

PROFESSIONAL SERVICES CONTRACT BETWEEN  
THE CITY OF HUNTINGTON BEACH AND  
CSG CONSULTANTS, INC.  
FOR  
ON-CALL BUILDING DIVISION PLAN REVIEW SERVICES

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Huntington Beach, a municipal corporation of the State of California, hereinafter referred to as "CITY," and Advanced CSG Consultants, Inc., hereinafter referred to as "CONSULTANT."

WHEREAS, CITY desires to engage the services of a consultant to provide on-call building division plan review services; and

Pursuant to documentation on file in the office of the City Clerk, the provisions of the Huntington Beach Municipal Code, Chapter 3.03, relating to procurement of professional service contracts have been complied with; and

CONSULTANT has been selected to perform these services,

NOW, THEREFORE, it is agreed by CITY and CONSULTANT as follows:

1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in **Exhibit "A,"** which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Khoa Duong who shall represent it and be its sole contact and agent in all consultations with CITY during the performance of this Agreement.

2. CITY STAFF ASSISTANCE

CITY shall assign a staff coordinator to work directly with CONSULTANT in the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence on \_\_\_\_\_, 2021 (the "Commencement Date"). This Agreement shall automatically terminate three (3) years from the Commencement Date, unless extended or sooner terminated as provided herein. All tasks specified in **Exhibit "A"** shall be completed no later than three (3) years from the Commencement Date. The time for performance of the tasks identified in **Exhibit "A"** are generally to be shown in **Exhibit "A."** This schedule may be amended to benefit the PROJECT if mutually agreed to in writing by CITY and CONSULTANT.

In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.

4. COMPENSATION

In consideration of the performance of the services described herein, CITY agrees to pay CONSULTANT on a time and materials basis at the rates specified in **Exhibit "B,"** which is attached hereto and incorporated by reference into this Agreement, a fee, including all costs and expenses, not to exceed Eight Hundred Thousand Dollars (\$800,000.00).

5. EXTRA WORK

In the event CITY requires additional services not included in **Exhibit "A"** or changes in the scope of services described in **Exhibit "A,"** CONSULTANT will undertake such work only after receiving written authorization from CITY. Additional compensation for such extra work shall be allowed only if the prior written approval of CITY is obtained.

6. METHOD OF PAYMENT

CONSULTANT shall be paid pursuant to the terms of **Exhibit "B."**

7. DISPOSITION OF PLANS, ESTIMATES AND OTHER DOCUMENTS

CONSULTANT agrees that title to all materials prepared hereunder, including, without limitation, all original drawings, designs, reports, both field and office notices, calculations, computer code, language, data or programs, maps, memoranda, letters and other documents, shall belong to CITY, and CONSULTANT shall turn these materials over to CITY upon expiration or termination of this Agreement or upon PROJECT completion, whichever shall occur first. These materials may be used by CITY as it sees fit.

8. HOLD HARMLESS

A. CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY, its officers, elected or appointed officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgments, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) negligent (or alleged negligent) performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by CONSULTANT, its officers, agents or employees except such loss or damage which was caused by the sole negligence or willful misconduct of CITY. CONSULTANT will conduct all defense at its sole cost and expense and CITY shall approve selection of CONSULTANT's counsel. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as limitation upon the amount of indemnification to be provided by CONSULTANT.

B. To the extent that CONSULTANT performs "Design Professional Services" within the meaning of Civil Code Section 2782.8, then the following Hold Harmless provision applies in place of subsection A above:

“CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY and its officers, elected or appointed officials, employees, agents and volunteers, from and against any and all claims, damages, losses, expenses, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) to the extent that the claims against CONSULTANT arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT. In no event shall the cost to defend charged to CONSULTANT exceed CONSULTANT’s proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more other defendants to the claims and/or litigation is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, CONSULTANT shall meet and confer with CITY and other defendants regarding unpaid defense costs. The duty to indemnify, including the duty and the cost to defend, is limited as provided in California Civil Code Section 2782.8.

C. Regardless of whether subparagraph A or B applies, CITY shall be reimbursed by CONSULTANT for all costs and attorney’s fees incurred by CITY in enforcing this obligation. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT.

9. PROFESSIONAL LIABILITY INSURANCE

CONSULTANT shall obtain and furnish to CITY a professional liability insurance policy covering the work performed by it hereunder. This policy shall provide coverage for CONSULTANT’s professional liability in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate. The above-mentioned insurance shall not contain a self-insured retention without the express written consent of CITY; however an insurance

policy "deductible" of Ten Thousand Dollars (\$10,000.00) or less is permitted. A claims-made policy shall be acceptable if the policy further provides that:

- A. The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- B. CONSULTANT shall notify CITY of circumstances or incidents that might give rise to future claims.

CONSULTANT will make every effort to maintain similar insurance during the required extended period of coverage following PROJECT completion. If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this Agreement.

If CONSULTANT fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the CITY with required proof that insurance has been procured and is in force and paid for, the CITY shall have the right, at the CITY's election, to forthwith terminate this Agreement. Such termination shall not effect Consultant's right to be paid for its time and materials expended prior to notification of termination. CONSULTANT waives the right to receive compensation and agrees to indemnify the CITY for any work performed prior to approval of insurance by the CITY.

#### 10. CERTIFICATE OF INSURANCE

Prior to commencing performance of the work hereunder, CONSULTANT shall furnish to CITY a certificate of insurance subject to approval of the City Attorney evidencing the foregoing insurance coverage as required by this Agreement; the certificate shall:

- A. provide the name and policy number of each carrier and policy;
- B. state that the policy is currently in force; and

C. shall promise that such policy shall not be suspended, voided or canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice; however, ten (10) days' prior written notice in the event of cancellation for nonpayment of premium.

CONSULTANT shall maintain the foregoing insurance coverage in force until the work under this Agreement is fully completed and accepted by CITY.

The requirement for carrying the foregoing insurance coverage shall not derogate from CONSULTANT's defense, hold harmless and indemnification obligations as set forth in this Agreement. CITY or its representative shall at all times have the right to demand the original or a copy of the policy of insurance. CONSULTANT shall pay, in a prompt and timely manner, the premiums on the insurance hereinabove required.

11. INDEPENDENT CONTRACTOR

CONSULTANT is, and shall be, acting at all times in the performance of this Agreement as an independent contractor herein and not as an employee of CITY. CONSULTANT shall secure at its own cost and expense, and be responsible for any and all payment of all taxes, social security, state disability insurance compensation, unemployment compensation and other payroll deductions for CONSULTANT and its officers, agents and employees and all business licenses, if any, in connection with the PROJECT and/or the services to be performed hereunder.

12. TERMINATION OF AGREEMENT

All work required hereunder shall be performed in a good and workmanlike manner. CITY may terminate CONSULTANT's services hereunder at any time with or without cause, and whether or not the PROJECT is fully complete. Any termination of this Agreement by CITY shall be made in writing, notice of which shall be delivered to CONSULTANT as provided herein. In the

event of termination, all finished and unfinished documents, exhibits, report, and evidence shall, at the option of CITY, become its property and shall be promptly delivered to it by CONSULTANT.

13. ASSIGNMENT AND DELEGATION

This Agreement is a personal service contract and the work hereunder shall not be assigned, delegated or subcontracted by CONSULTANT to any other person or entity without the prior express written consent of CITY. If an assignment, delegation or subcontract is approved, all approved assignees, delegates and subconsultants must satisfy the insurance requirements as set forth in Sections 9 and 10 hereinabove.

14. COPYRIGHTS/PATENTS

CITY shall own all rights to any patent or copyright on any work, item or material produced as a result of this Agreement.

15. CITY EMPLOYEES AND OFFICIALS

CONSULTANT shall employ no CITY official nor any regular CITY employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of the applicable provisions of the California Government Code.

16. NOTICES

Any notices, certificates, or other communications hereunder shall be given either by personal delivery to CONSULTANT's agent (as designated in Section 1 hereinabove) or to CITY as the situation shall warrant, or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, to the addresses specified below. CITY and CONSULTANT may designate different addresses to which subsequent notices, certificates or other communications will be sent by notifying the other party via personal delivery, a reputable overnight carrier or U. S. certified mail-return receipt requested:

TO CITY:

City of Huntington Beach  
ATTN: Ursula Luna-Reynosa  
2000 Main Street  
Huntington Beach, CA 92648

TO CONSULTANT:

CSG Consultants, Inc.  
Attn: Khoa Duong  
550 Pilgrim Drive  
Foster City, CA 94404

17. CONSENT

When CITY's consent/approval is required under this Agreement, its consent/approval for one transaction or event shall not be deemed to be a consent/approval to any subsequent occurrence of the same or any other transaction or event.

18. MODIFICATION

No waiver or modification of any language in this Agreement shall be valid unless in writing and duly executed by both parties.

19. SECTION HEADINGS

The titles, captions, section, paragraph and subject headings, and descriptive phrases at the beginning of the various sections in this Agreement are merely descriptive and are included solely for convenience of reference only and are not representative of matters included or excluded from such provisions, and do not interpret, define, limit or describe, or construe the intent of the parties or affect the construction or interpretation of any provision of this Agreement.

20. INTERPRETATION OF THIS AGREEMENT

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. If any provision of this Agreement is held by an arbitrator or court of competent jurisdiction to be unenforceable, void, illegal or invalid, such holding shall not invalidate or affect the remaining covenants and provisions of this Agreement. No covenant or provision shall be deemed dependent upon any other unless so expressly provided here. As used in this Agreement, the masculine or

neuter gender and singular or plural number shall be deemed to include the other whenever the context so indicates or requires. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no right to contract, then the latter shall prevail, and the provision of this Agreement which is hereby affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

21. DUPLICATE ORIGINAL

The original of this Agreement and one or more copies hereto have been prepared and signed in counterparts as duplicate originals, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original. Each duplicate original shall be deemed an original instrument as against any party who has signed it.

22. IMMIGRATION

CONSULTANT shall be responsible for full compliance with the immigration and naturalization laws of the United States and shall, in particular, comply with the provisions of the United States Code regarding employment verification.

23. LEGAL SERVICES SUBCONTRACTING PROHIBITED

CONSULTANT and CITY agree that CITY is not liable for payment of any subcontractor work involving legal services, and that such legal services are expressly outside the scope of services contemplated hereunder. CONSULTANT understands that pursuant to *Huntington Beach City Charter* Section 309, the City Attorney is the exclusive legal counsel for CITY; and CITY shall not be liable for payment of any legal services expenses incurred by CONSULTANT.

24. ATTORNEY'S FEES

In the event suit is brought by either party to construe, interpret and/or enforce the terms and/or provisions of this Agreement or to secure the performance hereof, each party shall bear its own attorney's fees, such that the prevailing party shall not be entitled to recover its attorney's fees from the nonprevailing party.

25. SURVIVAL

Terms and conditions of this Agreement, which by their sense and context survive the expiration or termination of this Agreement, shall so survive.

26. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

27. SIGNATORIES

Each undersigned represents and warrants that its signature hereinbelow has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify CITY fully for any injuries or damages to CITY in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.

28. ENTIRETY

The parties acknowledge and agree that they are entering into this Agreement freely and voluntarily following extensive arm's length negotiation, and that each has had the opportunity to consult with legal counsel prior to executing this Agreement. The parties also acknowledge and agree that no representations, inducements, promises, agreements or warranties, oral or otherwise, have been made by that party or anyone acting on that party's behalf, which are not embodied in this Agreement, and that that party has not executed this Agreement in reliance on any representation, inducement, promise, agreement, warranty, fact or circumstance not expressly set forth in this

Agreement. This Agreement, and the attached exhibits, contain the entire agreement between the parties respecting the subject matter of this Agreement, and supersede all prior understandings and agreements whether oral or in writing between the parties respecting the subject matter hereof.

29. EFFECTIVE DATE

This Agreement shall be effective on the date of its approval by the City Council.

This Agreement shall expire when terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their authorized officers.

CONSULTANT,  
CSG CONSULTANTS, INC.

By: \_\_\_\_\_

  
Cyrus Khanpour  
print name

ITS: (circle one) Chairman/President/Vice President

AND

By: \_\_\_\_\_

  
KhoA Duong  
print name

ITS: (circle one) Secretary/Chief Financial Officer/Asst.  
Secretary Treasurer

CITY OF HUNTINGTON BEACH, a  
municipal corporation of the State of  
California

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

INITIATED AND APPROVED:

\_\_\_\_\_  
Director of Community Development

REVIEWED AND APPROVED:

\_\_\_\_\_  
City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney 

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This Agreement shall expire when terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their authorized officers.

CONSULTANT,  
CSG CONSULTANTS, INC.

CITY OF HUNTINGTON BEACH, a  
municipal corporation of the State of  
California

By: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
print name

**ITS:** (circle one) Chairman/President/Vice President

\_\_\_\_\_  
City Clerk

**AND**

By: \_\_\_\_\_

INITIATED AND APPROVED:



\_\_\_\_\_  
Director of Community Development

\_\_\_\_\_  
print name

**ITS:** (circle one) Secretary/Chief Financial Officer/Asst.  
Secretary - Treasurer

REVIEWED AND APPROVED:



\_\_\_\_\_  
City Manager

APPROVED AS TO FORM:



\_\_\_\_\_  
City Attorney

## **EXHIBIT "A"**

### **A. STATEMENT OF WORK: (Narrative of work to be performed)**

CONSULTANT shall provide consulting services on an "as-needed" basis for projects to be determined during the term of the agreement. During the term of the agreement, CITY shall issue task orders based upon scope of services, work schedule, and fee proposal submitted to City for its review and approval. Scope of services to be provided:

- Plan Review Services for residential, commercial and other non-residential buildings and structures.
- Typical plan review consists of the following: review of structural calculations, verification of compliance with the most current adopted versions of the California Building Standards Code, City of Huntington Beach Municipal Code, all applicable and relevant State and Federal Laws, codes, and regulations, and coordination between City agencies, designers, consultants, and builders in the community.
- The requested review services may also include an onsite Plan Reviewer on an as needed basis.

### **B. CONSULTANT'S DUTIES AND RESPONSIBILITIES:**

1. CSG shall pay all wages to its plan reviewers who are subject to this agreement

### **C. CITY'S DUTIES AND RESPONSIBILITIES:**

1. CITY shall quality control calculations by CSG

### **D. WORK PROGRAM/PROJECT SCHEDULE:**

1. CITY to provide plans for plan review on an as needed basis.

## EXHIBIT "B"

### Payment Schedule (Hourly Payment)

#### A. Hourly Rate

CONSULTANT'S fees for such services shall be based upon the following hourly rate and cost schedule:

|                                                         |                                                                                         |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Full Plan Review by Percentage                          | 65% of City's Building Plan Check Fees                                                  |
| Plumbing, Mechanical & Electrical Review by Percentage  | 40% of City's Building Plan Check Fees<br>Or<br>65% of City's P / M / E Plan Check Fees |
| Structural "Only" Plan Review by Percentage             | 40% of City's Building Plan Check Fees                                                  |
| Building Plan Review – Certified Plans Examiner         | \$105 / hr                                                                              |
| Building Plan Review – Professional Engineer            | \$125 / hr                                                                              |
| Building Plan Review – Professional Structural Engineer | \$140 /hr                                                                               |
| Grading Plan Review – Senior Engineer                   | \$155 /hr                                                                               |
| CASp Consultation                                       | \$125 /hr                                                                               |
| Expedited Plan Review by Percentage                     | 100% of City's Building Plan Check Fees                                                 |
| Building Official                                       | \$145 /hr                                                                               |
| Permit Technician                                       | \$75 /hr                                                                                |
| Overtime & Expedited Hourly Rates                       | 1,5 x Hourly Rate                                                                       |

Additional terms detailed in Attached Fee Proposal.

#### B. Travel. Charges for time during travel are not reimbursable

#### C. Billing

1. All billing shall be done monthly in fifteen (15) minute increments and matched to an appropriate breakdown of the time that was taken to perform that work and who performed it.
2. Each month's bill should include a total to date. That total should provide, at a glance, the total fees and costs incurred to date for the project.
3. A copy of memoranda, letters, reports, calculations and other documentation prepared by CONSULTANT may be required to be submitted to CITY to demonstrate progress toward completion of tasks. In the event CITY rejects or has comments on any such product, CITY shall identify specific requirements for satisfactory completion.
4. CONSULTANT shall submit to CITY an invoice for each monthly payment due. Such invoice shall:
  - A) Reference this Agreement;
  - B) Describe the services performed;
  - C) Show the total amount of the payment due;

- D) Include a certification by a principal member of CONSULTANT's firm that the work has been performed in accordance with the provisions of this Agreement; and
- E) For all payments include an estimate of the percentage of work completed.

Upon submission of any such invoice, if CITY is satisfied that CONSULTANT is making satisfactory progress toward completion of tasks in accordance with this Agreement, CITY shall approve the invoice, in which event payment shall be made within thirty (30) days of receipt of the invoice by CITY. Such approval shall not be unreasonably withheld. If CITY does not approve an invoice, CITY shall notify CONSULTANT in writing of the reasons for non-approval and the schedule of performance set forth in **Exhibit "A"** may at the option of CITY be suspended until the parties agree that past performance by CONSULTANT is in, or has been brought into compliance, or until this Agreement has expired or is terminated as provided herein.

- 5. Any billings for extra work or additional services authorized in advance and in writing by CITY shall be invoiced separately to CITY. Such invoice shall contain all of the information required above, and in addition shall list the hours expended and hourly rate charged for such time. Such invoices shall be approved by CITY if the work performed is in accordance with the extra work or additional services requested, and if CITY is satisfied that the statement of hours worked and costs incurred is accurate. Such approval shall not be unreasonably withheld. Any dispute between the parties concerning payment of such an invoice shall be treated as separate and apart from the ongoing performance of the remainder of this Agreement.

# Fee Proposal

SECTION

D

Fees for plan review performed **off-site** are based on a percentage of the City's established plan check fees or the appropriate hourly rate listed below. Reviews of revisions to approved plans and services provided **on-site** will be charged the hourly rate.

When plans are not submitted electronically, CSG will coordinate the pickup and return of all paper plans (hard copies) via staff or a licensed courier service. This service is provided at no additional cost.

| REVIEW TYPE / ROLE                                          | ALL INCLUSIVE FEE / HOURLY RATE                                                     |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Full Plan Review by Percentage                              | 65% of City's Building Plan Check Fees                                              |
| Plumbing, Mechanical & Electrical Plan Review by Percentage | 40% of City's Building Plan Check Fees<br>or<br>65% of City's P/M/E Plan Check Fees |
| Structural "Only" Plan Review by Percentage                 | 40% of City's Building Plan Check Fees                                              |
| Building Plan Review – Certified Plans Examiner             | \$105                                                                               |
| Building Plan Review – Professional Engineer                | \$125                                                                               |
| Building Plan Review – Professional Structural Engineer     | \$140                                                                               |
| Grading Plan Review – Senior Engineer                       | \$155                                                                               |
| CASp Consultation                                           | \$125                                                                               |
| Expedited Plan Review by Percentage                         | 100% of City's Building Plan Check Fees                                             |
| Expedited & Overtime Hourly Rates                           | 1.5 x Hourly Rate                                                                   |
| <b>Additional Services on an As-Needed Basis</b>            |                                                                                     |
| Building Official                                           | \$145                                                                               |
| Permit Technician                                           | \$75                                                                                |
| Overtime & Expedited Hourly Rates                           | 1.5 x Hourly Rate                                                                   |

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel and office expenses. Should the scope of work change, or circumstances develop which necessitate special handling, CSG will notify the City prior to proceeding. CSG will mail an invoice at the beginning of every month for services rendered during the previous month. On each anniversary of the contract start date, CSG will initiate a rate increase based on change in CPI for the applicable region.

For percentage-based plan check fees, CSG will not charge for rechecks unless the plans are incomplete or revised for which the City would collect additional fees from the applicant. Additional services outside the main scope of review would be charged at an hourly rate as agreed upon by the City.

PROFESSIONAL SERVICES CONTRACT BETWEEN  
THE CITY OF HUNTINGTON BEACH AND

FOR

Table of Contents

|    |                                                           |    |
|----|-----------------------------------------------------------|----|
| 1  | Scope of Services.....                                    | 1  |
| 2  | City Staff Assistance.....                                | 2  |
| 3  | Term; Time of Performance.....                            | 2  |
| 4  | Compensation .....                                        | 2  |
| 5  | Extra Work.....                                           | 2  |
| 6  | Method of Payment.....                                    | 3  |
| 7  | Disposition of Plans, Estimates and Other Documents ..... | 3  |
| 8  | Hold Harmless .....                                       | 3  |
| 9  | Professional Liability Insurance.....                     | 4  |
| 10 | Certificate of Insurance.....                             | 5  |
| 11 | Independent Contractor.....                               | 6  |
| 12 | Termination of Agreement.....                             | 6  |
| 13 | Assignment and Delegation .....                           | 6  |
| 14 | Copyrights/Patents .....                                  | 7  |
| 15 | City Employees and Officials .....                        | 7  |
| 16 | Notices.....                                              | 7  |
| 17 | Consent .....                                             | 8  |
| 18 | Modification.....                                         | 8  |
| 19 | Section Headings .....                                    | 8  |
| 20 | Interpretation of this Agreement.....                     | 8  |
| 21 | Duplicate Original.....                                   | 9  |
| 22 | Immigration.....                                          | 9  |
| 23 | Legal Services Subcontracting Prohibited .....            | 9  |
| 24 | Attorney's Fees.....                                      | 10 |
| 25 | Survival .....                                            | 10 |
| 26 | Governing Law .....                                       | 10 |
| 27 | Signatories.....                                          | 10 |
| 28 | Entirety.....                                             | 10 |
| 29 | Effective Date.....                                       | 11 |



CSGCONS-01

KCROSS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                           |                                                                  |                   |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------|
| PRODUCER<br>Alliant Insurance Services, Inc.<br>575 Market St Ste 3600<br>San Francisco, CA 94105                         | CONTACT <b>Melissa Hill</b>                                      |                   |
|                                                                                                                           | PHONE<br>(A/C, No, Ext): (415) 946-7500                          | FAX<br>(A/C, No): |
| INSURED<br><br>CSG Consultants, Inc., Precision Inspection<br>Company, Inc.<br>550 Pilgrim Drive<br>Foster City, CA 94404 | E-MAIL<br>ADDRESS: <b>Melissa.Hill@alliant.com</b>               |                   |
|                                                                                                                           | INSURER(S) AFFORDING COVERAGE                                    |                   |
|                                                                                                                           | INSURER A: <b>Travelers Property Casualty Company of America</b> |                   |
|                                                                                                                           | INSURER B: <b>Travelers Indemnity Company of America</b>         |                   |
|                                                                                                                           | INSURER C: <b>Arch Insurance Company</b>                         |                   |
|                                                                                                                           | INSURER D:<br>INSURER E:<br>INSURER F:                           |                   |
| NAIC #<br>25674<br>25666<br>11150                                                                                         |                                                                  |                   |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                            | ADDL INSD | SUBR WVD | POLICY NUMBER        | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                      |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          | 660-5R143841-TIL-20  | 12/4/2020               | 12/4/2021               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> APP. Owned Autos Only                   |           |          | 810-5R143576-20-43-G | 12/4/2020               | 12/4/2021               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>Comp/Coll Ded. \$ 2,000                                                        |
| B        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                               |           |          | ZUP-61N34906-20-NF   | 12/4/2020               | 12/4/2021               | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000                                                                                                                                                                                      |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                      |           | N/A      | UB-5R147157-20-43-G  | 12/4/2020               | 12/4/2021               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                   |
| C        | Professional Liab.                                                                                                                                                                                                                                                                                                                           |           |          | PAAEP0008805         | 12/4/2020               | 12/4/2021               | Each Claim \$5,000,000<br>Aggregate \$5,000,000<br>Deductible \$10,000                                                                                                                                                                      |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

re: All operations of the Named Insured. Certholder in full: City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers. 30 Day Notice of Cancellation on Professional per attached.

APPROVED AS TO FORM

By:   
MICHAEL E. GATES  
CITY ATTORNEY  
CITY OF HUNTINGTON BEACH

## CERTIFICATE HOLDER

## CANCELLATION

City of Huntington Beach  
2000 Main Street  
Huntington Beach, CA 92648

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# City of Huntington Beach

Business License  
(714) 536-5267 FAX (714) 536-5934

P.O. Box 190  
Huntington Beach, CA 92648-2702

**Dahle Bulosan**  
Chief Financial Officer

C S G CONSULTANTS INC  
550 PILGRAM DRIVE  
FOSTER CITY, CA 94404

Dear Business Owner:

Thank you for your payment. Attached is your City of Huntington Beach Business License certificate. Please note that approximately one month prior to the license expiration date, you will be mailed a renewal notice for the upcoming year. If for any reason your renewal notice does not arrive, you are still responsible for renewing and paying your business license prior to the expiration date. Penalties will be incurred if the payment is not received by the expiration date.

Please post the business license in public view. If you do not transact business from a fixed location within the City, you must carry this license with you at all times. If a vehicle license plate number is displayed on the Business License certificate below, you must carry a copy of the certificate in that vehicle. Please contact the Business License office if there are any changes to: ownership, address, business name, business vehicle, or type of business conducted. Additionally, please notify our office if you discontinue your business.

The Gender Tax Repeal Act of 1995 (Act) prohibits a business from discriminating based on a person's gender for prices of similar or like-kind goods and services. However, the Act does not prohibit price differences based on the amount of time, difficulty, or cost of providing the services. In addition to prohibiting discrimination based on a person's gender, the Act requires certain businesses to clearly and conspicuously disclose to customers in writing the pricing for each standard service provided. The posting requirement applies to barbers and hair salons, tailors or businesses providing aftermarket clothing alterations, dry cleaners, and laundries providing services to individuals. To access the Department of Consumer Affairs publication, please use the following webpage: [https://www.barbercosmo.ca.gov/consumers/gender\\_policy.pdf](https://www.barbercosmo.ca.gov/consumers/gender_policy.pdf). To access the publication in Korean, Spanish, Vietnamese, Traditional Chinese, Simplified Chinese, or Tagalog, please use the following webpage: <https://www.dca.ca.gov/publications/index.shtml>

There are many resources available to our business owners. Listed below are a few that might be of interest and assistance to you.

Office of Business Development - (714) 536-5582

Huntington Beach Chamber of Commerce - (714) 536-8888

CA Department of Tax and Fee Administration - (949) 440-3473

Service Corps of Retired Executives - (714) 550-7369

Fictitious Business Name Information - (714) 834-2889

Community Development - (714) 536-5271

If you have any questions, please call a Business License representative at (714) 536-5267.

## City of Huntington Beach Business License

**Business Name / Service Address**

C S G CONSULTANTS INC

**POST IN PUBLIC VIEW**

**License Number**

A239806

**Owner / Corporation**

C S G CONSULTANTS INC

**License Type**

PROFESSIONAL SERVICES



**Effective Date**

06/01/2021

**Expiration Date**

05/31/2022

**Amount Paid**

\$105.50

THIS LICENSE IS ONLY FOR THE BUSINESS AND TYPE SHOWN. IT IS FOR THE PERSON TO WHOM ISSUED AND IS NON-TRANSFERABLE. RENEWAL IS DUE ON OR BEFORE THE EXPIRATION DATE.