

AGREEMENT FOR CONSULTING SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT:	MDG Associates, Inc.
RESPONSIBLE PRINCIPAL OF CONSULTANT:	Rudy Munoz, President
CONSULTANT'S ADDRESS:	10722 Arrow Route, Suite 822 Rancho Cucamonga, CA 91730
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attention: Greg Ramirez
COMMENCEMENT DATE:	July 1, 2007
TERMINATION DATE:	June 30, 2008
CONSIDERATION:	Not to exceed \$20,000

AGREEMENT FOR CONSULTING SERVICES  
WITH THE CITY OF AGOURA HILLS

THIS AGREEMENT is made as of the Commencement Date set forth above, by and between the City of Agoura Hills (hereinafter called "CITY"), and MDG Associates, Inc. (hereinafter called "CONSULTANT").

RECITALS

A. CITY desires to have certain professional services provided (the "services") as set forth in Exhibit A attached hereto and incorporated herein.

B. CONSULTANT represents that it is qualified and able to perform the services.

NOW, THEREFORE, the parties agree as follows:

Section 1. CONSULTANT's Services. CONSULTANT shall perform the services as described in Exhibit A, attached hereto and incorporated herein, to the full satisfaction of CITY.

Section 2. Time of Performance. CONSULTANT shall perform the services on or by the Termination Date set forth above, unless a later date is agreed to in writing by CITY.

Section 3. Compensation. CITY agrees to compensate CONSULTANT, and CONSULTANT agrees to accept in full satisfaction for the services the Consideration set forth above. Said Consideration shall constitute reimbursement of CONSULTANT's fee for the services as well as the actual cost of any equipment, materials, and supplies necessary to provide the services (including all labor, materials, delivery, tax, assembly, and installation, as applicable). CITY shall pay CONSULTANT said Consideration in accordance with the schedule of payment set forth in Exhibit B attached hereto and incorporated herein.

Section 4. Independent Contractor. CONSULTANT will act hereunder as an independent contractor. This Agreement shall not and is not intended to constitute CONSULTANT as an agent, servant, or employee of CITY and shall not and is not intended to create the relationship of partnership, joint venture or association between CITY and CONSULTANT.

Section 5. Assignment. This Agreement may not be assigned in whole or in part by either party, without the prior written consent of the other party.

Section 6. CONSULTANT: Responsible Principal. The Responsible Principal set forth above shall be principally responsible for CONSULTANT's obligations under this Agreement and shall serve as principal liaison between CITY and CONSULTANT. Designation of another Responsible Principal by CONSULTANT shall not be made without the prior written consent of CITY.

Section 7. Personnel. CONSULTANT represents that it has, or shall secure at its own expense, all personnel required to perform CONSULTANT's services under this Agreement. CONSULTANT may associate with or employ associates or subconsultants in the performance of its services under this Agreement, but at all times shall be responsible for their services.

Section 8. Interests of CONSULTANT. CONSULTANT affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by this Agreement. No person having any such interest shall be employed by or be associated with CONSULTANT.

Section 9. Insurance.

(a) CONSULTANT shall submit to CITY certificates and endorsements indicating compliance with the following minimum insurance requirements not less than five working days prior to the beginning of performance under this Agreement.

(i) Worker's Compensation Insurance to cover its employees, if any, as required by the California Labor Code. CONSULTANT shall require all subcontractors similarly to provide such compensation insurance for their respective employees.

(ii) Comprehensive general liability insurance protecting CONSULTANT in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of any one occurrence, and \$500,000 for property damages or a combined single limit of \$1,000,000; or such other limits as are agreed to in writing by CITY.

(iii) Automobile insurance in at least the minimum amounts required by state law for any automobile used for business purposes with the City.

(iv) Errors and omissions liability insurance in an amount not less than \$1,000,000.00 per occurrence or such other limits as are agreed to in writing by CITY.

Such policies of insurance shall cover the operations of CONSULTANT pursuant to the terms of this Agreement; shall name and list CITY, its officers, agents, volunteers, employees, and attorneys as additional insureds (except on errors and omissions insurance); shall be issued by an insurance company which is admitted to do

business in the State of California or which is approved in writing by the City; shall be placed with a current A. M. Best's rating of no less than A VII; shall be primary as respects CITY's officers, agents, volunteers, employees and attorneys; shall provide that coverage shall not be suspended, voided, cancelled or reduced in coverage or limits except after thirty (30) days notice by certified mail has been given to CITY; and shall include a severability clause.

(b) CONSULTANT shall not commence the performance of the services until the above insurance has been obtained and certificate(s) of insurance evidencing all of the coverages required and additional insured endorsement(s) have been filed with and approved by CITY. Procurement of insurance by CONSULTANT shall not be construed as a limitation of CONSULTANT's liability or as full performance of CONSULTANT's duties to indemnify, hold harmless, and defend under this Agreement.

(c) CONSULTANT shall require all its subcontractors, including each person or entity responsible for the provision of services hereunder to be covered by similar insurance.

(d) Any self insured retainers or deductibles shall be subject to CITY approval.

Section 10. Indemnification. The CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CITY against damages, liabilities and costs arising from the negligent acts of the CONSULTANT in the performance of professional services under this Agreement, to the extent that the CONSULTANT is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the CONSULTANT and the CITY. The CONSULTANT shall not be obligated to indemnify the CITY for the CITY'S own negligence.

Section 11. Termination. CITY may terminate this Agreement with or without cause upon five days' written notice to CONSULTANT without further action by CITY; provided, however, that, if said termination is without cause, CITY shall pay for services satisfactorily completed before the termination.

Section 12. Notice. Any notice required to be given to CONSULTANT shall be deemed duly and properly given upon delivery, if sent to CONSULTANT postage prepaid to the CONSULTANT's address set forth above or personally delivered to CONSULTANT at such address or other address specified to CITY in writing by CONSULTANT.

Any notice required to be given to CITY shall be deemed duly and properly given upon delivery, if sent to CITY postage prepaid to CITY's address set forth above or personally delivered to CITY at such address or other address specified to CONSULTANT in writing by CITY.

Section 13. Entire Agreement. This Agreement represents the entire integrated agreement between CITY and CONSULTANT, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both CITY and CONSULTANT.

EXECUTED the day and year first above stated.

CITY OF AGOURA HILLS

By \_\_\_\_\_  
Greg Ramirez, Executive Director

Attest:

\_\_\_\_\_  
Kimberly Rodrigues, City Clerk

MDG ASSOCIATES, INC.

\_\_\_\_\_  
Rudy E. Munoz, President

\_\_\_\_\_  
Guadalupe R. Munoz, Chief Financial Officer

Approved as to Form

\_\_\_\_\_  
Craig A. Steele, City Attorney

## EXHIBIT A

### Scope of Services

In the performance of the administration of the Single-Family Housing Rehabilitation Program, Consultant shall provide staffing and other resources required to perform the following services:

1. Process deferred loans to eligible Redevelopment Agency applicants.
2. Review applications and conduct reviews to determine homeowner eligibility, credit worthiness, value of property, and condition of title.
3. Inspect property and prepare work write-up and estimates.
4. Complete documentation for historic preservation review through the State Historic Preservation Officer (SHPO), if required.
5. Coordinate preparation of loan documents and submittal of loan application packages.
6. Prepare specifications, obtain competitive bids, and approve selection of contractors.
7. Monitor and inspect progress of rehabilitation projects. Conduct inspection of completed work items.
8. Review and process contractor payment requests.
9. Acquire lien releases from contractors and process Notices of Completion.
10. Maintain documentation required for compliance with all applicable State Housing and Community Development (HCD) regulations.
11. Provide services as required by the City.
12. Such duties as may be necessary to ensure the programs are administered correctly.

## EXHIBIT B

### Schedule of Payment

CONSULTANT shall submit monthly invoice to CITY with detailed accounting by task and amount expended per task and amount remaining for each task. All reimbursable expenses shall be itemized and submitted to CITY for approval. CONSULTANT shall bill for each hour, or portion thereof, expended on any project on behalf of the CITY at the following rates:

<u>Staff Person</u>	<u>Rate</u>
President	\$85.00 per hour
Senior Vice President	\$80.00 per hour
Senior Associate	\$70.00 per hour
Associate	\$60.00 per hour
Project Assistant/ Rehabilitation Specialist	\$50.00 per hour
Secretary	\$35.00 per hour

Portions less than a full hour shall be billed and compensated in ¼ hour increments, rounded to the nearest increment. Unless otherwise approved by the City Manager or City Council, CONSULTANT shall invoice a maximum \$20,000 per fiscal year for projects conducted on behalf of the CITY. Upon approval, CITY shall make payment to CONSULTANT within 30 days.