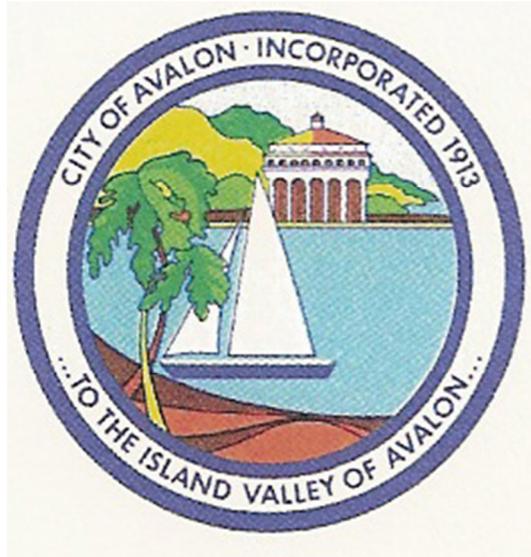


# City of Avalon



## Request for Proposals for Classification and Compensation Study

RFP Issued: April 2, 2014

Proposals Due: May 1, 2014 at 4:30 p.m.

Proposals must be submitted to:

City of Avalon  
City Clerk's Office  
410 Avalon Canyon Road  
P.O. Box 707  
Avalon, California 90704

Faxed or emailed Proposals will not be accepted.

For Questions, please contact Stephanie Campbell, Human Resources, at (310) 510-0220 ext. 177 and [scampbell@cityofavalon.com](mailto:scampbell@cityofavalon.com), or Ben Harvey, City Manager/Personnel Officer at (310) 510-0220 ext. 120 and [bharvey@cityofavalon.com](mailto:bharvey@cityofavalon.com).

April 1, 2014

To Prospective Proposers:

The City of Avalon (“City”) invites qualified human resource management firms and consultants to submit a written proposal for conducting a comprehensive classification and compensation study and analysis for the following employee groups: the Avalon Municipal Employees’ Association, Avalon Harbor Employees’ Association, International Association of Firefighters Local 2295, and management, confidential, unrepresented and part-time employees.

Proposals are solicited for these services in accordance with the terms, conditions and instructions as set forth in this Request For Proposals. There is no expressed or implied obligation of the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request, or for attending any meetings or conferences.

The final award will be based on a best value concept, meaning that the City shall consider the entire proposal for, but not limited to, proposal completeness, ability to meet requested services needed, experience in conducting compensation and classification studies, and cost to the City.

The City looks forward to reviewing your proposal and we thank you for your participation.

Additional information or questions must be submitted in writing to:

Ben Harvey, City Manager/Personnel Officer  
Classification and Compensation Study  
410 Avalon Canyon Road  
P.O. Box 707  
Avalon, CA 90704  
Email: [bharvey@cityofavalon.com](mailto:bharvey@cityofavalon.com)

## **SECTION 1.0 GENERAL INFORMATION AND SCOPE OF WORK**

### **1.1 INTRODUCTION**

The City of Avalon (hereinafter referred to as City) invites your organization to submit a written proposal to provide a comprehensive Classification and Compensation Study for the following employee groups: the Avalon Municipal Employees' Association, The Avalon Harbor Employees' Association, The International Association of Firefighters Local 2295, and management, confidential unrepresented and part-time employees. Proposals are solicited for these services in accordance with the terms, conditions, and instructions as set forth in this request for proposal.

Successful proposer will work directly with the City Manager/Personnel Officer and his designee for all activities involved with this project. The following activities and/or deliverables are to be included in the study, consistent with the Scope of Work as detailed in Section 2.3:

#### **Classification Study Activities:**

- Initial Document Reviews and Meetings with Staff
- Orientation Meetings with Employees
- Distribution of Job Related Questionnaires
- Analysis and Data Review
- Employee/Supervisor/Management Interviews
- Informal Appeal Process
- Project Team Meetings

#### **Classification Study Deliverables:**

- Classification Concept/Preliminary Allocation
- Draft Class Description
- Finalized Classification Plan
- Draft Interim Report
- Final Report

#### **Compensation Study Activities:**

- Identify Comparator Agencies, Benchmark Classes, Benefits
- Compensation Data Collection
- Internal Relationship Analysis/Internal Alignment
- Analysis and Data Review
- Formal Appeal Process
- Project Team Meetings

#### **Compensation Study Deliverables:**

- Draft Compensation Findings
- Salary Structure Recommendations
- Draft Final Report
- Final Report
- Presentation to City Council

The City will receive proposals from firms having specific experience and qualifications in providing classification and compensation studies. To be considered, proposals must contain evidence of the proposer's experience and abilities in the specified area and other disciplines directly related to the proposed services. All proposers shall provide profiles and resumes of the staff to be assigned to the program.

The City intends to select one firm to provide this service. In regard to the RFP interview process, the applicants selected to interview shall present the proposed project manager and staff that will be responsible for City interviews. Any proposed changes to the team presented, after award of the contract, will require City approval. The City reserves the right to waive any and all requirements for this proposal process.

## **1.2 BACKGROUND**

The City of Avalon is a picturesque and leisurely seaport village with an estimated permanent population of 3,500 and an annual visitor count of close to one million. It is the only incorporated city on Santa Catalina Island, and enjoys a mild subtropical climate with warm temperatures year-round which allows for many opportunities to enjoy the island's land and sea activities. Catalina has a unique and arresting natural environment, including dozens of plants and animals found only on the island, and boasts more than 60 miles of unspoiled beaches and secluded coves – the longest publicly accessible stretch of undeveloped coastline left in Southern California.

Catalina Island is a part of Los Angeles County and Avalon schools are part of the Long Beach Unified School District. Avalon is a full service city providing fire protection, ambulance service, harbor operations, planning, building, recreation, sewer, trash, cemetery and public works services. Law enforcement and Baywatch/paramedic services are provided by Los Angeles County. The City owns both a sewer treatment plant and solid waste authority but contracts out operation of both to private companies. Some sewer services are completed by city staff in order to comply with water quality regulations and the upgrade of the city's sewer/saltwater/stormwater systems. Additional contracted functions include City Attorney services, Information Technology, CIP Project Management and some human resource and finance functions.

Avalon is a small municipality. It is a general law city with a Council/Manager form of government including a Mayor and four council members.

The City workforce consists of 61 full-time (and up to 37 part-time) employees. The last Classification and Compensation Study was completed in 2006 and prior to that, in 1994 and 1989. Descriptions for positions were completed in 2006.

**Please contact Stephanie Campbell at [scampbell@cityofavalon.com](mailto:scampbell@cityofavalon.com) for a description package of the workforce.** The description package depicts: the employee workforce by current classification, represented/unrepresented employee group, and current

compensation by MOU. The City does not have policy of benchmarking compensation.

Proposals will be evaluated by the City Manager/Personnel Officer and designees and will be ranked according to the following criteria:

- Relevant experience in similar-sized entities
- Qualifications and experience in organizational analysis and evaluation
- Understanding of city-related issues and employee relations
- Team compatibility, including the ability to work with city staff based on references and other supporting information
- Unique resources the firm may bring regarding innovative techniques
- The professional reputation of the firm
- Time required to accomplish requested services
- Cost

This Request For Proposals is available on the City website at: [www.cityofavalon.com](http://www.cityofavalon.com).

### **1.3 ACTION DATES**

The following is an outline of the anticipated schedule for the proposal review, contract award and the study. *Schedule is tentative and subject to change:*

RFP Released	April 2, 2014
RFP Closing Date	May 1, 2014
Proposals Reviewed By City staff	May 5, 2014
Top 3 Firms Interviews	Week of May 12, 2014
City Council Awards Contract	May 20, 2014
Work Completed	July 15 , 2014
Presentation to City Council	August 5, 2014

The Proposer shall not commence work until a meeting between representatives of the Proposer and the City of Avalon is held. The meeting will be held at a City of Avalon site, at a time and date to be established.

### **1.4 QUESTIONS REGARDING REQUEST FOR PROPOSALS**

All questions concerning this Proposal may be directed to Stephanie Campbell at [scampbell@cityofavalon.com](mailto:scampbell@cityofavalon.com) or Ben Harvey, City Manager/Personnel Officer, at [bharvey@cityofavalon.com](mailto:bharvey@cityofavalon.com).

## **SECTION 2.0 PURPOSE/SCOPE/SUBMITTAL REQUIREMENTS**

### **2.1 PURPOSE**

The intent of this RFP is to obtain service proposals and fixed-fee price proposals from qualified consultants or firms to provide consulting services related to the classification and compensation study. Respondents to this RFP should have extensive experience, a knowledgeable background, and unimpeachable qualifications in human resources management.

### **2.2 COMPETITION INTENDED**

It is the City's intent that this RFP permits competition. It shall be the proposer's responsibility to advise the City in writing if any language, requirement, and/or specification inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received in the City Clerk's office not later than ten (10) days prior to the date set for acceptance of proposals.

### **2.3 SCOPE OF SERVICES**

All proposals must either meet or exceed the requirements contained herein. The consultant or firm shall be responsible for performing the following tasks:

**Classification Study** - shall include but not be limited to:

- Review of background materials including organizational charts, budgets, personnel rules, labor/association agreements, and related information;
- Review of all current classification specifications and analysis for knowledge, skill, ability, education and experience relevance and hierarchical consistency, conformity with ADA language relative to essential job functions (including physical requirements); position definitions, purpose, distinguishing characteristics, supervision received and exercised, position duties and special requirements including licensing and certification requirements;
- Conducting orientation and briefing sessions for all employees covered within the scope of the study;
- Developing and distributing a job analysis questionnaire to each employee;
- Reviewing and analyzing the completed job-related questionnaires for all employees covered by the study;
- Conducting interviews with all covered employees;
- Drafting up-to-date, accurate class specifications in a format approved by the Personnel Officer or his designee, which reflect all current jobs;
- Developing new classes as appropriate;
- Recommending deletion of outdated or unnecessary classes;
- Developing and identifying viable career progressions within the classification plan;
- Developing accurate ADA-compliant language;

- Designing and conducting an employee review and appeal process including a clear understanding of the process employees must follow and what they should expect in response to their appeal. This process must include personal contact with consultants. Documentation of appeals and recommended resolution is required;
- Allocating all employees to an appropriate job class;
- Reviewing various job series in terms of appropriateness;
- Preparing final version of all class specifications and include same in classification manuals as well as providing electronically. Classification manuals shall also include an introductory section that describes class concepts, and provides information about the distinctions of various levels within a class series and other pertinent information;
- Preparing appropriate implementation and maintenance manuals;
- Conducting comprehensive training sessions for key staff;
- Providing periodic status reports on progress as requested.

**Compensation Study** - shall include but not be limited to:

- Review of current compensation practices and related issues;
- Recommending salary survey benchmarks in conjunction with relevant benchmark classifications;
- Completing internal salary relationship analysis including the development of appropriate internal relationship guidelines (internal equity);
- Systematically assessing each classification in relation to other comparable classifications the use of California Public Agencies Compensation Survey (CalPACS) when warranted;
- Providing written documentation of assessment methodology and assessment for each position;
- Developing externally competitive and internally equitable salary recommendations for each job class included in the study;
- Recommending the vertical salary relationship/differentials between classes in each class series;
- Training City staff in the methodology used to systematically assess job classifications in order to maintain internal compensation equity in the future when adding, changing or deleting classifications.

Proposals to support each task element must include complete listings of all personnel to be assigned to each task and estimated staff and overhead costs on a per hour basis.

## **2.4 QUALIFICATIONS OF CONSULTANT OR FIRM**

List all consulting personnel who will participate in the proposed classification and compensation plan. Indicate the qualifications and experience of each team member, including: list of similar services performed during the past year by the personnel listed above, with (1) name of city or county, (2) brief description of the scope of work, and (3) client contact name, title and telephone number.

## 2.5 PROPOSAL RESPONSE/SUBMITTAL REQUIREMENTS

To be considered responsive, proposals should address all items identified in this section. Please note: Some items require that the proposer provide a detailed response and/or attachments. Failure to provide a complete response may be grounds for rejection of proposal.

Furthermore, proposals should be prepared in such a way as to provide a straightforward and concise discussion of the proposer's ability to provide the services that can best satisfy the requirements herein and the needs of the City. Elaborate or unnecessarily lengthy documents are discouraged.

Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and on completeness and clarity of content.

In order to facilitate evaluation and comparison, proposals should be submitted in the format described in this section. Format instructions must be adhered to; all requirements and requests for information in the proposal must be responded to; all requested data must be supplied. Failure to comply with this requirement may be cause for rejection.

**Answer on 8 1/2" X 11" sheets. Assemble your proposal in the following order. Present your proposal response in the order that the items are listed. Submit 1 (one) original and 6 (six) hard-copies of your proposal, in addition to a .pdf copy via email. To conserve paper we ask that proposals be photocopied on both sides of the paper.**

- **Proposed Summary** – a synopsis, prepared for management review, covering the salient features of the proposal including overall costs, conclusions and general recommendations in a summary format.
- **Scope of Work** – a detailed breakdown and description of the specific steps, services and study products to be provided as a result of the Scope of Work listed in this RFP (section 2.3). Firms may elect to include in this section any innovative methods or concepts which might be beneficial to the City of Avalon as long as the minimum requirements as set out in this RFP are still met.
- **Consulting Firm Profile** – a brief introduction, limited to no more than four (4) typewritten pages, describing the firm's organization and services. An organization list identifying key executives and/or staff who would be assigned to this project as well as their professional experiences, qualifications, responsibilities and functions should be included as well. Promotional literature and any other relations documents should not be included. The City is very interested in reviewing previous experience for conducting compensation and classification plans for either Los Angeles County entities, tourist and/or harbor oriented municipalities. In addition, experience comparing compensation to counties and private business is valued: the City of Avalon has three large employers to compare to, Los Angeles County Fire, Santa Catalina Island Company and Southern California Edison.
- **Detailed Cost Proposal** – Provide an itemized cost proposal by activity for the classification and compensation studies including all projected reimbursable cost for

travel (telephone, reports, and direct man hour rates), professional services, supplies and other related cost. Please separate out projected reimbursable costs for travel. Since work will be completed during peak season, we recommend comparing hotel accommodations with rental housing.

- **Project Completion Schedule** – the proposed implementation schedule to include specific milestones.
- **Additional services (Optional)** – any other related and recommended services not specified in this RFP which may be considered essential or beneficial by the firm. These services should be priced separately.
- Proposer's response shall state on a point-by-point basis whether proposal is in compliance with the requirements/specifications of the RFP. Address each item in the order given; identify each response by item number. Submit a full explanation of, and justification for, any exemptions or deviations.
- **Client References** – a list of at least five (5) recent consulting clients, including the organization, contact person, address, telephone number, fax number and brief description of the compensation/classification services provided. California governmental agencies preferred.
- **Proposal Attachment** – signed and completed “Proposal Attachment” form located at the end of this Request for Proposals.

## **2.6 EVALUATION OR PROPOSALS: SELECTION FACTORS**

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced herein or otherwise available to proposer.

Proposer shall be presumed to be familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve proposers from any obligation with respect to this proposal.

## **2.7 SUBMITTAL OF DOCUMENTS**

**Proposer shall submit one (1) original and six (6) copies of their Proposal to the City Clerk’s Office in hard-copy format no later than 4:30 p.m. on May 1, 2014. By the same time and date, Proposers must also email one courtesy copy in .pdf format to City Clerk Denise Radde at DRadde@cityofavalon.com.**

It is the responsibility of the proposer to insure that all pages are included. All proposals must be signed in ink by an officer or employee having authority to bind the company. Failure to do so shall be cause for rejection of proposal.

**Time is of the essence** and any proposal received after 4:30 p.m., May 1, 2014, whether by mail or otherwise, may be returned unopened. The City shall in no way be responsible for delays caused by any occurrence. Proposals by telephone, telegram, facsimile shall not be accepted.

The City may issue written addenda to all recipients to clarify, comment, correct or as otherwise required to facilitate the selection process. Should any questions require revisions to the specifications as originally published, such revision will be by formal written addendum only.

For information concerning the RFP, please contact:

Ben Harvey, City Manager/Personnel Officer  
Classification and Compensation Study  
410 Avalon Canyon Road  
P.O. Box 707  
Avalon, CA 90704  
Email: bharvey@cityofavalon.com

## **SECTION 3.0 SPECIAL TERMS AND CONDITIONS**

### **3.1 RIGHTS AND PRIVILEGES**

Rights and privileges granted by the City shall not be assigned or transferred in any manner whatsoever without written approval of the City Manager or authorized authority. At all times during the term of the contract the Contractor shall act as an independent contractor and at no time shall the Contractor be considered an agent or partner of the City. The Contractor shall obtain and pay for all permits, licenses, Federal, State and Local taxes chargeable to its operation.

### **3.2 LOBBYING PROHIBITED**

Proposers are not to contact or lobby any City personnel, agent or elected official related or involved with this Request for Proposals. All oral or written inquiries are to be directed to the City Manager/Personnel Officer as instructed herein. Any violation of this condition may result in rejection and/or disqualification of the Proposer.

### **3.3 DISCLOSURE AND DISCLAIMER**

This RFP is being issued by the City. Any action taken by the City in response to proposals made pursuant to this RFP or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award shall be without any liability or obligation on the part of the City or their advisors.

In its sole discretion, the City may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the RFP. In its sole discretion, the City may determine the qualifications and acceptability or any

party or parties submitting proposals in response to this RFP (each such party being hereinafter a "Proposer").

Following submission of a proposal, the Proposer agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Proposer, including the Proposer's affiliates, officers, directors, shareholders, partners and employees, as requested by the City.

The information contained herein is provided solely for the convenience of Proposers. It is the responsibility of a Proposer to assure itself that information contained herein is accurate and complete. Neither the City, nor their advisors provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with City representatives or advisors, shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFP is being provided by the City without any warranty or representation, expressed or implied, as to its content; accuracy or completeness and no Proposer or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

The City, and its representatives shall have no obligation or liability with respect to this RFP, or the selection and award process contemplated hereunder. Neither the City nor its representatives warrant or represent that any award or recommendation will be made as a result of the issuance of this RFP. All costs incurred by a Proposer in preparing the responding to this RFP are the sole responsibility of the Proposer. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposals.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and each recipient hereof is cautioned and advised to independently verify all of such information. In the event of any differences between this Disclosure and Disclaimer and the balance of the RFP, the provisions of this Disclosure and Disclaimer shall govern.

Formal presentation by the Proposer shall be made before the City which may include one or more Proposers. Contract negotiation will take place with the first choice of the City and if a suitable contractual arrangement cannot be made, negotiations will commence with the second choice or, the City may, at its sole option, withdraw this RFP.

The City reserves the right to select the proposal which in the opinion and sole discretion of the City will be in the best interest of and/or most advantageous to the City. The City reserves the right to waive any irregularities and technicalities and may at its discretion request re-submittal of proposals. All expenses in preparing the proposal and any re-submittals shall be borne by the Proposer.

The City and the Proposer will be bound only if and when a proposal, as it may be modified, is approved and accepted by the City, and the applicable agreements pertaining thereto, are approved, executed and delivered by the Proposer and the City, and then only pursuant to the terms of agreement executed by the Proposer and the City. All or any responses to this RFP may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the City.

All material submitted becomes the property of the City of Avalon. The City has the right to use any or all ideas presented in any reply to this RFP. Selection or rejection of the Proposal does not affect this right.

### **3.4 AMENDMENTS**

If it becomes evident that this RFP has to be amended, a formal amendment will be issued to all prospective proposers. If necessary, a new proposal due date will be established.

Oral communication from the City concerning this RFP is not binding on the City and shall in no way excuse the successful proposer of obligations set forth in this RFP.

### **3.5 CONFIDENTIAL AND PROPRIETARY DATA**

All materials received relative to this RFP will be kept confidential, until such time an award is made or the RFP is canceled, at which time all materials received will be made available to the public. Proposals received will be subject to Government Code §6250, the Public Information Act. Proposers should mark information they consider proprietary or confidential in the event it is exempt from the requirements of the Act.

### **3.6 COMMITMENTS, WARRANTIES, AND REPRESENTATIONS**

The proposal submitted in response to this RFP will be included as part of the final contract. Proposers are cautioned that if a contract is awarded as a result of this procurement process, any written commitment by a proposer within the scope of this procurement shall be binding upon the proposer whether or not incorporated into a contract document. Failure of the proposer/contractor to fulfill any such commitment shall render the proposer liable for liquidated and/or other damages due the City under the terms of the Contract. For the purpose of this procurement, a commitment by a proposer includes:

- Any modification of, or affirmation or representation as to the above, which is made by a proposer in or during the course of negotiation.
- Any representation by an proposer in a proposal, supporting document, or negotiations subsequent thereto as to services to be performed, regardless of the fact that the duration of such commitment may exceed the duration of the contract.

### **3.7 ADDITIONAL INFORMATION**

If during the evaluation process, the City is unable to determine a proposer's ability to perform, the City has the option of requesting any additional information which the City deems necessary to determine the proposer's ability. The proposer will be notified and permitted five working days to comply with any such request.

### **3.8 ERRORS/DEFECTS IN PROPOSALS**

If discrepancies between sections or other errors are found in a proposal, the City may reject the proposal; however, the City may, at its sole discretion, correct any arithmetical errors in price.

The City may waive any immaterial deviation or defect in a proposal. The City's waiver of an immaterial deviation or defect shall in no way modify the RFP documents or excuse the proposer from full compliance with the RFP requirements, if awarded a contract.

### **3.9 AWARD**

Proposals will be evaluated by a committee comprised of representatives designated by the Personnel Officer and will be ranked according to the specification criteria. Award will be by means of a written agreement with the successful proposer. Award will be made to the proposer whose proposal is the most advantageous to the City from the stand point of quality, service, previous experience, cost, ability to deliver or for any other reason deemed by the City to be determined in the best interest of the City and, as such, will not be determined by price alone.

While the City intends to enter a contract for these services, it will not be bound to do so. The City reserves the right to reject any or all proposals.

The City shall be the sole judge of the successful offers hereunder. The City reserves the right to award a contract to other than the proposer submitting the lowest total price and to negotiate with any or all proposers. Proposers are advised that it is possible that an award may be made without discussion or any contact concerning the proposals received. Accordingly, proposals should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the City. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss, or revise your proposal.

### **3.10 PROTEST PROCEDURES**

To be considered, protests must be made in writing, signed by Proposer's authorized representative, and delivered to the City of Avalon, City Clerk, 410 Avalon Canyon Road, P.O. Box 707, Avalon, CA 90704.

The following conditions apply to proposal protest:

1. **Before Proposal Submittal Deadline.** Protests of specifications, terms, conditions or any other aspects of the solicitation must be made before the Proposal Submittal Deadline.
2. **After Proposal Submittal Deadline. Protest of award must be made no later than five (5) calendar days after the aggrieved party knows or should have known the facts giving rise to the protest.** All protests must include the following information:
  - The name, address, and telephone number of the protestor;
  - The signature of the protestor, or protestor's authorized Representative;
  - The solicitation or contract number;
  - A detail statement of the legal and/or factual grounds for the protest; and
  - The form of relief requested.

The City reserves the right to refuse to hear protestors who have not followed the above procedures.

#### **4.0 ADHERENCE TO EQUALITY OPPORTUNITY AND FEDERAL, STATE, AND LOCAL LAWS**

The successful Proposer will be required to comply with an equal opportunity/non-discrimination policy, as well as comply with all federal, state, county, and local laws.

#### **5.0 INSURANCE**

The successful Proposal will be required to maintain and shall require all of its subcontractors, consultants, and other agents to maintain all or appropriate portions of the insurance listed below. Any requirement for insurance to be maintained after completion of the work shall survive this agreement.

##### **Workers' Compensation & Employers Liability**

- Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- Employers Liability with limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- Thirty (30) days' prior written notice of cancellation or material change must be provided to City of Avalon.
- Required Evidence of Coverage:
  - Properly completed Certificate of Insurance.

##### **General Liability**

- Commercial General Liability Insurance no less broad than ISO form CG 00 01.
- Coverage must be on a standard Occurrence form. Claims-Made forms are not

acceptable without prior written consent. Modified, limited or restricted Occurrence forms are not acceptable without prior written consent.

- Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The General Aggregate must apply separately to each project.
- Prior written consent is required if the insurance has a deductible or self-insured retention in excess of \$25,000.
- City of Avalon must be endorsed as an additional insured for liability arising out of ongoing and completed operations by or on behalf of the Consultant.
- The policy definition of "insured contract" must include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard ("f definition of insured contract in ISO form CG 00 01, or equivalent).
- The insurance provided to City of Avalon as an additional insured must be primary and non-contributory with respect to any insurance or self-insurance program maintained by City of Avalon.
- Thirty (30) days' prior written notice of cancellation or material change must be provided to City of Avalon.
- The policy must cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.
- Required Evidence of Coverage:
  - Copy of the additional insured endorsement or policy language granting additional insured status;
  - Copy of the endorsement or policy language indicating that coverage applicable to City of Avalon is primary and non-contributory; and
  - Properly completed Certificate of Insurance.

### **Automobile Liability**

- Minimum Limit: \$300,000 Combined Single Limit per Accident; or Bodily Injury:
- \$100,000 per person/\$300,000 per accident and Property Damage: \$50,000 per accident.
- Required Evidence of Coverage:
  - Copy of Auto Policy Declarations Page or properly completed Certificate of Insurance.

### **Professional Liability Insurance or Errors & Omissions Coverage**

- Minimum Limit: \$1,000,000.
- Prior written consent is required if the insurance has a deductible or self-insured retention in excess of \$25,000.
- If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage applicable to the work performed under this agreement shall be continued for two (2) years after completion of the work . Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this

Agreement.

- Thirty (30) days' prior written notice of cancellation or material change must be provided to City of Avalon.
- Required Evidence of Coverage:
  - Properly completed Certificate of Insurance.

**PROPOSAL ATTACHMENT**

**(Please complete and sign this form and submit with Proposal.)**

**PRICE PROPOSAL SHEET**

The undersigned hereby proposes to furnish and deliver the services as specified at the prices and terms stated herein and in accordance with the terms and conditions contained within City's Request for Proposals. **This form must be signed, dated, and submitted with the Proposal.**

**Firm Name** \_\_\_\_\_

**Proposed Cost for  
Compensation and Classification Study** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Name and Title of Authorized Agent** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_