



## PROFESSIONAL SERVICES AGREEMENT

Company Name: Pinkerton Consulting & Investigation Inc.

Subject: Executive Protection Services

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**AGREEMENT**  
**BETWEEN**  
**THE CITY OF LOS ANGELES DEPARTMENT OF WATER AND POWER**  
**AND**  
**PINKERTON**

**THIS AGREEMENT** is made and entered into by and between the City of Los Angeles acting by and through its Department of Water and Power, a municipal corporation, (hereinafter "LADWP") and Pinkerton Consulting & Investigations Inc., 101 N. Main Street, Ann Arbor, MI 48104, a Delaware corporation (hereinafter the "Consultant" or "Contractor"). Individually, LADWP and Consultant are referred to under this Agreement as a "Party" and collectively as the "Parties."

In consideration of the mutual covenants of the parties as set forth below, the parties hereby agree as follows:

**ARTICLE I: PARTIES AND NOTICE**

**1.1 Parties to the Agreement**

The Parties to this Agreement are:

Los Angeles Department of Water and Power (LADWP)  
111 North Hope Street  
Los Angeles, California 90012

**and**

Pinkerton Consulting & Investigations Inc.  
101 N. Main Street  
Ann Arbor, MI 48104

**1.2 Service of Notices**

All notices, demands and communications regarding the interpretation of the terms of this Agreement or changes thereto shall be made in writing and may be effected by personal delivery or by certified mail, overnight carrier, or confirmed facsimile and shall be deemed communicated as of the date of delivery or the date of mailing, whichever is applicable, or in the case of a facsimile or email, upon receipt if transmitted during the receiving Party's normal business hours, otherwise on the first business day following receipt.

If the name or address of the person(s) designated to receive notices, demands or communications, is changed, or additional persons are added to receive notices, demands or communications, written notice shall be given to the other Party, in accord with this article, of said change.

The authorized representatives to receive said notices shall be:

Authorized representatives of LADWP:

John A. Smith Jr.  
Chief Administrative Officer  
LADWP  
111 N. Hope Streett, 15<sup>th</sup> Floor  
Los Angeles, CA 90012  
Phone Number: (213) 367-0133  
Email Address: [john.smith@ladwp.com](mailto:john.smith@ladwp.com)

**and**

Raul Fletes  
Fleet Services Manager  
LADWP  
Fleet and Aviation Services Division  
6060 Sepulveda Blvd.  
Van Nuys, CA 91411  
Phone Number: (818) 771-3613  
Email Address: [raul.fletes@ladwp.com](mailto:raul.fletes@ladwp.com)

Authorized representatives of the Consultant:

Matt Klock  
Director  
Southern California/ Nevada  
101 N. Main Street  
Ann Arbor, MI 48104  
Phone Number: (442) 226-5395  
Email Address: [matthew.klock@pinkerton.com](mailto:matthew.klock@pinkerton.com)

## **ARTICLE II: TERM OF THE AGREEMENT**

### **2.1 Term of the Agreement**

The term of this Agreement shall commence upon execution of this Agreement by all Parties hereto and shall terminate one (1) year thereafter, subject to the termination provisions herein. Performance shall not begin until the Consultant

has obtained LADWP approval of insurance required herein.

### **ARTICLE III: TIME**

LADWP and the Consultant understand and agree that "Time is of the Essence" in performance of this Agreement.

### **ARTICLE IV: COMPENSATION AND PAYMENT**

#### **4.1 Compensation**

##### **4.1.1 Not-to-Exceed Amount**

The total compensation that may be paid to the Consultant by LADWP for complete and satisfactory performance of services under this Agreement shall not exceed seven hundred three thousand five hundred seventy-seven (\$703,577).

##### **4.1.2 Authorized Expenditures**

Of the total amount of compensation included in Article 4.1.1 above, LADWP shall pay the Consultant for services performed, tasks implemented, and deliverables provided as specified in Article 4.2, Allowable Fees and Costs of this Agreement. LADWP shall not be liable for payment of monies unless there is a document outlining performed services, completed tasks, and provided deliverables that are approved by LADWP's authorized representative(s) identified in Article 1.2 of this Agreement. Therefore, there is no guarantee that the Consultant shall receive any amount of work during the term of this Agreement.

#### **4.2 Allowable Fees and Costs**

LADWP shall pay for services at the rates established in **Exhibit C, Fee Schedule** and in accordance with the tasks, milestones, or phases of the project as established in **Exhibit H, Statement of Work** of this Agreement and based upon the Consultant and Subconsultant labor rates established in **Exhibit C, Fee Schedule**, which is attached hereto and made a part hereof. Such labor rates are inclusive of salary, employee benefits, overhead, profit, general office expenses, administrative services, invoice preparation and processing, routine telecommunications, internet, personal computer, facsimile, routine postage, individual shipping charges of less than ten dollars (\$10.00), incidental copying, one hard copy of deliverables, and one electronic copy of deliverables costs.

#### **4.2.1 Reimbursement of Travel Expenses**

Travel expenses necessary to perform required work for LADWP must be pre-approved by LADWP. LADWP approved travel expenses shall be paid at the actual cost of such expenses, consistent with **Exhibit D, Allowable Travel Expenses**, which is attached hereto and made a part hereof. No markup of any kind by the Consultant or Subconsultant of any tier for travel expenses shall be allowed.

#### **4.2.2 Other Reimbursable Expenses**

Other reimbursable expenses include purchase of special equipment, necessary field supplies and facilities, testing and laboratory services, individual shipping charges in excess of ten dollars (\$10.00), materials, supplies used in the work performed for LADWP pursuant to **Exhibit H, Statement of Work**, of this Agreement. Reimbursable expenses shall be paid by LADWP at the actual cost of such expenses, or the expense rates established in **Exhibit C, Fee Schedule**. No markup of any kind by the Consultant, Subconsultant of any tier, or supplier for other reimbursable expenses shall be allowed.

Any items purchased at the request of LADWP to accomplish the work shall become the property of LADWP upon purchase and shall be delivered to LADWP at the conclusion of the work. Any other items purchased by the Consultant for performance of services shall be the property of the Consultant, shall not be charged to LADWP, and shall not be reimbursed by LADWP.

#### **4.2.3 Conditions for Payment for Overtime**

Any work required by an individual in excess of eight (8) hours a day, or on a weekend, holiday, or any other instance in which payment of an overtime or labor rate premium could be applicable shall be based on the labor rates established in **Exhibit C, Fee Schedule**. In special circumstances, an overtime or labor rate premium may be allowed at the sole option of LADWP, with prior written approval by an LADWP authorized representative designated in Article 1.2 of this Agreement. The overtime billing rate shall be calculated based upon the employee's salary rather than the entire fully loaded billing rate.

#### **4.3 Method of Payment**

Payment for Consultant services shall be made in accordance with the rates established in **Exhibit C, Fee Schedule** and pursuant to the tasks, milestones,



or phases of the project as established in **Exhibit H, Statement of Work**. The Consultant shall submit invoices to LADWP in accordance with the rates established in **Exhibit C, Fee Schedule** and pursuant to the tasks, milestones, or phases of the project as established in **Exhibit H, Statement of Work**, with the billings against performed services tracked separately.

#### **4.3.1 Required Invoice Information**

A hard copy of the invoice shall be submitted to:

Attn: John A. Smith Jr.  
Chief Administrative Officer  
LADWP  
111 N. Hope Street, 15<sup>th</sup> Floor  
Los Angeles, CA 90012

An electronic copy of the invoice must be concurrently submitted and emailed to [caoinbox@lawdp.com](mailto:caoinbox@lawdp.com) and [raul.fletes@ladwp.com](mailto:raul.fletes@ladwp.com).

The following information shall be included in each invoice submitted by the Consultant to LADWP:

1. Consultant name, address, and vendor code number as registered on LADWP vendor database
2. City of Los Angeles Business Tax Registration Number
3. Internal Revenue Service ID Number
4. Date of invoice
5. Invoice number
6. Contract number
7. Summary of performed services, including amount of current invoice, total invoiced to date, and if applicable, total service amount, percent of total service completed, and percent of cost of invoiced to date, including the end date of the service
8. Description of services and deliverables provided related to performed services and associated costs
9. Supporting documentation for all costs and expenses, in a format acceptable to LADWP
10. Following certification statement signed by the Consultant:  
"I hereby certify, under penalty of perjury, that the services rendered and billings reflected in this invoice are true, accurate and in conformance with the terms of this Agreement, including but not limited to the Living Wage Ordinance, Los Angeles Administrative Code Section 10.37 et. Seq."
11. Taxes

12. Total amount of invoice
13. Approval signature blocks for LADWP project manager and LADWP authorized representative(s) identified in Article 1.1, Parties to the Agreement and Service of Notices, of this Agreement

Consultant's failure to submit accurate and all required information shall result in LADWP's rejection of the invoice and non-payment.

#### **4.3.2 Time and Material Invoices**

For services specifying a time and materials method of payment, the Consultant shall invoice LADWP on a monthly basis for costs and expenses. The Consultant shall provide documents supporting costs and expenses, including original receipts or invoices for expenses in excess of \$25.00, summary of total hours worked by specified individual Consultant employees and the applicable hourly rate, and time sheets or payroll records as appropriate to support individual employee hours worked, with each monthly invoice. Payment shall be made within forty-five (45) calendar days of receipt of the Consultant's invoice prepared in accordance with the requirements of Article 4.3.1 of this Agreement.

#### **4.3.3 Fixed Price Invoices**

For services specifying a fixed price method of payment, payment shall be made within forty-five (45) calendar days after review and approval of the deliverable by LADWP or receipt of the Consultant's invoice prepared in accordance with the requirements of Article 4.3.1, whichever is later.

#### **4.3.4 Notice of Items Not Approved for Payment**

LADWP's project manager will review the Consultant invoice within fifteen (15) working days and notify the Consultant in writing of any missing or required additional documents, questioned costs, inaccuracies, or concerns.

In the event that any deliverables, labor, or reimbursable expenses invoiced by the Consultant are not approved for payment, LADWP shall provide the Consultant with detailed comments addressing the shortfalls or costs of concern and shall meet with the Consultant to discuss such issues. Any disputes between LADWP and the Consultant regarding invoices costs and expenses shall be resolved in accordance with Article X, Disputes, of this Agreement. LADWP shall pay undisputed invoice amounts.

#### **4.3.5 Notification of Status of Expenditures**

The Consultant shall notify LADWP in writing when costs reach 50 and 75 percent of the total amount of requested service. Such notice shall include an assessment of whether or not the requested service can be completed within the authorized expenditure amount, and if not the Consultant shall propose suggested modifications to the requested service for consideration by LADWP. Failure of the Consultant to provide such written notification may result in late payment of invoices by LADWP.

The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule. At the time of the Notice, the Consultant shall notify the Authorized Representative in writing of the estimated amount of additional funds, if any, required to continue timely performance under the Agreement, and when the funds will be required.

If, after notification, additional funds are not approved by the end of the Agreement period or another agreed-upon date, upon the Consultant's written request the LADWP Authorized Representative may in its sole discretion terminate the Agreement.

#### **4.3.6 Timely Invoicing**

All charges related to the performance of the Consultant's work or services for any services and other reimbursable expenses, shall be invoiced by the Consultant to LADWP within six (6) months of the cost or expenses being incurred by the Consultant or Subconsultant. LADWP shall not reimburse the Consultant for any costs, expenses, work, or services invoiced to LADWP six (6) months after the date the costs were incurred by the Consultant or Subconsultant.

#### **4.3.7 Maximum Authorized Amount**

Notwithstanding any other provision of this Agreement, any changes or additions hereto that would increase LADWP's total obligation above the maximum authorized amount set forth in Article 4.1.1 of this Agreement shall be subject to prior approval by the Board of Water and Power Commissioners. LADWP shall not be obligated to pay for work performed by the Consultant for any such changes made in violation of this Agreement.

## **ARTICLE V: PROVISION OF SERVICES**

### **5.1 Services to be Provided by the Consultant**

During the term of this Agreement, the Consultant shall provide the services, tasks, and deliverables identified in the **Statement of Work (Exhibit H)** included herein, authorized by LADWP in this Agreement, and as set forth and agreed to by the Parties.

#### **5.1.1 Description of Consultant Services**

Consultant shall provide the services described in **Exhibit H**.

Notwithstanding any other provision of this Agreement, the Consultant shall perform such other work and deliver such other items as are necessary to ensure that the services and deliverables provided under this Agreement meet the requirements set forth in this Agreement, including all Exhibits and attachments.

#### **5.1.2 LADWP Approval of Work**

All services, work, tasks, and deliverables are subject to LADWP approval, which approval shall not be unreasonably withheld. Failure to receive approval may result in withholding compensation for such services, work, tasks, and deliverables pursuant to Article IV, Compensation and Payment, of this Agreement.

LADWP reserves the right to contract separately with other consultants to review the Consultant's deliverables and other work products produced in accordance with the terms of this Agreement. If LADWP contracts separately with other consultants to assist LADWP in reviewing the Consultant's deliverables and other work products, the Consultant agrees to cooperate fully and coordinate with such other consultants.

The Consultant shall provide access and make available to LADWP the Consultant's internal documents, reports, and reviews directly related to the work being performed pursuant to this Agreement, such as Project Schedule related documents and performance and project management audits.

#### **5.1.3 Industry Standard of Care**

The Consultant shall perform the work described herein in accordance with industry standards of care and shall reflect competent professional knowledge and judgment.

## **5.2 Consultant Personnel**

### **5.2.1. Key Consultant Personnel**

Key Consultant personnel to be assigned to this Agreement are identified in the **List of Key Consultant Personnel** set forth in **Exhibit F**. Key Consultant Personnel shall be available to perform under the terms and conditions of this Agreement immediately upon commencement of the term of this Agreement. LADWP considers the services of the Consultant's key personnel listed in **Exhibit F** essential to the Consultant's performance under this agreement.

The Consultant shall not reassign any key personnel without LADWP's prior written consent. LADWP shall review and approve or disapprove any personnel who are designated as key personnel in **Exhibit F** for any reason at its sole discretion. LADWP shall act reasonably in exercising its discretion to approve or disapprove any key personnel.

### **5.2.2 Unavailability of Key Personnel**

In the event individual key personnel listed in **Exhibit F** are terminated either with or without cause, or if individual key personnel are otherwise unavailable to perform services for the Consultant, the Consultant shall provide to LADWP written notification detailing the circumstances of the unavailability. The written notification shall designate replacement personnel prior to the effective date of individual key personnel termination or unavailability date, to the maximum extent feasible, but no later than five (5) business days after the effective date of the individual key personnel termination or unavailability. The Consultant shall propose replacement personnel who have a level of experience and expertise equivalent to the unavailable individual key personnel for LADWP review and approval.

The Consultant recognizes and agrees that early notification of the unavailability of key Consultant personnel and proposed replacement personnel is essential to avoiding delays in completing the services, work, tasks, and deliverables established in this Agreement since the award of this agreement was predicated upon the competency of the Key Personnel provided.

### **5.2.3 Removal of Consultant Personnel**

LADWP shall have the right, in its absolute discretion, to require the removal of Consultant's personnel at any level assigned to the

performance of the Services or Work, if LADWP considers such removal necessary in the best interests of the Program and requests such removal in writing. Such personnel shall be promptly removed from the Project by the Consultant at no cost or expense to LADWP. Further, an employee who is removed from the Project for any reason shall not be re-employed on the Project.

### **5.3 Consultant Use of Subconsultants**

Subconsultants, including but not limited to individuals, contract employees, sole proprietors, firms, and corporations, designated to perform work under this Agreement are identified in **Exhibit E, List of Subconsultants**. **Exhibit E, List of Subconsultants**, also contains a description of the service, task responsibilities, and anticipated participation (percentage of overall cost of services) of each Subconsultant identified in **Exhibit E**.

Notwithstanding the fact that the Consultant is utilizing Subconsultants, the Consultant shall remain responsible for performing all aspects of this Agreement and for ensuring that all services, work, and tasks are performed in accordance with the terms and conditions of this Agreement.

LADWP has no obligation to any Subconsultant and nothing herein is intended to create any privity between LADWP and the Consultant's Subconsultant.

#### **5.3.1 Agreement Provisions Applicable to Subconsultants**

The Consultant is solely responsible for ensuring that all subcontracts comply with the provisions and the terms of this Agreement, as applicable.

## **ARTICLE VI: OWNERSHIP**

### **6.1 Ownership Rights**

It is understood and agreed that the deliverables are being developed by the Consultant for the sole and exclusive use of LADWP and that LADWP shall be deemed the sole and exclusive owner of all right, title, and interest therein, including all copyright and proprietary rights relating thereto. All work performed by the Consultant on deliverables and any supporting documentation therefor shall be considered as "Works-Made-for-Hire" (as such are defined under the U.S. Copyright Laws and international treaties) and, as such, shall be owned by and for the benefit of LADWP. LADWP owns any and all trademarks, patents, copyrights, and any other intellectual property rights for any and all deliverables generated as a result of this Agreement, regardless of the state of completion of said deliverables.

In the event it should be determined that any such deliverables or supporting documentation, or parts thereof, do not qualify as a "Works-Made-for-Hire," the Consultant shall and hereby does transfer and assign to LADWP for no additional consideration, all rights, title, and interest that it may possess in such deliverables and documentation including, but not limited to, all copyrights to the work and all rights comprised therein, and all proprietary rights relating thereto. Upon request, the Consultant shall take such steps as are reasonably necessary to enable LADWP to record such assignment. Further, the Consultant shall contractually require all persons performing under this Agreement, including all Subconsultants, to assign to LADWP all rights, title, and interest, including copyrights to all such "Works-Made-for-Hire."

#### **6.1.1 Use of Deliverables**

LADWP has the right to use or not use the deliverables and to use, reproduce, re-use, alter, modify, edit, or change the deliverables as it sees fit and for any purpose. If LADWP determines that a deliverable, or any part thereof, requires correction prior to LADWP approval, LADWP has the absolute right to use the deliverable until such time as the Consultant can remedy the identified deficiency.

#### **6.1.2 Execution of Ownership Documents**

The Consultant shall sign, upon request, any documents needed to confirm that the deliverables or any portion thereof are "Works-Made-for-Hire" and to effectuate the assignment of its rights to LADWP.

### **6.2 Warranty Against Infringement**

The Consultant warrants that the performance of the services by the Consultant or its Subconsultants of any tier, pursuant to this Agreement, shall not in any manner constitute an infringement or other violation of any trademark, copyright, patent and/or trade secret of any third party.

### **6.3 Survival of Provisions**

The provisions of this Article VI, Ownership, shall survive termination and expiration of this Agreement.

## **ARTICLE VII: CONFIDENTIALITY AND RESTRICTIONS ON DISCLOSURE**

### **7.1 Confidentiality**

All documents, records, and information provided by LADWP to the Consultant, or accessed or reviewed by the Consultant, during performance of this

Agreement shall remain the property of LADWP. All documents, records and information provided by LADWP to the Consultant, or accessed or reviewed by the Consultant during performance of this Agreement, are deemed confidential. The Consultant agrees not to provide these documents and records, nor disclose their content or any information contained in them, either orally or in writing, to any other person or entity. The Consultant agrees that all documents, records, or other information used or reviewed in connection with the Consultant's work for LADWP shall be used only for the purpose of carrying out LADWP business and cannot be used for any other purpose. The Consultant shall be responsible for protecting the confidentiality and maintaining the security of LADWP documents, records, and information in its possession. The provisions of this Article VII, Confidentiality and Restrictions on Disclosure shall survive termination and expiration of this Agreement.

## **7.2 Reference Background Checks**

To the extent permitted by applicable law, LADWP may conduct reference checks on the Consultant, its employees, agents, and Subconsultants who shall have, or may have, access to LADWP customer, employee, power system, or water system information and data during performance of this Agreement. The Consultant recognizes the highly sensitive nature of such information and data and agrees to cooperate with LADWP and provide, to the extent permitted by applicable law, whatever information LADWP requires in order to conduct reference checks. LADWP may request changes to Consultant personnel pursuant to Article 5.2.1 of this Agreement in response to reference check information, and the Consultant shall accommodate such request for personnel changes.

## **ARTICLE VIII: TERMINATION AND SUSPENSION**

### **8.1 Termination for Convenience**

#### **8.1.1 Notice of Termination**

LADWP may terminate this Agreement, for its convenience upon giving at least thirty (30) calendar days written notice to the Consultant prior to the effective date of such termination, which date shall be specified in such notice.

#### **8.1.2 Receipt of Notice of Termination**

After receipt of a notice of termination and except as otherwise directed by LADWP, the Consultant shall:



- A. Stop work under the Agreement on the termination effective date and to the extent specified in the notice of termination.
- B. Place no further orders with Subconsultants for any work except as may be necessary for completion of such portions of the services or work expressly excluded from the Notice of Termination.
- C. Communicate any Notice of Termination to the affected Subconsultants at any tier.
- D. Terminate all orders and contracts with Subconsultants that relate to the performance of the services or work.
- E. Settle outstanding liabilities and claims arising out of such termination of orders and contracts with Subconsultants, with the acceptance of LADWP if required (which acceptance will be for the final purposes of this Article).
- F. Deliver to LADWP, within ten (10) calendar days after termination, any and all data, reports, other documents, and deliverables, or portions thereof, if any, prepared pursuant to this Agreement, but not already delivered.
- G. Transfer title to LADWP (to the extent that title has not already been transferred) in the manner and at the times and to the extent directed by LADWP, the work in process, completed work, and other material produced as part of or required in respect to performance of this Agreement.
- H. Comply with any other requirements of LADWP as may be specified in the Notice of Termination.

### 8.1.3 Amount Due

The amount due the Consultant by reason of termination for LADWP's convenience shall be determined as follows:

- A. The Consultant shall be paid on the basis of work completed as set forth in **Exhibit H, Statement of Work** and **Exhibit C, Fee Schedule** after LADWP reviews and approves of the work.
- B. The Consultant shall also be compensated by LADWP on a percentage completed basis of the applicable Deliverables for work in process, when appropriate, after LADWP review and approval of

the work.

## **8.2 Termination for Cause**

Either Party may terminate this Agreement for cause by giving the other Party a written notice of breach. The Party shall have ten (10) calendar days from the date of breach to cure, or diligently commence to cure such breach. A notice of breach shall include a time and location for the individuals identified in Article 1.2 of this Agreement to meet and discuss the notice of the breach. Such meeting shall be scheduled within ten (10) calendar days of the date of the notice of breach. If the Party is unable or unwilling to cure, or diligently commence to cure, such breach, or meet within the ten (10) day timeframe, the Party may terminate this Agreement anytime thereafter upon providing the other Party written notice.

## **8.3 Suspension of Work**

Upon written notice, LADWP may direct the Consultant to suspend, and to subsequently resume performance of all or any of the work. In the event that LADWP suspends work, the service under this Agreement and budget shall be adjusted.

## **8.4 Termination Transition**

When a replacement Consultant has been identified, the Consultant shall provide reasonable cooperation in the transition of its responsibilities to the replacement Consultant selected by LADWP to perform the tasks described in the scope of work and formerly performed by the Consultant for this Agreement during the fifteen (15) calendar day period prior to termination of the Agreement. The Consultant for this Agreement shall accept no additional tasks with respect to the scope of work after the effective date of the termination.

# **ARTICLE IX: AMENDMENTS AND ADMINISTRATIVE CHANGES TO THE AGREEMENT**

## **9.1 Amendments**

### **9.1.1 Request for Amendment**

During the term of this Agreement, LADWP shall have the right to request an Amendment to change the terms of this Agreement, including changes in the services to be performed by the Consultant, extension of the term, and any increase or decrease in the amount of compensation authorized in Article 4.1 of this Agreement. LADWP shall make a formal written request with respect to the Amendment.

### **9.1.2 Development of Amendments**

Within ten (10) calendar days following the Consultant's receipt of LADWP's written request for an Amendment, the Consultant, at its own expense, shall prepare and deliver to LADWP a detailed written statement regarding the implementation and impact of the Amendment, including a proposal of the estimated cost impact.

Upon LADWP's review of the Consultant's written response to the request for an Amendment, LADWP and Consultant shall cooperatively work to develop an Amendment to the Agreement. To that end, informal exchanges between the Consultant and LADWP are encouraged.

### **9.1.3 Approval and Authorization of Amendments**

Once both Parties agree to the language of the Amendment, the Amendment shall be signed by the person(s) authorized to bind the Consultant thereto. LADWP shall deliver a copy of the fully executed Amendment to the Consultant. After complete and authorized signatures by both Parties, the Amendment shall be effective and binding on both Parties and shall take precedence over any conflicting provisions in the Agreement.

Amendments that result in an Agreement term of greater than five (5) years in the aggregate may require City Council approval pursuant to Section 373 of the Charter of the City of Los Angeles (hereinafter "City Charter").

## **9.2 Administrative Changes**

### **9.2.1 Request for Administrative Changes**

During the term of this Agreement, LADWP or the Consultant may request changes to the work within the Agreement that are administrative in nature, including but not limited to changes to the authorized representatives, key Consultant or Subconsultant personnel, reporting documentation, and/or the implementation of pre-approved cost of living adjustments in fee schedules. LADWP or the Consultant shall make a formal written request with respect to each administrative change it desires to make.

### **9.2.2 Development of Administrative Changes**

When a change is requested by either Party, the receiving Party will

review the implementation and impact of the administrative change. Within ten (10) calendar days following the receipt of the written administrative change request, LADWP or the Consultant, at its own expense, shall prepare and deliver to the originating Party a detailed written statement regarding the implementation and impact (including cost, if any) of the administrative change.

Upon review of the written response to the administrative change request, LADWP and Consultant shall cooperatively work to develop an Administrative Change to the Agreement. To that end, informal exchanges between the Consultant and LADWP are encouraged.

### **9.2.3 Approval and Authorization of Administrative Changes**

Upon approval of the Administrative Change to the Agreement prepared pursuant to Article 9.2.2, LADWP's authorized representatives as identified in Article 1.2, of this Agreement, or their designee established in writing, shall deliver to the Consultant an Administrative Change authorization to the Agreement (hereinafter "Notice of Administrative Change") for execution.

## **9.3 Order of Precedence**

In the event of any conflict between the terms of this Agreement and the terms of any exhibit, the terms of the exhibit shall control. In the event of any conflict between the following documents, all of which are hereby incorporated by reference into this Agreement, the order of precedence shall be as follows:

- Latest Amendment and/or Administrative Change
- Agreement
- Other reference documents
- Consultant's Proposal dated January 15, 2025

Except as otherwise specified, in the event of any conflict between the Special Provisions and the General Conditions contained herein, the Special Provisions will control.

Each party shall notify the other immediately upon the determination of any such conflict or inconsistency.

Should anything necessary for a clear understanding of the Work be omitted from the Agreement Documents, or should the requirements appear to be in conflict, the Consultant shall secure written instructions from LADWP before furnishing the Work affected thereby.

## **ARTICLE X: DISPUTES**

### **10.1 Disputes**

#### **10.1.1 Dispute Resolution**

The parties shall use their best efforts to resolve disputes under this Agreement. If a settlement cannot be reached, or in the event of default that could result in termination of this Agreement, LADWP and the Consultant shall schedule a meeting of the individuals identified in Article 1.2 in a good faith attempt to resolve the issues in dispute. Such a Dispute Resolution meeting shall be scheduled and held within ten (10) business days of written request by either party. The meeting shall allow for a detailed presentation of each Party's views on the issues and potential solutions to the dispute or default. If possible, the meeting should result in an agreed upon course of action to resolve the dispute or default.

#### **10.1.2 Continued Work**

The Consultant and LADWP shall continue to perform work under the Agreement during any dispute.

#### **10.1.3 Claim Procedures**

The provisions of Sections 5.169 and 5.170 (Div. 5, Ch. 10, Art. 1) of the Los Angeles Administrative Code and Section 350 of the City Charter shall govern the procedure and rights of the Parties with regard to claims arising from this Agreement. Nothing herein shall be construed as a waiver of the claim requirements set forth in Government Code 900 *et. seq.*

## **ARTICLE XI: ENTIRE AGREEMENT**

### **11.1 Number of Pages and Attachments**

This Agreement may be executed in one or more counterparts, and by the parties in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement. The parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by LADWP) and sent by e-mail shall be deemed original signatures.

This Agreement includes twenty-four (24) pages and twelve (12) Exhibits, which constitute the complete understanding among the Parties.

## **11.2 Represented by Counsel**

Each Party acknowledges that it was represented by counsel in the negotiation and execution of this Agreement.

[Signature page follows.]

## SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

DEPARTMENT OF WATER AND POWER  
OF THE CITY OF LOS ANGELES BY  
BOARD OF WATER AND POWER COMMISSIONERS

PINKERTON CONSULTING  
& INVESTIGATION

By signing below, the signatories attest that they have no personal, financial, beneficial, or familial interest in this contract.

By: \_\_\_\_\_  
JANISSE QUINONES  
Chief Executive Officer and Chief Engineer

By:   
ADAM BLOOMENSTEIN  
General Counsel – Corporate Secretary

Date: \_\_\_\_\_

03/06/2025  
Date: \_\_\_\_\_

And: \_\_\_\_\_  
CHANTE L. MITCHELL  
Board Secretary

By: *Matthew Klock*  
MATTHEW KLOCK  
Director, Southern California/Nevada

Date: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY  
HYDEE FELDSTEIN SOTO, City Attorney

By *Bethany A. Burgess*,  
BETHANY A. BURGESS  
Deputy City Attorney  
Date: March 6, 2025

Vendor Code: *[LADWP Vendor Code Number]*

City Business Tax Registration Certificate Number: *[XXXXXXXXXXXX-XXXX-X]*



## **EXHIBIT A**

### **General Conditions (Services)**

**EXHIBIT A**  
**General Conditions**

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## **EXHIBIT A**

### **General Conditions**

#### **GC-1 Construction of Provisions and Titles Herein**

All titles or subtitles appearing herein have been inserted for convenience and shall not be deemed to affect the meaning or construction of any of the terms or provisions hereof. The language of this Agreement shall be construed according to its fair meaning and not strictly against LADWP or the Consultant. The word "Consultant" herein and in any amendment hereto means the Party or Parties identified in this Agreement wherein this Exhibit is incorporated by reference; the singular shall include the plural; if there shall be more than one Consultant herein, unless expressly stated otherwise, their obligations and liabilities hereunder shall be joint and several; use of feminine, masculine, or neutral gender shall be deemed to include the genders not used.

#### **GC-2 Applicable Law, Interpretation, Enforcement and Severability**

Each Party's performance hereunder shall comply with all applicable laws of the United States of America, the State of California, and the City of Los Angeles, including but not limited to laws regarding health and safety, labor employment, wage and hours, workers compensation, and licensing laws which affect employees. Consultant shall comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this Agreement.

This Agreement was made and entered into in the City of Los Angeles and shall be governed by, interpreted and enforced in accordance with the laws of the State of California and the City of Los Angeles, without regard to conflicts of laws principles. All litigation arising out of, or relating to, this Agreement shall be brought in a State or Federal court in the County of Los Angeles in the State of California. The Parties irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of California and waive any defense of *forum non conveniens*.

If any part, term or provision of this Agreement shall be held invalid, void, illegal, unenforceable, or in conflict with any law of a federal, state or local government having jurisdiction over this Agreement, the validity of the remaining parts, terms or provisions shall not be affected or impaired thereby.

The provisions of this article shall survive the expiration or termination of this Agreement.

#### **GC-3 Time of Effectiveness**

Unless otherwise provided, this Agreement shall take effect when all of the following events have occurred:

- A. This Agreement has been signed on behalf of the Consultant by the person(s) authorized to bind the Consultant hereto.

## **EXHIBIT A**

### **General Conditions**

- B. This Agreement has been approved by the City Council or by the Board, inclusive of City Council review period, officer, or employee authorized to give such approval.
- C. The Office of the City Attorney has indicated in writing its approval of this Agreement as to form and legality.
- D. This Agreement has been signed on behalf of LADWP by the person designated by the Board, officer or employee authorized to enter into this Agreement.

#### **GC-4 Integrated Agreement**

This Agreement sets forth all of the rights and duties of the Parties with respect to the subject matter hereof, and replaces any and all previous agreements and understandings, whether written or verbal, relating hereto. This Agreement may be amended only as provided for in Article IX, Amendments and Administrative Changes to the Agreement of this Agreement.

#### **GC-5 Force Majeure**

If either Party is unable to perform its obligations because of strikes, lockouts, labor disputes, embargos, acts of God, governmental regulations, judicial orders, enemy or hostile governmental action beyond the reasonable control of the Consultant or its Authorized Subconsultants ("Force Majeure"), and such event continues, or is expected to continue, for more than thirty (30) days, either Party may suspend unperformed services upon notice to the other party in writing, and such party's performance shall be suspended for the period equal to the period of time of such cause for suspension of performance. Both parties shall use reasonable efforts to mitigate the effect of a force majeure event. This section does not excuse either party's obligation to pay for services provided.

#### **GC-6 Waiver**

A waiver of a default of any part, term, or provision of this Agreement shall not be construed as a waiver of any succeeding default or as a waiver of the part, term or provision itself. A Party's performance after the other Party's default shall not be construed as a waiver of that default.

#### **GC-7 Independent Consultant**

The Consultant is acting hereunder as an independent Consultant and not as an agent or employee of LADWP or the City of Los Angeles, and all of the terms and conditions of this Agreement shall be interpreted in light of that relationship. The Consultant, including Consultant's Subconsultants, suppliers, employees, and agents, shall not

## **EXHIBIT A**

### **General Conditions**

represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of LADWP for any purpose whatsoever. The Consultant shall not be entitled to any LADWP or City of Los Angeles benefits, including but not limited to, vacation, sick leave, Workers' Compensation, or pension.

#### **GC-8 Prohibition Against Assignment or Delegation**

The Consultant may not, unless it has first obtained the written permission of LADWP:

- A. Assign or otherwise alienate any of its rights hereunder, including the right to payment; or
- B. Delegate, subcontract, or otherwise transfer any of its duties hereunder.

Such permission may be withheld at LADWP's sole discretion for any reason or no reason at all since the award of this Agreement was based upon the personal services to be provided by the Consultant.

#### **GC-9 Licenses and Certifications**

The Consultant and its officers, agents, and employees shall obtain and maintain all licenses, permits, certifications and other documents necessary for the Consultant's performance hereunder and shall pay any fees required therefore. Such licenses, permits, certifications shall be specific to the State of California or regional regulatory agencies, as applicable to Consultant's services, work, task, and deliverables pursuant to this Agreement. Consultant agrees to immediately notify LADWP of any suspension, termination, lapse, non-renewal, or restriction of such licenses, permits, certifications, or other documents.

#### **GC-10 Non-Discrimination/Equal Employment Practices/Affirmative Action**

##### **A. Non-Discrimination and Equal Employment Practices**

The Agreement shall comply with the provisions of Los Angeles Administrative Code Section 10.8.2, Non-Discrimination Clause and Section 10.8.3, Equal Employment Practices. By affixing its signatures on the Agreement that is subject to the Equal Employment Practices Provisions, the Consultant shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the Agreement.

Furthermore, the Consultant shall include similar provisions in all subcontracts awarded for work to be performed under the Agreement with LADWP and shall impose the same obligations. The contract with the Subconsultant that contains similar language shall be made available to

## **EXHIBIT A**

### **General Conditions**

LADWP upon request.

#### **B. Affirmative Action Program**

The Agreement shall comply with the provisions of Los Angeles Administrative Code 10.8.4, Affirmative Action Program. By affixing its signature on the Agreement that is subject to the Affirmative Action Program provisions, the Consultant shall agree to adhere to the provisions in the Affirmative Action Program for the duration of the Agreement.

Furthermore, the Consultant shall include similar provisions in all subcontracts awarded for work to be performed under the Agreement with LADWP and shall impose the same obligations. The contract with the Subconsultant that contains similar language shall be made available to LADWP upon request.

#### **GC-11 Claims for Labor and Materials**

The Consultant shall promptly pay, when due, all amounts payable for labor and materials furnished in the performance of this Agreement so as to prevent any lien or other claim under any provision of law from arising against LADWP or City of Los Angeles or any of their respective property (including reports, documents, and other tangible matter produced by the Consultant hereunder), against the Consultant's rights to payments hereunder, and shall pay all amounts due under the Unemployment Insurance Act with respect to such labor.

#### **GC-12 Los Angeles City Business Tax Registration Certificate Required**

The Consultant represents that it has obtained and presently holds a Business Tax Registration Certificate(s) required by the City of Los Angeles Business Tax Ordinance (Article 1, Chapter II, Article 21.00 and following, of the Los Angeles Municipal Code). For the term covered by this Agreement, the Consultant shall maintain, or obtain as necessary, all such Certificates required under said ordinance and shall not allow any such Certificate to be revoked or suspended.

#### **GC-13 Indemnification Provisions**

##### **A. General Indemnification**

The Consultant undertakes and agrees to indemnify and hold harmless the City of Los Angeles, the Department of Water and Power, the Board of Water and Power Commissioners of the City of Los Angeles, and all of their officers and employees, and, at the option of LADWP, defend LADWP and any and all of its Board, officers, agents, representatives,

## **EXHIBIT A**

### **General Conditions**

employees, assigns and successors in interest from and against such suits and causes of action, claims, charges, damages, demands, judgments, civil fines and penalties, or losses of any kind or nature whatsoever, for death, bodily injury or personal injury to any person, including Consultant's employees and agents, or damage or destruction to any property of either party hereto, or third persons caused by the acts, errors, or omissions incident to the performance of this contract on the part of the Consultant, or the Consultant's officers, agents, or employees, or Subconsultants of any tier, except for the sole negligence or willful misconduct of LADWP, its Board, officers, agents, or employees.

#### **B. Intellectual Property Indemnity**

Consultant will indemnify, defend at its expense and hold harmless LADWP against any loss, cost, expense, liability, and damages paid by LADWP as a result of any judgment or settlement as a consequence of any infringement claim, demand, proceeding, suit or action (hereinafter "Action") against LADWP, its officers, directors, agents, employees, or affiliates for any infringement or violation, actual or alleged, direct or contributory, intentional or otherwise, of any intellectual property rights, including patents, copyrights, trade secrets, trademarks, service marks, and other proprietary information or rights (collectively "Intellectual Property Rights" hereinafter), (1) on or in any design, medium, matter, plant, article, process, method, application, equipment, device, instrumentation, software, hardware, or firmware used by the Consultant in the construction of the work under this Agreement; or (2) as a result of LADWP's actual or intended use under the specifications contained herein by LADWP of any product furnished by Consultant (hereinafter "Consultant Product"). Consultant Product herein includes, without limitation, any hardware, software, firmware, equipment, device, instrumentation, design, medium, matter, plant, article, process, method, and application.

Consultant, however, shall have no liability to LADWP herein with respect to any claim of infringement which is based upon the combination or utilization of the Consultant Product with machines or devices not reasonably anticipated hereunder; or based upon a modification by LADWP of the Consultant Product furnished hereunder.

In Consultant's defense of LADWP, negotiation, compromise, and settlement of any such infringement action, LADWP shall retain discretion in and control of the litigation, negotiation, compromise, settlement, and appeals therefrom, as required by the City Charter, particularly Article II, Sections 271, 272 and 273 thereof.

## **EXHIBIT A**

### **General Conditions**

In addition, if any part of the Consultant Product (a) becomes the subject of an action, (b) is adjudicated as infringing any Intellectual Property right, or (c) has its use enjoined or license terminated, Consultant shall, with LADWP's consent, do one of the following immediately at its expense: (i) procure for LADWP the right to continue using said infringing part of the product; (ii) replace the product with a functionally equivalent, non-infringing product; or (iii) modify the product so it becomes non-infringing.

Exercise of any of the above-mentioned options shall not cause undue business interruption to LADWP or diminish the intended benefits and use of the Consultant Product by LADWP under the specifications herein. If Consultant proves, to LADWP's satisfaction, that none of the options (i), (ii), or (iii) are feasible, Consultant shall instead refund the full purchase price of the product.

Rights and remedies available to LADWP hereinabove shall survive the expiration or other termination of this Agreement. Further, the rights and remedies are cumulative of those provided for elsewhere in this Agreement and those allowed under the laws of the United States, the State of California, and the City of Los Angeles.

This Condition shall survive the expiration or other termination of this Agreement.

#### **C. Limitation of Liability**

Except for losses resulting directly from Consultant's gross negligence, intentional misconduct, breach of confidentiality or from third party indemnity obligations under this agreement, the Consultant shall not be liable in contract, in tort, or otherwise, for consequential, indirect, or incidental damages of any nature whatsoever.

The total cumulative liability of the Consultant to LADWP for claims covered by insurance shall not exceed the coverage limits available through Contractor's liability insurance coverage required under this agreement. Otherwise, the total cumulative liability of the Consultant to LADWP for claims not covered by insurance shall not exceed the contract price for services provided.

### **GC-14 Insurance**

#### **A. General Statement**

Acceptable evidence of required insurance, from insurers acceptable to



## **EXHIBIT A**

### **General Conditions**

LADWP, is required to be submitted by the Consultant and must be maintained current by the Consultant throughout the term of this Agreement. Said evidence of insurance must be on file with the Risk Management Section in order to receive payment under any agreement for services rendered, and in order to commence work under this Agreement.

#### **B. Applicable Terms and Conditions**

1. Additional Insured Status Required

The Contractor shall procure at its own expense, and keep in effect at all times during the term of this Agreement, the types and amounts of insurance specified on Exhibit G "Contract Insurance Requirements – Department of Water and Power" page. The insurance shall also by scheduled endorsement(s) attached to such

policies, include, the City of Los Angeles, the LADWP, the Board of Water and Power Commissioners (hereinafter referred to as "Board"), LA City Council, and all of its officers, employees and agents, their successors and assigns, as Additional Insureds against the area of risk described herein as respects Contractor's acts, errors, or omissions in its performance of the agreement, hereunder or other related functions performed by or on behalf of Contractor. Such insurance shall not limit or qualify the liabilities and obligations of the Contractor assumed under the Agreement.

2. Separation of Insured's Interest and Cross Liability Required

Each specified insurance policy, as applicable, shall contain a Separation of Interest and Cross Liability clause and shall apply separately to each insured against whom a claim is made or suit is brought and a Contractual Liability Endorsement which shall also apply to liability assumed by the insured under this Agreement with LADWP.

3. Primary and Non-Contributory Insurance Required

All such insurance shall be Primary and Noncontributing with any other insurance held by LADWP where liability arises out of, or results from, the acts, errors, or omissions of Consultant, its agents, employees, officers, assigns, or any person or entity acting for or on behalf of Consultant. Any insurance carried by LADWP which may be applicable shall be deemed to be excess insurance and the Consultant's insurance is primary for all purposes despite any

## **EXHIBIT A**

### **General Conditions**

conflicting provision in the Consultant's policies to the contrary.

4. **Proof of Insurance for Renewal or Extension Required**

The Contractor shall provide evidence of the required insurance no later than ten (10) calendar days after the expiration date of any of the policies required on the "Contract Insurance Requirements – Department of Water and Power" showing that the insurance coverage has been renewed or extended and such proof shall be filed with the LADWP Risk Management section.

5. **Submission of Acceptable Proof of Insurance and Notice of Cancellation**

The Contractor shall provide proof to the LADWP's Risk Manager of all specified insurance and related requirements using either an Acor certificate of insurance along with any required scheduled endorsements, or using LADWP's own endorsement form(s) or using other written evidence of insurance (i.e. self-insurance) acceptable to the Risk Manager. Any evidence of coverage provided must be in a form acceptable to the Risk Manager. The documents evidencing all specified coverages shall be filed with LADWP prior to Contractor beginning operations hereunder. Said proof shall contain at a minimum, the applicable policy number, the inclusive dates of policy coverages, the date the scheduled endorsement for LADWP was attached to a specific policy, and the insurance carrier's name. It shall provide that such insurance shall not be subject to cancellation, material reduction in a required coverage or non-renewal (other than for non-payment) except after written notice to the LADWP Risk Management Section (30) calendar days prior to the effective date thereof. The cancellation notification shall be sent by first class or electronic mail to:

The Risk Management Section,  
Los Angeles Department of Water and Power,  
Post Office Box 51111, JFB Room 465,  
Los Angeles, CA 90051-0100.  
Email: [Riskmanagement.Risky@ladwp.com](mailto:Riskmanagement.Risky@ladwp.com)

The proof of insurance shall be uploaded to **LADWP's Insurance Compliance System**, which can be accessed through the LADWP Risk Management website:

(<http://www.ladwp.com/riskmanagement>)

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If assistance is required, please feel free to review the instructions on the website or contact risk management at:

Email: [Riskmanagement.Risky@ladwp.com](mailto:Riskmanagement.Risky@ladwp.com)

6. Claims-Made Insurance Conditions

Should any portion of the required insurance be on a "Claims Made" policy, the Contractor, following completion of work and at the policy expiration date, shall provide evidence that the "Claims Made" policy has been renewed or replaced with a retroactive effective date to the policy in place at the inception of the contract and with the same limits, terms and conditions of the expiring policy.

7. Failure to Maintain and Provide as Cause for Termination

After prior notices have been provided, any failure by the contractor to maintain and provide acceptable evidence of the required insurance for the required period of coverage shall constitute a breach of contract, upon which LADWP may immediately terminate or suspend the agreement.

8. Specific Insurance Requirements

The Contractor/consultant shall provide LADWP with coverages specified in **Exhibit G, Contract Insurance Requirements – Department of Water and Power**.

### **GC-15 Child Support Policy**

The Consultant must fully comply with all applicable State and Federal employment reporting requirements for the Consultant's and any Subconsultant(s)' employees. The Consultant and any Subconsultant(s) must fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with the California Family Code. The Consultant and any Subconsultant(s) must certify that the principal owner(s) thereof (any person who owns an interest of 10 percent or more) are in compliance with any Wage and Earnings Assignment Orders or Notices of Assignment applicable to them personally. The Consultant and any Subconsultant(s) must certify that such compliance will be maintained throughout the term of this Agreement.

Failure of the Consultant and/or any Subconsultant(s) to fully comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings

## **EXHIBIT A**

### **General Conditions**

Assignments or Notices of Assignment or failure of the principal owner(s) to comply with any Wage and Earnings Assignments or Notices of Assignment applicable to them personally shall constitute a default under this Agreement. Failure of the Consultant and/or any Subconsultant(s) or principal owner(s) thereof to cure the default within ninety (90) calendar days of notice of such default by LADWP shall subject this Agreement to termination.

#### **GC-16 Service Contract Worker Retention Ordinance and Living Wage Policy**

Unless otherwise exempt in accordance with the provisions of this Ordinance, this contract is subject to the applicable provisions of the Service Contractor Worker Retention Ordinance (SCWRO), Section 10.36 et seq., and the Living Wage Ordinance (LWO), Section 10.37 et seq. of the Los Angeles Administrative Code. The ordinance require that unless a specific exemption applies as determined by the awarding authority and confirmed by the designated administrative agency, all employers (as defined) under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least 3 months; lessees; licensees; or certain recipients of City financial assistance, generally shall provide the following:

- A. Retention by a successor Consultant for a 90-day transition period, the employees who have been employed for the preceding 12 months or more by the terminated Consultant or Subconsultant, earning no more than twice the hourly wage without health benefits available under the LWO Section 10.37 et seq. of the Los Angeles Administrative Code;
- B. Payment of a minimum initial wage rate to employees as defined in the LWO, as may be adjusted each July 1, and provisions of benefits as defined in the LWO.
- C. Consultant further pledges that the Consultant shall comply with federal law proscribing retaliation for union organizing and shall not retaliate for activities related to the LWO.
- D. The Consultant, whether an employer, as defined in the LWO, or any other person employing individuals, shall not discharge, reduce in compensation, or otherwise discriminate against any employee for complaining to the City with regard to the employer's compliance or anticipated compliance with the LWO, for opposing any practice proscribed by the LWO, for participating in proceedings related to the LWO, for seeking to enforce the employee's rights under the LWO by any lawful means, or otherwise asserting rights under the LWO by any lawful means, or otherwise asserting rights under the LWO. The Consultant shall post the LWO Notice to Employees and the Notice of Prohibition Against Retaliation, in a conspicuous place.

## **EXHIBIT A**

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- E. Consultant shall comply with all rules, regulations and policies promulgated by the designated administrative agency, which may be amended from time to time.

Under the provisions of Section 10.36.3(c) and Section 10.37.6(c) of the Los Angeles Administrative Code, the City shall have the authority, under appropriate circumstances, to terminate this contract and otherwise pursue legal remedies that may be available if the City determines that the subject Consultant has violated provisions of the LWO and the SCWRO or both.

Where under the LWO Section 10.37.6(e), the designated administrative agency has determined (a) that the Consultant is in violation of the LWO in having failed to pay some or all of the living wage, and (b) that such violation has gone uncured, the awarding authority in such circumstances may impound monies otherwise due the Consultant in accordance with the following procedures. Impoundment shall mean that from monies due the Consultant the awarding authority may deduct the amount determined to be due and owing by the Consultant to its employees. Such monies shall be placed in the holding account referred to in LWO Section 10.37.6(d)(3) and disposed of under procedures there described through final and binding arbitration. Whether the Consultant is to continue work following an impoundment shall remain in the unfettered discretion of the awarding authority. The Consultant may not elect to discontinue work either because there has been an impoundment or because of the ultimate disposition of the impoundment by the arbitrator.

#### **Earned Income Tax Credit**

This contract is subject to the provisions of Section 10.37.4(b) of the Los Angeles Administrative Code, requiring employers to inform employees of their possible right to the federal Earned Income Tax Credit (EITC). Employers must further make available to employees the forms required to secure advance EITC payments from employers.

#### **GC-17 Americans with Disabilities Act**

The Consultant hereby certifies that it will comply with the Americans with Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act. The Consultant will not discriminate against persons with disabilities or against persons due to their relationship or association with a person with a disability. Any subcontract entered into by the Consultant, relating to this Agreement, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

## **EXHIBIT A**

### **General Conditions**

#### **GC-18     Retention of Records, Audit, and Reports**

Consultant shall maintain, and shall cause Consultant's Subconsultants and suppliers to maintain records pertaining to the performance of services pursuant to this Agreement, in their original form, including but not limited to, reports, documents, deliverables, employee time sheets, accounting procedures and practices, records of financial transactions, and other evidence, regardless of form (e.g., machine readable media such as disk, tape, etc.) or type (e.g., databases, applications software, database management software, utilities, etc.), sufficient to properly reflect all fees claimed to have been incurred and services performed pursuant to this Agreement ("financial records").

All financial records shall be retained, and shall be subject to examination and audit by LADWP personnel or by LADWP's agents (herein after "Authorized Auditors"), for a period of not less than four (4) years following final payment made by LADWP hereunder or the expiration date of this Agreement, whichever is later.

Upon thirty days' written notice to Consultant, LADWP shall have the right to audit the financial records of Consultant and its Subconsultants, upon reasonable written notice to Consultant, no more than one time per year, at LADWP's cost. The Authorized Auditors shall make good faith efforts not to unreasonably interfere with Consultant's normal business operations. LADWP shall have the right to contract a third-party audit firm to conduct such an audit, provided that such third-party audit firm agrees to Consultant's standard nondisclosure terms and to utilize standard audit software and methodologies. Any information provided by Consultant and its Subconsultants on machine readable media (e.g. Access, Excel or ACL) shall be provided in a format accessible and readable by the Authorized Auditors. Consultant and Subconsultant shall not, however, be required to furnish the Authorized Auditors with commonly available software.

Examinations and audits will be performed using generally accepted auditing practices and principles and applicable City, State and Federal government audit standards. For Consultants that utilize or are subject to FAR, Part 30 and 31, et seq. accounting procedures, or a portion thereof, examinations and audits will utilize such information.

To the extent that the Authorized Auditor's examination or audit reveals inaccurate, incomplete or non-current records, or records are unavailable, the records shall be considered defective, and consistent with standard auditing procedures the Consultant will be provided thirty (30) calendar days to review the Authorized Auditor's examination results or audit and respond to LADWP prior to the examination's or audit's finalization.

If the Authorized Auditor's examination or audit indicates an error in billing resulting in either an underpayment or overpayment under a previous payment application, the identified discrepancy shall be reviewed. The Parties will discuss the best manner in which to correct the error within fifteen (15) calendar days of Authorized Auditor's notice

## **EXHIBIT A**

### **General Conditions**

to the Parties of the billing error. The Party in error will pay the other Party the amount of the discrepancy within fifteen (15) calendar days thereafter.

The Consultant shall contractually require all Subconsultants performing services under this Agreement to comply with the provisions of this section by inserting this provision GC-18 in each Subconsultant contract and by contractually requiring each Subconsultant to insert this provision GC-18 in any of its Subconsultant contracts related to services under this Agreement. In addition, Consultant and Subconsultants shall also include the following language in each Subconsultant contract:

“LADWP is a third-party beneficiary of the foregoing audit provision. The benefits of the audit provision shall inure solely for the benefit of LADWP. The designation of LADWP as a third-party beneficiary of the audit provision shall not confer any rights or privileges on the Consultant, Subconsultant or any other person/entity.”

If an examination or audit undertaken pursuant to the Retention of Records, Audit, and Reports provision of the General Conditions GC-18 for LADWP Professional Service Contracts reveals that LADWP overpayment to the Consultant is more than 5% of the billings reviewed, the Consultant shall pay all expenses and costs incurred by the Authorized Auditors arising out of or related to the examination or audit. Such examination or audit expenses and costs shall be paid by the Consultant to LADWP within fifteen (15) calendar days of notice to the Consultant of the costs and expenses.

The provisions of this section shall survive expiration or termination of this Agreement.

#### **GC-19 LADWP's Recycling Policy**

The Consultant shall submit all written documents on paper with a minimum of thirty (30) percent post-consumer recycled content. Existing company/corporate letterhead/stationery that accompanies these documents is exempt from this requirement. Documents of two or more pages in length shall be duplex-copied (double-sided pages). Neon or fluorescent paper shall not be used in any written documents submitted to LADWP.

#### **GC-20 Taxpayer Identification Number (TIN)**

The Consultant represents that it has obtained and presently has a Tax Identification Number (TIN). For the term covered by this Agreement, the Consultant shall maintain, or obtain as necessary, a TIN. No payment will be made under this Agreement without a valid TIN number.

#### **GC-21 Beneficiaries**

This Agreement is intended only for the benefit of the Parties hereto and does not, nor shall be interpreted, to create any rights in any nonsignatory to this Agreement.

## **EXHIBIT A**

### **General Conditions**

#### **GC-22     Consultant's Successors and Assigns**

All indemnifications and warranties provided by the Consultant pursuant to this Agreement will be assumed by and binding upon the Consultant's successors and assigns. The provisions of this paragraph shall survive expiration or termination of this Agreement.

#### **GC-23     Attorney's Fees and Costs**

Both Parties hereto agree that in any action to enforce the terms of this Agreement, each Party shall be responsible for its own attorneys' fees and costs. The provisions of this paragraph shall survive expiration or termination of this Agreement.

#### **GC-24     Equal Benefits Ordinance**

Unless otherwise exempted in accordance with the provisions of this Ordinance, this Contract is subject to the applicable provisions of the Equal Benefits Ordinance (EBO) Section 10.8.2.1 of the Los Angeles Administrative Code, as amended from time to time.

- A. During the performance of the Contract, the Contractor certifies and represents that the Contractor will comply with the EBO. The Contractor agrees to post the following statement in conspicuous places at its place of business available to employees and applicants for employment:

“During the performance of a Contract with the City of Los Angeles, the CONTRACTOR will provide equal benefits to employees with spouses and its employees with domestic partners. Additional information about the City of Los Angeles' Equal Benefits Ordinance may be obtained from the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance at (213) 847-1922.”
- B. The failure of the Contractor to comply with the EBO may be deemed to be a material breach of the Contract by the Awarding Authority.
- C. If the Contractor fails to comply with the EBO, the Awarding Authority may cancel, terminate or suspend the Contract, in whole or in part and all monies due or to become due under the Contract may be retained by the City. The City may also pursue any and all other remedies at law or in equity for any breach.
- D. Failure to comply with the EBO may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles



## **EXHIBIT A**

### **General Conditions**

Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance.

- E. If the Bureau of Contract Administration determines that a Contractor has set up or used its Contracting entity for the purpose of evading the intent of the EBO, the Awarding Authority may terminate the Contract on behalf of the City. Violation of this provision may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance.

#### **GC-25 Contractor Responsibility Program**

Unless otherwise exempt in accordance with the provisions of the Ordinance, this Contract is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 et seq., of the Los Angeles Administrative Code, which requires Contractor to update its responses to the responsibility questionnaire within thirty calendar days after any change to the responses previously provided if such change would affect Contractor's fitness and ability to continue performing the contract. In accordance with the provisions of this Ordinance, by signing this Contract, Contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in the performance of this contract, including but not limited to, laws regarding health and safety, labor and employment, wages and hours, and licensing laws which affect employees. Violations of the Contractor Responsibility Ordinance shall constitute a material breach of this Agreement and entitle the LADWP to terminate this Agreement and otherwise pursue legal remedies that may be available.

The Contractor further agrees to:

- A. Notify the awarding authority within thirty calendar days after receiving notification that any government agency has initiated an investigation which may result in a finding that the Contractor is not in compliance with all applicable federal, state and local laws in performance of this contract;
- B. Notify the awarding authority within thirty calendar days of all findings by a government agency or court of competent jurisdiction that the Contractor has violated the provisions of Section 10.40.3(a) of the Ordinance;
- C. Ensure that its subcontractor(s), as defined in the Ordinance, submit a Pledge of Compliance to awarding authorities; and
- D. Ensure that its subcontractor(s), as defined in the Ordinance, comply with the requirements of the Pledge of Compliance and the requirement to notify Awarding Authorities within thirty calendar days after any government agency or court of competent jurisdiction has initiated an

## **EXHIBIT A**

### **General Conditions**

investigation or has found that the subcontractor has violated Section 10.40.3(a) of the Ordinance in performance of the subcontract.

#### **GC-26 Bidder Campaign Contribution and Fundraising Restrictions**

In accordance with the City of Los Angeles Charter Section 470(c)(12) and related ordinances, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit a bid to LADWP until either the contract is awarded or, for successful bidders, 12 months after the contract is executed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

The Consultant shall comply with the City Ethics Commission's "CEC Form 55" (3 pages) affidavit. The affidavit requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Consultants shall also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Consultants who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).

#### **GC-27 Municipal Lobbying Ordinance**

The City of Los Angeles Municipal Code Section 48.01 et seq. requires certain individuals and entities to register with the City Ethics Commission and requires public disclosure of certain lobbying activities, including money received and spent. Therefore all bidders for all construction contracts, public leases, or licenses of any value and duration and bidders for goods or service contracts with a value of more than \$25,000 and a term of at least 3 months, shall comply with the City Ethics Commission's "CEC Form 50" (1 page) affidavit. A copy of the City of Los Angeles Municipal Lobbying Ordinance is available for download on the following City Ethics Commission's webpage: <https://ethics.lacity.org/wp-content/uploads/Laws-Lobbying-MLO.pdf>.

Additional information regarding the Municipal Lobbying Ordinance may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).

#### **GC-28 Iran Contracting Act of 2010**

In accordance with California Public Contract Code Sections 2200-2208, all Consultants entering into, or renewing contracts with LADWP for goods and services estimated at one million dollars (\$1,000,000) or more shall complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit."

## **EXHIBIT A**

### **General Conditions**

#### **GC-29 Contractor Performance Evaluation**

Under Division 10, Chapter 1, Article 13, Section 10.39 of the Los Angeles Administrative Code, LADWP has established a post-award contractor evaluation program that requires performance monitoring and reporting. The LADWP's Contractor Performance Evaluation Program (CPEP) document can be found on the following webpage:

<https://www.ladwp.com/ladwp/faces/ladwp/partners/p-vendorsandbidders>

LADWP will evaluate and record the Contractor's overall performance to determine whether the Contractor is fulfilling its obligations on the current contract and to assess the Contractor's suitability to perform work for LADWP in the future. Contractors are required to meet critical contract provisions including, but not limited to, timely shipment and delivery of goods, completeness of delivered goods, quality of delivered goods, accuracy of billing, and conformance to the terms and conditions of the contract. If such conditions are breached, consistent with the terms of the contract, the Director of Supply Chain Services may terminate the contract for poor performance and may also debar the Contractor from doing business with LADWP for a period up to five years in accordance with the LADWP's Contractor Performance Evaluation Program.

#### **GC-30 Errors and Omissions**

Notwithstanding any other provisions of this Agreement, approval by LADWP of any task or deliverable, or any requested design changes by LADWP, or any part thereof, shall not relieve the Consultant of the responsibility to meet all of the requirements as set forth in this Agreement. The Consultant shall have no claim for additional costs due to correction of its errors or omissions in said previously approved deliverables or any other action that may be necessary to comply with this Agreement, including all Exhibits.

#### **GC-31 Safety**

The Consultant shall arrange facility visits with LADWP who shall advise the Consultant of appropriate safety and security rules. The Consultant shall adhere to the restrictions and instructions of LADWP personnel when visiting any facility.

The Consultant shall do everything reasonable to protect the life, safety, and health of persons at the work site. The Consultant shall furnish and use safety devices and safeguards and shall adopt and use practices, means, methods, operations, and processes which are reasonably adequate to render safe and healthful employment. The Consultant shall be responsible for ensuring that each of the Consultant's Subconsultants meets the standards of this Article.

#### **GC-32 Non-Interference**

The Consultant's performance of the work under this Agreement shall not interfere

**EXHIBIT A**  
**General Conditions**

unnecessarily with the operation of LADWP or any other City department.

**END OF GENERAL CONDITIONS**

## **EXHIBIT B**

### **Special Provisions**

**EXHIBIT B**  
**Special Provisions**

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SP-13	Conflicts of Interest
SP-17	Security Policy and Requirements

## **EXHIBIT B**

### **Special Provisions**

#### **SP-13 Conflicts of Interest**

Consultant will not accept any other contract during the term of the Agreement from any other party if such other contract could represent, or could lead to a conflict of interest between LADWP, Consultant, or the other party.

Any subcontract entered into pursuant to the terms of this Agreement shall be subject to, and shall incorporate, the provisions of this Article.

#### **SP-17 Security Policy and Requirements**

The Consultant is required to adhere to all physical security policies, standards, requirements, and procedures (collectively, "Security Requirements"), applicable to the project and communicated to the Consultant in advance. All Consultant personnel, equipment, products, services, and Subconsultants involved with the work must adhere to all applicable Security Requirements throughout the duration of the Agreement or any extensions or amendments thereof. Security Requirements may be imposed by LADWP policy, or by Federal, State or Local laws, regulations or industry practices, including, without limitation, requirements that may be imposed by the Federal Energy Regulatory Commission (FERC), the North American Electric Reliability Corporation (NERC), the Western Electricity Coordinating Council (WECC) the Department of Energy (DOE), the Environmental Protection Agency (EPA), and the Department of Homeland Security (DHS).

Inability to meet the Security Requirements may be considered when evaluating the Consultant for consideration and award, including extensions or amendments to existing agreements. As security regulations and practices change over time, amendments and extensions to existing agreements may include additional Security Requirements not present in earlier agreements.

## EXHIBIT C Fee Schedule

<b>Description</b>	<b>Rates<sup>1</sup></b>
Executive Protection Agent - 40 hours per week	\$73.50 per hour
Executive Protection Agent Overtime - maximum of 20 hours per week <sup>2</sup>	\$91.62 per hour
Executive Protection Driver - 40 hours per week	\$66.39 per hour
Executive Protection Driver Overtime - maximum of 20 hours per week <sup>2</sup>	\$81.53 per hour
Additional Agent Services - as needed basis <sup>3</sup>	\$90.00 per hour
Coordination and Support - as needed basis <sup>3</sup>	\$86.12 per hour
Vehicle (maximum) <sup>4</sup>	\$2,200 per month

<sup>1</sup> The rates set forth in the table provided above represent Consultant's fully burdened rates applicable to the services provided under this Agreement.

<sup>2</sup> Agent and Driver overtime services shall be charged based on actual hours worked by Consultant personnel in performance of services under this Agreement. Consultant shall not invoice LADWP for overtime hours not actually worked.

<sup>3</sup> Services provided on an "as needed basis" shall be performed at the request of LADWP on an hourly basis and are further described in Exhibit H, Statement of Work.

<sup>4</sup> Consultant shall invoice LADWP for the actual costs to Consultant for the vehicle provided under this agreement up to the maximum monthly amount provided in the table, above.



## **EXHIBIT D**

### **Allowable Travel Expenses**

*[NOTE: These rates are as of January 1, 2025]*

Expenses for transportation, lodging, subsistence and related items incurred by consultants employed by the Los Angeles Department of Water and Power will be subject to the "50-mile" rule. Under this rule, travel reimbursements will be made only if the destination is farther than 50 miles from the Consultant personnel's field or office location to the LADWP work site. Any such travel shall be pre-approved by LADWP and shall be in accordance with the guidelines of this Exhibit D.

All expenditures over \$25 require documentation in the form of an original detailed receipt with the exception of per diem meals. However, receipts for expenditures under \$25 may be requested by the City Controller. No additional mark-up on consultant or subconsultant expenses will be allowed.

LADWP will reimburse the Consultant for expenses that include, but not limited to:

#### **1.0 Airfare:**

Airfare is limited to coach class only. An itinerary is not acceptable in and of itself. Original receipts for airfare must be submitted. Purchase of a refundable ticket, which is usually more expensive than a non-refundable ticket, must be approved by the LADWP Contract Administrator identified in the Agreement.

#### **2.0 Car Rental:**

Car rental is limited to mid-size or smaller car. The expense of navigation and insurance will not be reimbursed. Original receipts for car rental and fuel costs must be submitted. Travelers shall fill the gas tank before returning car to avoid fuel surcharges that are not reimbursable.

#### **3.0 Per Diem Allowances – Meals:**

- 3.1 A meal allowance rate is established for domestic travel and will include incidental expenses.
- 3.2 The meal allowance rate for domestic travel is \$86 per day for a full day of travel, which excludes taxes and reasonable and customary gratuities not to exceed 15 per cent. On the first and last day of travel flight itinerary will be required if the full meal rate is requested.
- 3.3 Meal and incidental allowance will be prorated at 75% (\$64.50) of the daily allowance as follows on the first and last day of travel depending on departure/arrival time:
  - 3.3.1 The partial meal rate will be paid on the first day of travel for departure times after 2 p.m.

**EXHIBIT D**  
**Allowable Travel Expenses**

3.3.2 The partial meal rate will be paid on the last day of travel for arrival times prior to 2 p.m.

3.3.3 When some meals are provided as part of the conference/event.

*(NOTE: No meal allowance will be provided when all meals are provided throughout the day by the host or as part of an event/conference.)*

**3.4 Meal Receipts**

Meal receipts are no longer required when claiming the meal allowance. If receipts are provided, the actual amount if less than allowance will be reimbursed.

**EXCEPTIONS:**

- 1) Receipts are required for grant funded travel where the grantor requires complete documentation of travel expenses; and
- 2) Receipts are required of single meals that cost more than \$25.

**4.0 Per Diem Allowance – Hotel/Lodging:**

4.1 Since the expense limit varies by county, the expense limit shall be pre-approved by the LADWP Contract Administrator identified in the Agreement for travel by the Consultant to an approved worksite outside of Los Angeles County.

4.2 Zero balance receipt is required. The receipt must include the pre-printed hotel name and address. Lodging expenses up to a maximum limit of \$191.00 per day (Los Angeles County). This should exclude taxes and tips. Tips and gratuities shall not exceed 15%, where reasonable and customary.

4.3 Meals and lodging are reimbursable only on working days as reported on timesheets, and payments are subject to the approval of the LADWP Contract Administrator identified in the Agreement.

**5.0 Mileage:**

Mileage for non-rental car travel will be paid at the standard mileage rate established by the Internal Revenue Service in effect at the time of travel. A Map Quest or similar routing tool is required to document miles driven. The mileage will be calculated using the shortest route. As of January 1, 2025, the reimbursement rate is seventy cents (\$0.70) per mile.

**END OF ALLOWABLE TRAVEL EXPENSES**

**EXHIBIT E**  
**List of Subconsultants**

The following Subconsultants are authorized to work on the Project:

<b>Name</b>	<b>Special Expertise of Firm</b>	<b>Anticipated Service/Task Responsibilities</b>	<b>Location</b>	<b>Firm Type (SBE/DVBE)</b>	<b>Anticipated Compensation*</b>

\* Subconsultant participation is estimated and may be modified to reflect actual services requested.

**EXHIBIT F**  
**List of Key Consultant Personnel**

The following people are designated as Consultant's Key Personnel:

<b>Name</b>	<b>Project Position</b>	<b>Labor Category</b>	<b>Location</b>	<b>Special Expertise</b>
Matt Klock	Director	Coordinator	NV	Risk management and security solutions

## EXHIBIT G

### Contract Insurance Requirements

#### CONTRACT INSURANCE REQUIREMENTS -- DEPARTMENT OF WATER AND POWER For Contractors, Service Providers, Vendors, and Tenants

Agreement/Activity/Operation: PPS - Security Services  
 Reference/Agreement: REQ #XXXXXX - CERTIFICATE ACCEPTABLE (w/scheduled endorsements)  
 Term of Agreement: \_\_\_\_\_  
 Contract Administrator: CAO  
 Buyer and Phone Number: TBD

- o Contract-required types and amounts of insurance as indicated below by checkmark are the minimum which must be maintained. All limits are Combined Single Limit (Bodily Injury/Property Damage) unless otherwise indicated.
- o Firm 30 day Notice of Cancellation required.
- o All required scheduled endorsements must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.

#### PER OCCURRENCE LIMITS

(☒) WORKERS' COMPENSATION(Stat. Limits)/Employer's Liability: ( \$1,000,000.00 )  
     (☒) CA / All States Endorsement      (☐) US L&H (Longshore and Harbor Workers)  
     (☐) Jones Act (Maritime Employment)      (☐) Outer Continental Shelf  
     (☒) Waiver of Subrogation      (☐) Black Lung (Coal Mine Health and Safety)  
     (☐) Other: \_\_\_\_\_      (☐) Other: \_\_\_\_\_

(☒) AUTOMOBILE LIABILITY: ( \$1,000,000.00 )  
     (☒) Owned Autos      (☐) Any Auto  
     (☒) Hired Autos      (☒) Non-Owned Auto  
     (☐) Contractual Liability      (☒) Additional Insured  
     (☐) MCS-90 (US DOT)      (☐) Trucker's Form  
     (☐) Waiver of Subrogation      (☐) Other: \_\_\_\_\_

(☒) GENERAL LIABILITY:      (☐) Limit Specific to Project      (☐) Per Project Aggregate      ( \$3,000,000.00 )  
     (☒) Property Damage      (☒) Contractual Liability      (☒) Personal Injury  
     (☒) Premises and Operations      (☒) Products/Completed Ops.      (☐) Independent Contractors  
     (☐) Fire Legal Liability      (☐) Garagekeepers Legal Liab.      (☐) Child Abuse/Molestation  
     (☒) Corporal Punishment      (☐) Collapse/Underground      (☐) Explosion Hazard  
     (☐) Watercraft Liability      (☐) Pollution      (☒) Additional Insured Status  
     (☒) Waiver of Subrogation      (☐) Airport Premises      (☐) Hangarkeepers Legal Liab.  
     (☐) Marine Contractors Liability      (☒) Other: Assault & Battery      (☐) Other: \_\_\_\_\_

(☒) PROFESSIONAL LIABILITY: ( \$3,000,000.00 )  
     (☐) Contractual Liability      (☐) Waiver of Subrogation      (☐) 3 Year Discovery Tail  
     (☐) Additional Insured      (☐) Vicarious Liability Endt.      (☒) Other: E & O

(☐) AIRCRAFT LIABILITY: ( )  
     (☐) Passenger Per Seat Liability      (☐) Contractual Liability      (☐) Hull Waiver of Subrogation  
     (☐) Pollution      (☐) Additional Insured      (☐) Other: \_\_\_\_\_

(☐) PROPERTY DAMAGE:      (☐) Loss Payable Status (AOIMA)      ( )  
     (☐) Replacement Value      (☐) Actual Cash Value      (☐) Agreed Amount  
     (☐) All Risk Form      (☐) Named Perils Form      (☐) Earthquake: \_\_\_\_\_  
     (☐) Builder's Risk:\$ \_\_\_\_\_      (☐) Boiler and Machinery      (☐) Flood: \_\_\_\_\_  
     (☐) Transportation Floater:\$ \_\_\_\_\_      (☐) Contractors Equipment\$ \_\_\_\_\_      (☐) Loss of Rental Income: \_\_\_\_\_  
     (☐) Scheduled Locations/Propt.      (☐) Other: \_\_\_\_\_      (☐) Other: \_\_\_\_\_

(☐) WATERCRAFT: ( )  
     (☐) Protection and Indemnity      (☐) Pollution      (☐) Additional Insured  
     (☐) Waiver of Subrogation      (☐) Other: \_\_\_\_\_      (☐) Other: \_\_\_\_\_

(☐) POLLUTION: ( )  
     (☐) Incipient/Long Term      (☐) Sudden and Accidental      (☐) Additional Insured  
     (☐) Waiver of Subrogation      (☐) Contractor's Pollution      (☐) Other: \_\_\_\_\_

(☐) CRIME:      (☐) Joint Loss Payable Status      (☐) Additional Insured ( )  
     (☐) Fidelity Bond      (☐) Financial Institution Bond      (☐) Loss of Monies/Securities  
     (☐) Employee Dishonesty      (☐) In Transit Coverage      (☐) Wire Transfer Fraud  
     (☐) Computer Fraud      (☐) Commercial Crime      (☐) Forgery/Alteration of Docs.  
     (☐) Other: \_\_\_\_\_      (☐) Other: \_\_\_\_\_

(☐) ASBESTOS LIABILITY:      (☐) Additional Insured      ( )

Insurance Req (01/15/2025 - LC)

## **EXHIBIT H**

### **Statement of Work**

#### **1.0 BACKGROUND**

The Los Angeles Department of Water and Power (LADWP) is the largest municipal water and power utility in the country and is fully responsible for meeting the electric and water needs of approximately four million residents and businesses in the city. LADWP is guided by a five-member Board of Water and Power Commissioners and a Chief Executive Officer (CEO)/ Chief Engineer.

The wildfires that ignited and led to the Declaration of Local Emergency by Mayor Bass, on January 7, 2025, have amplified the critical necessity to provide protective security services to LADWP's CEO/ Chief Engineer. Since the wildfires began, LADWP has received numerous threats directed towards the personal safety of the CEO/ Chief Engineer, some threats have required direct law enforcement intervention to ensure the CEO/ Chief Engineer's safety.

The CEO/ Chief Engineer regularly attends meetings with the Los Angeles City Mayor, other city agencies, community events, conducts field visits to various LADWP facilities and infrastructure. The CEO requires protective security services to ensure her safety as she performs her responsibilities as the CEO/ Chief Engineer of LADWP.

#### **2.0 PROJECT OBJECTIVES**

LADWP shall utilize an independent risk management and security consulting firm offering comprehensive executive protection services, which include security agents trained in personal safety, defensive tactics, travel security, and surveillance, on an as needed basis to the CEO. The Consultant will be responsible for coordinating with the Los Angeles Police Departments and various other law enforcement agencies when the CEO attends events in execution her duties as the CEO. The CEO frequently attends and participates in joint events with the Los Angeles Mayor's office, other City and governmental agencies, or community events.

#### **3.0 SCOPE OF WORK**

The Consultant shall provide one (1) dedicated Executive Protection (EP) Agent and one (1) Executive Driver to protect and accompany the LADWP CEO/ Chief Engineer. Additional services include but are not limited to services performed by ad-hoc agents and coordinators and secure transportation.

##### **3.1 – EP Agent**

- Provide close protection and other security-related functions to the CEO/Chief Engineer when representing LADWP in job functions, work events, including local travel.
  - Lead counter surveillance operations.
  - Perform protective advance planning and threat vulnerability assessments.

## **EXHIBIT H**

### **Statement of Work**

- Accompany the CEO/Chief Engineer to events and meetings, as needed.
  - Effectively manage the CEO/ Chief Engineer's requests against the need to ensure all safety and security precautions.
  - Respond to emergencies and perform medical field operations, as needed.
- Deescalate tense situations or individuals that arise on location and/or events.
  - Communicate vulnerabilities or safety concerns in a timely manner.
- Complete suspicious activity reports, incident reports, shift logs, pattern of life reports, medical treatment reports, and other administrative requirements.
- Assist with protection schedules and team assignments, as directed.
- Operate and maintain protective, operations, and communications equipment.
  - Promptly identify and escalate deficiencies/failures
- EP agent may perform duties and obligations of the Executive Driver in execution of his protection of the CEO/ Chief Engineer, if necessary.

#### **3.2 – Executive Driver**

- Receive and/or prepare appropriate documentation for the transportation of the CEO/ Chief Engineer.
- Consult maps and navigation devices for desired routes.
- Advise the CEO/ Chief Engineer of potential delays due to traffic or construction and adjust route, when possible, to meet arrival time.
- Provide safe and secure vehicle transportation, to and from designated destinations, using evasive and/or defensive driving tactics, as needed.
- Coordinate vehicle records, maintenance logs, and daily activity report.
- Ensure vehicle is always clean and operating within all safety and maintenance guidelines.
- All other duties, as assigned.

#### **3.3 – Ad-hoc agents and coordinators**

- Contractor shall provide the services of additional security services personnel needed to support the services of the EP and the Executive Driver. These services may include, but are not limited to:
  - Coordination with local law enforcement.
  - Coordination of schedules.
  - Additional agents, on an as-needed basis.

#### **3.4 – Transportation**

- Contractor shall provide the vehicle that will be used to provide the transportation services required under this Agreement. In addition, Contractor shall provide all necessary insurance associated with provision of the vehicle required by this Section 3.4.

## **EXHIBIT H**

### **Statement of Work**

#### **4.0 ADDITIONAL TECHNICAL REQUIREMENTS AND CONTRACT DELIVERABLES**

##### **4.1 – EP Agent**

The EP Agent shall have a bachelor's degree with at least five (5) years of executive protection experience including advance planning, surveillance, and counter surveillance operations for high-profile clients. Current CA Guard Card, CA Exposed Firearm Permit, and CA CCW or HR218 required.

##### **4.2 – Executive Driver**

The Executive driver is preferred to have a defensive driving certification, able to follow operation plans, remain calm under stressful driving conditions, manage trip requirements with little or no supervision, and use good judgment to act decisively in emergency situations

#### **5.0 REPORTING**

As a requirement for performance of contracted work, the Contractor shall submit and comply with the following:

- A. Monthly Invoices with timesheets for the actual hours worked
- B. Weekly suspicious activity reports, incident reports, shift logs, pattern of life reports, medical treatment reports, and other administrative requirements.
- C. Vehicle records, maintenance logs, and daily activity report.

Reports shall be submitted in electronic PDF format to the Contract Administrator or designee for review and approval as appropriate.

### **END OF STATEMENT OF WORK**



**EXHIBIT I**  
**Reserved**

**EXHIBIT J**  
**Reserved**

**EXHIBIT K**  
**Safety Compliance Certificate**

The Safety Compliance Certificate contained  
will be incorporated here.



## MONTHLY SUBCONTRACTOR UTILIZATION REPORT

(Complete and submit to LADWP Contract Administrator with Monthly Invoice)

<b>Contract Number &amp; Title:</b>		<b>Reporting Period:</b> (Start Date) to (End Date)	
<b>Prime Contractor Name:</b>		<b>Contract Expiration Date:</b>	
<b>Contact Name &amp; Email:</b>		<b>Overall SBE/DVBE Commitment for Contract:</b> %	

Subcontractor Name/Phone No.	Subcontractor Certification Status (SBE/DVBE/MBE/WBE/LGBTBE/None)	Description of Work	Total Percentage Committed to Subcontractor	\$ Amount Paid to Subcontractor for this Reporting Period	Total \$ Amount Paid to Subcontractor To-Date
			%	\$	\$
			%	\$	\$
			%	\$	\$
			%	\$	\$
			%	\$	\$
			%	\$	\$
			%	\$	\$

(Duplicate this form to list additional subcontractors, if necessary).

All changes in subcontractors or subcontract amounts including substitutions, additions, or reductions must be requested in writing and approved by LADWP. The undersigned certifies that the information reported above is correct and true in accordance with the terms and conditions of the contract.

**Contractor's Authorized Representative:**

(Signature)

(Title)

(Date)