible Space - 19

The property "maintenance load" should be adequately managed.

Comment

NO PHOTO AVAILABLE

Recommendation

Fireline Defense recommends keeping property free of flammable debris. If your property requires heavy maintenance during the fire season, we recommend hiring landscape professionals or a lawn care/tree service. If a property has a community vegetation management service, it must meet Fireline Defense maintenance guidelines: Loose or missing window or window screens, gaps in siding or trim (caulk), crawl space is free of debris and combustible materials, debris near exterior attic vents, forest litter and duff are no more than 3 inches deep, grasses/lawns have a maximum length of 4 inches, flower boxes/flower beds are maintained, structure with exterior features has fire resistant furniture and/or canvas covers, maintained landscape features - plants kept alive, healthy, and well pruned, no buildup of flammable vegetation and items under decks, balconies, or stairs, buildup of leaves, needles, or other vegetation on roofs, gutters, decks, porches, or stairways.

Structure Defense

Positive Feedback

- Roofs are constructed of materials that meet Class A fire rating. Penetrations and other openings are properly sealed.
- All siding and wall coverings are fire resistive or at least 6 inches above grade.
- Exterior doors have a solid core that are at least 1 3/4 inch thick, and have an adequate weather seal.
- Fences within ten feet of structures are constructed of non-combustible materials).

Recommended Actions

Structure Defense - 01

Exterior siding should be constructed of materials that meet Class A fire rating. Penetrations and other openings should be properly sealed.

Comment

Recommendation

Fireline Defense recommends replacement of any combustible material used for structural siding. It is vulnerable if exposed to flames or radiant heat for extended periods. Gaps and exposed joints in siding can allow flame penetration. Some walls might require additional shear panels such as #40 gypsum-X fire board, and reinstallation of non-combustible siding. https://youtu.be/mjlQjGDk9ks

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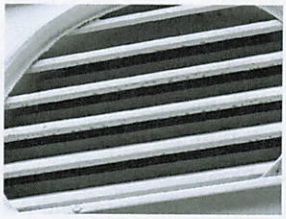
Structure Defense - 03

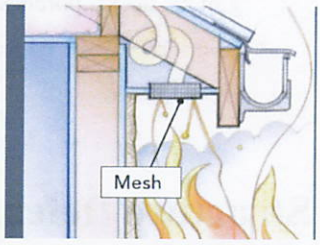
Attic ventilation should be constructed of materials that meet Class A fire rating, and fully enclosed with fire resistant vent covers.

Comment



Recommendation

Fireline Defense recommends all vent covers be replaced with fire resistant, filtered screen vent covers approved by the state fire marshal. https://youtu.be/_DSYlJ523vE



Structure Defense - 04

Rain gutters should prevent debris accumulation and utilize non-combustible materials.

Comment

Recommendation

Fireline Defense recommends that any combustible gutters and screens be replaced with metal gutter and metal screen covers.

Structure Defense - 07

Windows should be constructed utilizing double pane tempered glass, and have non-combustible mesh screens.

Comment

Recommendation

Fireline Defense recommends installing tempered dual pane windows with fine mesh metal screens. Screen grid should be no larger than 1/16 of an inch. Dual pane windows are approximately four times more resistant to breakage from heat than are single pane windows. Fine mesh screens resist the entry of embers, but will not keep flames out.

Structure Defense - 10

Decks and railings should be constructed of non-combustible materials.

Comment

Recommendation

Fireline Defense recommends non-combustible decking material. Deck boards, railings and skirt siding should be non-combustible but pressure treated deck framing such as posts and joists suffice.

Significant Risk Factors

Factor(s)

No Significant Risk Factors found