

**CITY OF GRESHAM
REQUEST FOR PROPOSALS
TO PROVIDE SERVICES**

RFP No. 24-36

WATER MAIN CONDITION ASSESSMENT

Date Due: July 23, 2024
Time Due: 2:00 PM, local time

Submit proposals to:
Purchasing
City of Gresham
1333 NW Eastman Parkway
Gresham, OR 97030

CITY OF GRESHAM
WATER MAIN CONDITION ASSESSMENT

REQUEST FOR PROPOSALS

RFP No. 24-36

The City of Gresham invites qualified firms or individuals to submit proposals to provide water pipe condition assessment services based upon the scope of work contained in the Request for Proposal. The intent is to select one firm to provide services.

Proposals will be received via email to Purchasing@GreshamOregon.gov, until Tuesday July 23 at 2:00 PM Pacific Daylight Time. Facsimile, mailed or hand-delivered proposals will not be accepted. Late proposals will be retained but not considered for award.

The complete Request for Proposal is on file with and may be obtained from Sarah White, City of Gresham, 1333 NW Eastman Parkway, Gresham Oregon 97030, 503-618-2526, Plans@GreshamOregon.gov. Information about the Request for Proposal can also be found at the City's website <https://www.greshamoregon.gov/Purchasing/> by clicking on the "View current bids and RFPs" link under "Bids and RFP opportunities."

The City of Gresham's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, handicap, or political affiliation.

Published June 26, 2024

SECTION I BACKGROUND AND SCOPE OF WORK

I. Introduction

I-1A Description of the Scope of Work

The City of Gresham invites qualified individuals or firms to submit proposals to provide the services described in this Request for Proposal (RFP).

I-1B Background Information

The City of Gresham is located in east Multnomah County, south of the Columbia River, and north of the Clackamas County line. The City has an approximate resident population of 110,000.

The Water Division is preparing to complete a water main condition assessment project to evaluate sections of piping segments installed in 1980 or earlier. Information gathered will be added to the city's asset management program to help better inform decisions about waterline repair and replacement.

I-1C Statement of the Consultant's Role and Desired Qualifications

The City desires to select a consultant team which will work cooperatively with our Water Engineering Operations team while performing the condition assessment work necessary to prepare the report identified below. Three (3) references from the company's existing or past clients will be required to qualify the company for this job.

I-1D Project Goals

The goal of this project is to determine the condition of water mains constructed prior to 1980. This information will inform replacement decisions and asset management.

Once a contractor is selected a list of pipelines to assess will be provided by the City.

I-1E Definition of Project Success

A final report will be required as the project deliverable. In addition, a copy of any charts, data, graphs which were created during the condition assessments field work should also be submitted.

The consultant team shall provide the following services:

- Participate in three (3) project meetings.
 - Kick-off
 - Draft Presentation
 - Final Report
- Prepare full Condition assessment report which include:
 - Pipe Condition Ranking
 - Pipe Wall Thickness
 - Leak Report
- A copy of any charts, data, and graphs which were collected during the condition assessment.
- Prepare and submit the draft and final documents electronically.

I-1F Significant Issues

The methods of assessing the pipe condition should be based on the following parameters:

- a. Acoustic-based technology shall be used.
- b. Shall be non-invasive, non-intrusive and non-destructive.
- c. Shall not disturb water service at any time.
- d. Shall not allow any foreign objects/equipment being introduced into the pipe at any time.
- e. Shall not disturb any sediment in the pipe.
- f. Shall be capable of assessing ductile iron pipe (DIP) and cast iron pipe (CIP).
- g. Shall be capable of providing a pipe wall loss over the distance scanned, with a preference for data representing the smaller sections of pipe.
- h. Shall be capable of detecting any leaks that exist on the main.

I-1G Estimated Project Costs

The City's budget for this project is \$210,000.

I-1H The Time Period for Completion of the Project

Draft Report Deadline: November 2024
 Final Report Deadline: December 2024

SECTION II PROPOSAL PROCESS

II-1 Schedule of RFP Events*

RFP Advertised	June 26, 2024
Proposal Due	July 23, 2024
Notice of Intent to Award	August 6, 2024
Contract Awarded by City Manager	August 13, 2024
Contract Finalized	September 3, 2024
Commencement of Services	September 3, 2024
Complete Project	December 31, 2024

*Dates are approximate and subject to change.

II-2 Proposal Due Date

Electronic proposals will be received by the City via email at Purchasing@GreshamOregon.gov until July 23, 2024, 2:00 PM Pacific Daylight Time. Late proposals will be retained but not considered for award.

It is the responsibility of the proposer to ensure the proposal is received in a timely manner. Facsimile, mailed or hand-delivered proposals will not be accepted.

II-3 Proposal Opening Date

The City will not publicly open or read proposals aloud.

II-4 Solicitation Protest

A prospective bidder, proposer, or offeror may protest or request a change of a solicitation provision, evaluation criteria, scope of work, specification or contract term no later than seven (7) calendar days prior to the proposal due date. No protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification or contract term will be considered after such time. The protest or request for change shall include the reason for the protest or change, any proposed language, and why the proposed language would benefit the City. The City shall consider the protest or request for change and may reject the protest or request for change, issue an addendum or cancel the RFP. The protest must be submitted to the Purchasing Office at the following address:

City of Gresham
Purchasing Office
1333 NW Eastman Parkway
Gresham, OR 97030

II-5 Official Contacts

Questions regarding the scope of services must be directed to the Project Manager:

Wendy Andaya
Civil Engineer II
Department of Environmental Services
City of Gresham
1333 NW Eastman Parkway
Gresham, Oregon 97030
(503) 618-2510
E-Mail: Wendy.Andaya@GreshamOregon.gov

Proposers with questions regarding the RFP process may contact Rachelle Perry, Procurement Specialist, City of Gresham, Purchasing Office at (503) 618-2376.

SECTION III PROPOSAL FORM AND CONTENT

III-1 General Information

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

The proposal shall not exceed fifteen (15) pages in length; consecutively number all pages of the proposal. The letter of transmittal and certification statement do not count towards the total number of pages. Organize the proposal in accordance with Section III-2 through III-9.

III-2 Letter of Transmittal

All proposals must include a cover letter addressed to the City's project manager and signed by a duly constituted official legally authorized to bind the proposer to both its proposal and cost schedule. The cover letter may summarize the key provisions of the proposal. The cover letter must include the name, address, email address and telephone number of the proposer and the name, title, address, email address and telephone number, of the person authorized to represent the proposer and to whom the City should direct correspondence.

III-3 Project Understanding

The proposer shall include a detailed statement to demonstrate its understanding of the project, including but not limited to:

- The City's goals in pursuing the project.
- The role of the proposer.
- Key project milestones, which are most important, and the ramifications of missing milestones.
- The key deliverables required by the project.
- How the technology to be used meets the City's needs

III-4 Qualifications

Proposals shall demonstrate the qualifications and experience of the personnel who will work directly with the City rather than describing the general experience and qualifications of the firm. The City will not consider promotional literature of a general nature. The focus should be on recent and local project experience within the last five (5) years that is relevant to the scope of work outlined in this RFP. Include the following information:

Qualifications of the Firm

- Describe the firm's capabilities and experience.

- List firm experience working with similar projects.
- Describe how the firm is legally qualified in the State of Oregon to perform the work requested.

Project Manager Qualifications

- The project manager is the person who will be assigned by the proposer to provide day-to-day management of this project.
- List the qualifications of the project manager who will work on this project. Include a description of the relevant education and training, certificates and licenses, professional background, and years of experience with work relevant to the scope of this RFP.
- Describe the experience of the project manager, particularly similar projects with government entities. Identify the project manager's specific role in relevant projects; do not include projects where the project manager had a minor or no active role. The City will only consider projects that include a client contact name and phone number.
- Provide three (3) client references who have worked with the project manager.
- If submitting a resume, only include project experience relevant to the scope of work outlined in this RFP.

Key Personnel Qualifications

- Provide information about the qualifications and experience of key personnel. (See Project Manager Qualifications)
- Describe the experience of the project manager working with the key personnel.

Subcontractor Qualification

If a subcontractor will be used in this project:

- Provide information about the qualifications and experience of any subcontractor(s). (See Project Manager Qualifications)
- Describe the experience of the project manager and key personnel working with the subcontractor(s).

III-5 Project Approach and Schedule

The proposer shall include a detailed statement of its approach to the project and schedule. Include the following information.

- a. A detailed explanation of proposer's approach to the work, the techniques the proposer expects to use, and the use of key personnel. This should include an explanation of any modifications of the work items and scope of work presented in this RFP.
- b. Describe how proposer would use City personnel, if at all, to assist during the project and indicate the approximate time requirement.

- c. Describe the projected workload of the project manager, key personnel and subcontractors and demonstrate their availability to timely provide the services requested in this RFP.
- d. Describe your approach to the overall management and integration of all activities required by the scope of work, including quality assurance, responsibility, and cost control.
- e. Outline a work plan and related time schedule for each significant segment of the work. This may include a GANT or PERT chart.
- f. Provide any additional information about proposer's project approach that would be beneficial to the selection committee.

III-6 Additional Information

Provide any other information that the proposer feels applicable to the evaluation of the proposal or of their qualification for accomplishing the project. Use this section to address those aspects of your services that distinguish your firm from other firms. Additional information shall be considered when evaluating the proposer's Project Approach and Schedule.

Proposers are encouraged to improve upon the tasks, work items, or other elements described in this RFP. However, prior to basing a proposal on those improvements, proposers should check with the City's project manager to ensure that the City views the changes as desirable improvements.

If there is no additional information to present, state, "There is no additional information we wish to present."

III-7 Cost Schedule

The proposer's cost schedule shall be submitted with the proposal, but in a separate attached document. The document shall be labeled "COST SCHEDULE FOR WATER MAIN CONDITION ASSESSMENT" and shall include the name of the proposer. The cost schedule will not be opened until after the initial ranking of all proposals.

All costs are to be contained in this section. For each project element, include a cost. This section shall also include payment terms required for services rendered.

The cost schedule shall include:

1. Proposer's fee for the requested work as follows:
 - State fees by task, with a preference for fees to either be lump-sum or broken down into a cost-per-foot of pipe assessed.
 - The combination of all fees should lead to an estimate of how many linear feet of pipe can be tested within the given budget.

- Cost and personnel should be clearly tied to the project specific tasks (including subcontractor personnel and costs).
 - Estimated level of effort and hours is used for comparison purposes.
2. All out-of-pocket costs.
 3. Any other anticipated fees or costs.
 4. Proposed or preferred schedule of billing dates and payment terms.
 5. The method used to charge for any special requests, reports, or broadening of the scope of the work beyond that described in this RFP.

III-8 Certification Statement

All proposals must contain a signed certification statement (see Exhibit VI).

SECTION IV EVALUATION / SELECTION OF PROPOSALS

IV-1 Clarifications

The City reserves the right to seek written clarification of each proposal submitted. The City also reserves the right to require other evidence of minimum qualifications, technical, managerial, financial, or other abilities prior to selection.

IV-2 Evaluation Criteria

The City will make a selection based on the evaluation of the written proposals based on the following criteria:

1. Project Understanding – 10%
2. Qualifications – 40%
3. Project Approach and Schedule – 20%
4. Cost Schedule - 30%

IV-3 Method of Selection

A selection committee will evaluate each submitted written proposal and each interview, when applicable, to determine the responsible proposer whose proposal is the most advantageous to the City based on the evaluation process and evaluation criteria outlined in this RFP. The City will award the contract to the highest ranked responsive proposer.

IV-4 Single or Multiple Contracts

One firm will be selected to provide all services.

IV-5 Notice of Intent to Award

Upon completion of the evaluation process, the selection committee will advise the proposers of its number one selection using the Notice of Intent to Award form.

IV-6 Selection Protest

Proposers who disagree with the City's selection decision may protest that decision. The judgment used in the scoring by individual evaluators is not grounds for appeal. No protest because of a solicitation provision, evaluation criteria, scope of work, specification or contract term that could have been raised as a solicitation protest will be considered. The selection protest must be submitted in writing within seven (7) calendar days of the Notice of Intent to Award. The protest shall be submitted to the Purchasing Office at the following address:

City of Gresham
Purchasing Office
1333 NW Eastman Parkway
Gresham, OR 97030

The selection protest must state all the relevant facts that establish that all higher ranked proposers were ineligible for selection because their proposals were non-responsive or the proposer was not responsible. A written decision will be sent to the protester.

IV-7 Agreement

A sample contract that the City expects only the successful proposer to execute is included as Exhibit VII-1. Any proposed changes in the language, construction, or requirements of the contract must be raised and resolved as part of a solicitation protest before the closing date of the RFP. The City reserves the right to negotiate a final contract that is in the best interest of the City.

The contract will define the extent of services to be rendered, method and amount of compensation. The contract will be negotiated with the number one ranked proposer for the project. If an agreement is not reached, negotiations will be terminated. Negotiations will then begin with the selection committee's second choice for the project.

When an agreement is reached, a contract for the work will be prepared and executed upon city manager approval, if a CIP project, and otherwise, upon Council approval.

The successful proposer will enter into a contract with the City by September 3, 2024.

IV-8 Term

The contract will be for an initial one-year period with the option to renew for additional one-year terms not to exceed a total of five consecutive years.

IV-9 Compensation

The final contract will be negotiated based on time and materials not to exceed a maximum price. Four additional phases are planned in 2025 through 2028 with similar budgets planned for each subsequent year.

SECTION V GENERAL INFORMATION

V-1 Compliance with the Rules

Proposers responding to this RFP must follow the procedures and requirements stated in the RFP document. Personal services contracting in the City of Gresham shall be subject to state public contracting laws except as otherwise provided in Gresham Revised Code (GRC) Article 2.80. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.

V-2 Proposal Withdrawal

Any proposal may be withdrawn at any time before the proposal due date and time, by providing a written request for the withdrawal of the proposal to the issuing office. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

V-3 Addenda

The City may modify the RFP at any time at least five (5) days prior to the RFP due date, by issuance of a written addendum to all proposers who are participating in the process at the time the addendum is issued. Addenda will be numbered consecutively. Verbal modifications to the RFP specifications shall not be binding upon the City.

V-4 Cancellation, Delay or Suspension of Solicitation; Rejection of Proposals

The City may cancel, delay, or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if in the best interest of the City as determined by the City.

V-5 Irregularities

The City reserves the right to waive any non-material irregularities or information in the RFP or in any proposal.

V-6 Incurred Costs

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

V-7 Ownership of Documents

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

V-8 Confidentiality of Information

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

V-9 Public Record

All proposals and information submitted by proposers shall be public records and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.311 et seq.), except such portions of the proposals for which proposer requests exception from disclosure consistent with Oregon Law. Any portion of a proposal that the proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.345(2) and ORS 192.355(4). Proposals must clearly identify such material, keep it separate, and provide separate notice in writing of the status of this material to the official contact.

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

Clearly marked sample work or documents illustrating previous work experience will be returned to proposers after the evaluation and award process upon request.

V-10 Equal Opportunity Policy for Contractors

The City of Gresham requires all proposers to comply with the [City's equal employment opportunity policies](#). The City of Gresham's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, handicap, or political affiliation.

V-11 City Business License

The selected proposer will be required to obtain a City business license if work is performed within the City of Gresham.

V-12 Minimum Qualifications

The firm and all applicable personnel must be legally qualified in the State of Oregon (i.e. be appropriately licensed or certified) to practice the work proposed to be performed.

**SECTION VI
FORMS TO BE SUBMITTED**

VI-1 CERTIFICATION STATEMENT

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule.

- A. Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.
- B. Proposal and cost schedule shall be valid and binding for sixty (60) days following the proposal due date or any revised proposal submission date, whichever is later, and will become part of the contract that is negotiated with the City.
- C. The proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women, or emerging small business enterprise.
- D. The proposer certifies that this proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

Proposer's Signature

Date

Print Name

Title

Proposer's Federal Taxpayer Identification number: _____

This certification statement must be signed and submitted with the proposal.

**SECTION VII
EXHIBITS**

VII-1 Sample Contract Form (draft for review only)



PERSONAL SERVICES CONTRACT
CONTRACT NO. _____

This contract between the CITY OF GRESHAM, a municipal corporation of the State of Oregon (the "City") and _____, (the "Consultant"). The City's Project Manager for this contract is _____.

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Statement of Work. The personal services required under this contract are **BOLD AND IN CAPS**. The statement of work, including the deliverables and payment schedule for the work, is contained in Exhibit A (the "Statement of Work" or "Work").

2. Effective Date and Duration.

a. This contract is effective on _____, 20____, or on the date at which every party has signed this contract, whichever is later.

b. The Work required under this contract shall be:

☐ completed, unless otherwise terminated or extended, on or before _____, 20____; or

☐ for a term expiring on _____. Upon written approval of both parties, this contract may be renewed for additional one-year terms not to exceed a total contract term of _____ years.

3. Consideration. City agrees to pay Consultant for accomplishing the Statement of Work required by this contract, including allowable expenses:

☐ a lump sum not to exceed \$ _____, or

☐ based on time and materials or deliverables not to exceed a maximum sum of \$ _____.

Any interim payments to Consultant shall be made only in accordance with the terms and conditions related to rates and costs, and payment schedule in Exhibit A.

4. Standard Terms and Conditions. This Contract is subject to the [Standard Terms and Conditions](https://www.greshamoregon.gov/globalassets/city-departments/budget-and-finance/standard-terms-and-conditions-for-public-contracts.pdf), which are incorporated into this contract by reference, and located at: <https://www.greshamoregon.gov/globalassets/city-departments/budget-and-finance/standard-terms-and-conditions-for-public-contracts.pdf>.

5. Statutory Provisions. This Contract is subject to [Oregon Statutory Provisions](https://www.greshamoregon.gov/globalassets/city-departments/budget-and-finance/standard-oregon-statutory-provisions-for-public-contracts.pdf), which are incorporated into this contract by reference, and are located at: <https://www.greshamoregon.gov/globalassets/city-departments/budget-and-finance/standard-oregon-statutory-provisions-for-public-contracts.pdf>.

6. The Standard Terms and Conditions and Statutory Provisions that apply to this contract are the ones in effect on the effective date unless modified by written amendment.

7. Exhibits. The following exhibits are attached hereto and incorporated into this contract.

Exhibit A – Statement of Work, Deliverables, and Payment Schedule

Exhibit B – Insurance Requirements

CONSULTANT DATA, CERTIFICATION, AND SIGNATURE

Business Name (please print): _____

Contact Name: _____ Phone: _____

Fax: _____ E-Mail _____

Address: _____

Gresham Business Lic # _____ Federal Tax ID # _____ State Tax ID # _____

Business Designation (check one): ☐ Individual ☐ Partnership ☐ Corporation

☐ Government ☐ Nonprofit ☐ LLC ☐ Other _____

If not a citizen, check one: ☐ Lawful Permanent Resident ☐ Nonresident Alien

The above information must be provided prior to contract approval. Payment information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number provided above. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject you to 31 percent backup withholding.

Consultant understands that the Standard Terms and Conditions, Statutory Provisions, and Exhibits A and B are an integral part of this contract and agree to perform the work described in Exhibit A in accordance with the terms and conditions of this contract.

Consultant represents and warrants to City that: (a) Consultant has the power and authority to enter into and perform the Contract; (b) the Contract, when executed and delivered, shall be a valid and binding obligation of Consultant enforceable in accordance with its terms.

By its signature Consultant acknowledges it has read and understands this contract and agrees to be bound by its terms and conditions.

Signed by Consultant:

Signature/Title

Date

NOTICE TO CONSULTANT: *This contract does not bind the City of Gresham unless and until the City Manager or Designee has executed it.*

CITY OF GRESHAM SIGNATURE

Approved: _____
Project Manager Date

Reviewed: _____
City Attorney or Designee Date

Approved: _____
City Manager or Designee Date

**EXHIBIT A
STATEMENT OF WORK, DELIVERABLES, AND
PAYMENT SCHEDULE**

STATEMENT OF WORK

[insert text]

DELIVERABLES: [insert text]

CONSULTANT'S PERSONNEL:

The Consultant shall assign specific personnel to do the work required under this contract as designated below. The Consultant shall not change personnel assignments without the prior written consent of the City.

Name	Specified Duties or Role

PAYMENT SCHEDULE

City shall pay Consultant the consideration described in Paragraph 3:

- ☐ In a lump sum at the completion of the contract to the satisfaction of the City
- ☐ Monthly progress payments based on time and materials or deliverables as set forth below with final payment upon completion of the contract.
- ☐ Other

Monthly progress payments based on time and materials or deliverables (if checked above) will be based on the following:

[E.g. Insert table with hourly rate for various positions]

[E.g. Deliverables chart with compensation linked to individual deliverables]

Payment shall be made within thirty (30) calendar days after receipt of invoice and City approval of services rendered. The invoice shall state the contract number from page 1 of this contract and describe the work performed.

ACH Payments

It is the City's policy to pay Consultant invoices via electronic funds transfers through the automated clearing house (ACH) network. To initiate payment of invoices, Consultant shall execute the City's standard ACH Vendor Payment Authorization Agreement.

Upon verification of the data provided, the Payment Authorization Agreement will authorize the City to deposit payment for services rendered directly into Consultant accounts with financial institutions. All payments shall be in United States currency.

EXHIBIT B

PERSONAL SERVICES CONTRACT INSURANCE REQUIREMENTS

Consultant shall maintain in force at its own expense all insurance and other documentation noted below:

Workers' Compensation insurance in compliance with ORS 656.017. All employers, including Consultant, that employ subject workers who work under this Contract in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Consultant shall ensure that each of its subcontractors complies with these requirements. Consultant shall submit:

- Proof of Workers Compensation, or
- Proof of exemption and Independent Contractor Certification

☐ **Professional Liability** (*Check Here if Required*) insurance with a combined single limit of not less than \$1,000,000 for each claim, incident, or occurrence. This is to cover damages caused by error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for two years after the contract is completed.

Commercial General Liability insurance, on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage. It shall include coverage for broad form contractual liability; broad form property damage; personal and advertising injury; owners and contractor protective; premises/operations; and products/completed operations. Coverage shall not exclude excavation, collapse, underground, or explosion hazards.

Commercial Automobile Liability insurance with a combined single limit, or the equivalent of not less than \$1,000,000 for each accident for Bodily Injury and Property Damage, including coverage for owned, hired and non-owned vehicles. "Symbol One" coverage shall be designated.

Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Consultant or its insurer(s) to the City.

Additional Insured. For general liability insurance and automobile liability insurance the City, and its elected officials, agents, officers, and employees will be Additional Insureds, but only with respect to Consultant's services to be provided under this contract. This coverage shall be by endorsement physically attached to the certificate of insurance.

Certificates of Insurance. Consultant shall furnish insurance certificates acceptable to City prior to commencing work. The certificate will include the deductible or retention level and required endorsements. Insuring companies or entities are subject to City approval. If requested, copies of insurance policies shall be provided to the City. Consultant shall be responsible for all deductibles, self-insured retention's, and/or self-insurance.