



City of
Los Banos
At the Crossroads of California

**REQUEST FOR QUALIFICATIONS
for
BUILDING AND FIRE PREVENTION SERVICES**

Date Released: April 8, 2026

**Questions with regard to submissions, process, or proposals
can be emailed to:**

Stacy Souza Elms
Community and Economic Development Director
stacy.souza@losbanos.org

**Proposals must be received prior to 2:00 P.M May 6, 2026
at the office of City Clerk**

**City of Los Banos
520 J Street
Los Banos, CA 93635
www.losbanos.org**

TABLE OF CONTENTS

Request for Qualifications
Building and Fire Prevention Services

Request for Qualifications	3
Project Description	5
Background	
Scope of Work	
Additional Services	
General Personnel Requirements	
Deliverables	
Materials to Be Provided by the Consultant	
Insurance Requirements	
Exhibit A: Submittal Requirements	8
Exhibit B: Proposal Evaluation	11
Exhibit C: Services.....	14
Exhibit D: Sample Contract Agreement	22

NOTICE

Request for Qualifications

For

Building and Fire Prevention Services

NOTICE IS HEREBY GIVEN that the City of Los Banos is seeking to enter into a professional service agreement with a qualified consultant to provide building and fire prevention services including on-call certified building official, building permit processing, building and fire inspection, building and fire safety plan check, and on-call services.

All qualified consultants interested in providing these services are invited to submit their proposal. The proposals will be evaluated and ranked according to the criteria provided in Exhibit B, "Proposal Evaluation," of this Request for Qualifications (RFQ).

It shall be the Consultant's responsibility to check the City of Los Banos' website (www.losbanos.org) to obtain any addenda that may be issued.

The Consultant's attention is directed to Exhibit A, "Submittal Requirements."

Submit five (5) hard copies and one (1) electronic copy in PDF format on a USB flash drive of the Consultant's proposal. The hard copies and USB flash drive shall be mailed or submitted to the City of Los Banos, 520 J Street, Los Banos, CA 93635, prior to **2:00 P.M. PST on May 6, 2026**. Proposals shall be submitted in a sealed package clearly marked "Building and Fire Prevention Services" and addressed as follows:

City of Los Banos
Attention: City Clerk
520 J Street
Los Banos, CA 93635

No late submittals will be accepted. The City may conduct interviews of the top-ranking consultants in order to make a final selection. The successful consultant will be recommended to the City Council for authorization to enter into a Professional Services Agreement.

Failure to comply with the requirements set forth in this Request for Proposal may result in disqualification. Proposals and/or modifications received subsequent to the hour and date specified above will not be considered. Submitted proposals may be withdrawn at any time prior to the submission time specified in this Request for Proposal, provided notification is received in writing before the submittal deadline. Proposals cannot be changed or withdrawn after the submittal deadline. No handwritten notations or corrections will be allowed. The responding Consultant is solely responsible for all costs related to the preparation of the proposal.

The City of Los Banos reserves the right to reject all proposals and to waive any minor informalities or irregularities contained in this proposal. Acceptance of any proposal submitted pursuant to this Request for Proposal shall not constitute any implied intent to enter into a contract.

The contract award, if any, will be made to the consultant who, in the City's sole discretion, is best able to perform the required services in a manner most beneficial to the City. The Consultant shall not include cost proposal in this submission.

The City intends to follow, but will not be bound by, the following selection timeline:

Release of Advertisement of RFQ		04/08/2026
Deadline to Submit Questions/Clarifications	5:00 P.M.	04/22/2026
Addendum/Questions/Clarifications Posted	5:00 P.M.	04/29/2026
Deadline for Proposal Submittal	2:00 P.M.	05/06/2026
Consultant Interview (if necessary)	TBD	Week of 5/18/2026
Consultant Selection		June 2026
Award Date (Tentative)		06/17/2026

Any questions with regard to submissions, process, or proposals can be emailed to Stacy Souza Elms, Community and Economic Development Director at stacy.souza@losbanos.org. Questions shall be submitted before 5:00 P.M. PST on April 22, 2026. Any response to a request for clarification, questions and answers will be posted to the City's website at www.losbanos.org no later than 5:00 P.M. PST on April 29, 2026 and if necessary, shall become a part of the proposal as an addendum.

The Request for Qualifications can be viewed and/or obtained from the City of Los Banos website at www.losbanos.org.

No oral questions or inquiries about the RFQ shall be accepted.

PROJECT DESCRIPTION

The City of Los Banos (herein referred to as “City”) is currently seeking a qualified consultant (herein referred to as “Consultant”) with experience in building and fire prevention services. The Consultant will provide regular and on-call services that related to plan check, inspection, and permit administration for Building Division and Fire Prevention Division.

The intent of this RFQ is to evaluate each interested consultant specific qualifications, experiences, and select the best-qualified consultant. In addition, all interested consultants shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants and financial resources to carry out the work without delay or shortcomings. The work will be performed according to the attached Agreement for Services.

The city intends to award a contract to one successful consultant for the services proposed by that consultant. However, all contracts are subject to approval by the Los Banos City Council, and the city reserves the right to not award any such contract at the discretion of the Council.

SCOPE OF WORK

The services and required Tasks for this RFQ can be found in Exhibit C, “Services.”

ADDITIONAL SERVICES

The need for additional type services may be required during the term of the contract. The selected Consultant will need to submit a fee schedule for key staff which may be directly involved in the works outside of the scope of services above. This fee schedule shall be on an hourly basis.

GENERAL PERSONNEL REQUIREMENTS

The consultant’s personnel shall be capable, competent, and experienced in performing the types of work in the Contract with minimal instruction. Personnel skill levels should match the specific job classifications, as set forth herein or in the consultant’s Cost Proposal and task complexity. The consultant’s personnel shall be knowledgeable about, and comply with, all applicable Federal, State and Local laws and regulations.

The consultant is required to submit a written request and obtain the City’s Contract Administrator’s prior written approval for any substitutions, additions, alterations, or modifications to the consultant’s originally proposed personnel and project organization, as depicted on the proposed consultant’s organization chart or the consultant’s cost proposals. The substitute personnel shall have the same job classification as set forth herein or in the consultant’s Cost Proposal not exceed the billing rate, and meet or exceed the qualifications and experience level of the previously assigned personnel, at no additional cost to the City.

The consultant’s Contract Administrator shall have a documented minimum five (5) years of demonstrated experience acceptable to City in management and delivery of similar projects for local agencies.

In addition to other specified responsibilities, the consultant’s Project Administrator shall be responsible for all matters related to the consultant’s personnel, subconsultants, and consultant’s and subconsultants’ operations including, but not limited to, the following:

- a. Ensuring that deliverables are clearly defined and those criteria are specific, measurable, attainable, realistic and time-bound.
- b. Supervising, reviewing, monitoring, training, and directing the consultant’s and subconsultants’ personnel.

- c. Assigning qualified personnel to complete the required Task Order work in coordination with the City Contract Administrator.
- d. Administering personnel actions for consultant personnel and ensuring appropriate actions taken for subconsultants' personnel.
- e. Maintaining and submitting organized project files for record tracking and auditing.
- f. Assuring that all applicable safety measures are in place.
- g. Providing invoices in a timely manner and providing monthly contract expenditures.
- h. Reviewing invoices for accuracy and completion before billing to City.
- i. Managing subconsultants.
- j. Managing overall budget for Contract and provide report to the City Contract Administrator.
- k. Ensuring compliance with the revisions in the Contract and all specific Task Order requirements.
- l. Knowledge, experience, and familiarity with prevailing wage issues and requirements in the State of California.

DELIVERABLES

As agreed upon by the City and consultant.

SCHEDULE

As agreed upon by the City and consultant.

METHOD OF PAYMENT

Consultant shall be paid based on the Specific Rate of Compensation as negotiated for this Contract and for the amount as agreed upon by the City and Consultant.

MATERIALS TO BE PROVIDED BY THE CONSULTANT

Unless otherwise specified, the consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate.

INSURANCE REQUIREMENTS

Before the City executes an Agreement for services, Contractor shall provide a certificate of insurance evidencing the following:

- Workers' Compensation Coverage. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.
- General Liability Coverage. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence, four million dollars (\$4,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. Consultant's general liability policies shall be primary and non-contributory, and be endorsed using Insurance Services Office form CG 20 10 to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction contracts, an endorsement providing completed operations to the additional insured, ISO form CG 20 37, is also required.

- Automobile Liability Coverage. Consultant shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than two million dollars (\$2,000,000) per accident. If Consultant owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.
- Professional Errors and Omissions Insurance. Consultant shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of one million dollars (\$1,000,000) per claim and not less than two million dollars (\$2,000,000) in the annual aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement. The cost of such insurance shall be included in Consultant's bid.
- Each liability insurance certificate shall state that coverage afforded therein is primary and shall bear endorsements that provide the City be given at least 30 days written notice before any material change or cancellation of such policy, for any reason.

EXHIBIT A – SUBMITTAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of the proposals by all consultants. The intent of these guidelines is to assist consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposal's shall contain the following information in the order listed:

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Stacy Souza Elms
520 J Street
Los Banos, CA 93635

The letter shall be on consultant letterhead and include the consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be signed by the individual authorized to bind the consultant to the proposal.

2. Consultant Information, Qualifications & Experience

The City will only consider submittals from consultants that demonstrate they have successfully completed comparable services. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) current contracts which include the following information:

1. Contracting agency
2. Contracting agency Project Administrator/Contact Person including name, address and phone
3. Contracting agency contact information
4. Contract amount
5. Date of contract
6. Date of completion
7. Consultant Project Administrator and contact information

3. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subconsultants and number of project staff, facilities available and experience of your team as it relates to this contract. Provide an organizational chart.
2. Describe your project and management approach.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Administrator, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

4. Demonstrate that the consultant's Project Administrator and project staff have sufficient availability and/or that consultant has sufficient resources to timely deliver City's projects.

4. Past Experience on Municipal Projects

Include a description of past municipal projects (minimum of five) in which your firm has been involved, for comparable cities including the following:

- Project Description
- Year of Completion
- Construction Cost (or consultant cost, if not an infrastructure project)
- City Contact

5. Conflict of Interest Statement

Throughout the term of the awarded contract, any person, firm or subsidiary thereof who may provide, has provided or is currently providing design engineering services and/or construction engineering services under a contractual relationship with a construction contractor(s) on any City project related to this solicitation.

Similar to the disclosures regarding contractors, all firms are also required to disclose throughout the term of the awarded contract, any design engineering services including claim services, lead project management services and construction engineering services provided to all other clients on any City project listed in this solicitation.

In addition to the disclosures, the consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

The consultant shall ensure that there is no conflict before providing services to any construction contractor on any of the City's projects related to this solicitation. The submitted documentation will be used for determining potential conflicts of interest. The City will use this documentation to determine whether the firm may provide the specified services under this contract.

If a consultant discovers a conflict during the execution of an assigned task order, the consultant must immediately notify the City Contract Administrator regarding the conflicts of interest. The City Contract Administrator may terminate the Task Order involving the conflict of interest and City may obtain the conflicted services in any way allowed by law. Failure by the consultant to notify the City Contract Administrator may be grounds for termination of the contract.

6. Litigation

Indicate if the proposing consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

7. Contract Agreement

Indicate if the proposing consultant has any issues or needed changes to the proposed contract agreement included as Exhibit D.

The consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

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EXHIBIT B – PROPOSAL EVALUATION**EVALUATION PROCESS**

All submittals will be evaluated by City Selection Committee. The Committee may be composed of City staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Contract Administrator/Project Administrator only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each submittal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any submittal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the City requirements as set forth in this RFQ.

The selection process may include oral interviews. The proposer will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted. In the event that the City receives no more than three proposals, the City may opt to not conduct an oral interview.

EVALUATION CRITERIA

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A submittal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any proposal is five hundred (500) points.

0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of submittal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of submittal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

The consultant determined to be the most qualified, in the City's sole discretion, shall be based on the following point grading system:

1. Quality of Proposal: 15 points

- 2. Qualification and Experience: 20 points
- 3. Organization and Approach: 20 points
- 4. Past experience: 10 points
- 5. Staff Availability: 25 points
- 6. Proposal Format and Completeness: 10 points

1. Quality of Proposal (15 points)

- a. Responses to this RFQ must be complete. Responses that do not include the proposal content requirements identified within this RFQ and subsequent addenda and do not address each of the items listed below will be considered incomplete.

2. Qualifications & Experience (20 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to provide the requested services as detailed in the scope of work.

3. Organization & Approach (20 points)

- a. Describes familiarity of project and demonstrates understanding of work completed to date and service objectives moving forward.
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
 - iii. Overall organization of the team is relevant to City needs.
- c. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Team successfully addresses Work Planning and Programming efforts.
 - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- d. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
- e. Working Relationship with City
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.

4. Past Experience (10 points)

- a. Consultant demonstrates experience with performance of services within the comparable cities for projects similar in nature to those related to this solicitation.
- b. Consultant demonstrates successful completion of said projects.
- c. Consultant is familiar with City standards and procedures.

5. Staff Availability (25 points)

- a. Consultant demonstrates project team staff is available and able to promptly respond to requests throughout the contract duration in order to timely deliver projects.

6. Proposal Format and Completeness (10 points)

- a. Attractive, professional appearance. (Cover, internal layout, font type and size, and illustrations/photos)
- b. Clear, concise, error-free.

8. Presentation by Team (if applicable) (10 points)

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Quality of Proposal		15	
2	Qualifications & Experience		20	
3	Organization & Approach		20	
4	Past Experience		10	
5	Staff Availability		25	
6	Proposal Format & Completeness		10	
Total:			100	
8	Presentation by Team- if applicable		10	
Total:			110	

EXHIBIT C – SCOPE OF SERVICES

1. BUILDING DIVISION ADMINISTRATION

- a. Consultant shall provide an ICC Certified Building Official. The Building Official shall be responsible for the daily administration of the Building Division activities, and shall perform the following services, including but not limited to:
 - i. Function as the Building Official as set forth in the California Building Code, in other City adopted building codes and ordinances, and as specified in Federal and State law.
 1. City may elect to add a Building Official as a City position throughout the term of the agreement and at such time the City will no longer needs a Contract Building Official, all other services would remain in effect.
 - ii. Issue Certificates of Use and Occupancy for buildings and structures.
 - iii. Manage, coordinate and oversee the building permit and plan check, building inspection, building counter and building code enforcement services so that they function as one building and safety organization.
 - iv. Maintain, amend and develop ordinances and regulations necessary to the implement and enforce the latest editions of the California Building Code, including any and all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health safety and welfare of its citizens.
 - v. Make determination on the approval and use of alternative materials and methods of construction.
 - vi. Process and prepare Planning Commission and City Council reports and recommendations, and assist in the presentation of appeals regarding building and safety matters. Attend City Council, Planning Commission and other meetings as directed.
 - vii. Prepare building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with the above codes and regulations.
 - viii. Make final interpretations concerning the application of building and safety codes.

- ix. Monitor the collection of building plan check, inspection, and permit fees and other building activity level indicators, submit monthly activity reports to the City based on this information, and notify the City of any staffing changes necessary to maintain the performance standards.
 - x. Perform all other administrative building and safety related duties, including developing and implementing office policies and procedures and assuring that files and plans are secured, organized and kept up to date.
 - xi. Meet with developers, homeowners, business owners, architects, engineers and the general public at the City or in the field, as the need dictates, to resolve grievances and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.
 - xii. Ensure all building related activity is entered into a city accessible permit tracking system in an accurate, complete and timely manner.
 - xiii. Shall designate a California-licensed Professional Engineer (PE/SE) or Licensed Architect to serve as Responsible Charge for all plan review services, in alignment with industry standards for complex and commercial plan review.
 - xiv. Maintain staff with qualifications including ICC certifications for plan examiners/inspectors and, where applicable, CASp certification for accessibility reviews.
- b. Consultant shall provide to the City the technical assistance necessary to prepare the periodic updates to the uniform building and safety, and fire codes, including any local amendments, in accordance with the schedules established by the State of California

2. BUILDING AND FIRE PLAN CHECK SERVICES

- a. Provide an ICC Certified Plans Examiner to be available at the City.
 - i. Manage, coordinate and oversee the building permit and plan check, building inspection, building counter and building code enforcement processes in the absence of the Building Official.
 - ii. Perform over-the-counter plan checks.
 - iii. Answer technical questions from the public, including inquiries regarding building and safety codes and regulations.
 - iv. Perform building plan checks.

- v. Assist in more difficult inspections, in addition to other duties as assigned.
- b. Perform architectural, structural, plumbing, mechanical and electrical plan check review for buildings and structures for compliance with applicable Federal and State laws, building and safety codes, City ordinances, and acceptable engineering practices. Plans not checked by Consultant at the City's offices may be plan checked at the Consultant's local office.
- c. Confirm building use, occupancy, and type of construction, and review construction of buildings and structures to determine satisfaction of safety requirements.
- d. Check for compliance with all applicable codes adopted by the City, including, but not limited to: Uniform Housing Code, California Building, Mechanical, Plumbing, and Electrical Codes, Uniform Swimming Pool Code, Uniform Solar Energy Code, and Sign, Tent, and Relocated Building Codes and any applicable adopted local amendment, State of California codes or regulations.
- e. Review and approve building/structural revisions to plans required during construction.
- f. Calculate building permit and plan check fees and review permit issuance.
- g. Coordinate building permit requirements and interface with City Departments and other agencies, including but not limited to the Public Works Department, Planning Division, Police Department, the Los Banos Fire Department and the Environmental Health Department of the County of Merced. This also includes Building Division review, comment and provision of "conditions of approval" for site plans and building plans as part of discretionary planning applications.
- h. Provide expedited plan check when requested by the City.
- i. Shall provide CAsp-certified personnel to conduct accessibility compliance review for new construction, alterations, and tenant improvements; prepare CAsp evaluation notes; and advise City staff and applicants on accessibility interpretations.
- j. Shall perform fully electronic plan reviews using the City's ePlan system, Tyler Technologies EP&L/Bluebeam. Consultant shall upload comments, worksheets, corrections, and approve documentation directly into the City's system.
- k. For residential alterations, ADUs, commercial tenant improvements, and similar scopes, Consultant shall target approval within two plan review cycles, barring major scope changes by the applicant.

- l. Occasional review of fire-related submittal, including but not limited to:
 - i. Fire access, apparatus access roads, and turning radii
 - ii. Fire flow and water supply requirements
 - iii. Fire hydrant locations and spacing
 - iv. Fire alarm and fire sprinkler system interface considerations (as applicable)
 - v. Occupancy classifications and fire-life safety features

3. BUILDING INSPECTION SERVICES

- a. Provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances.
- b. Inspect buildings and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances.
- c. Inspect for compliance with conditions of approval set forth by the City's Community Development Department, Planning Commission, and/or City Council.
- d. Coordinate with various City and County agencies and departments, including but not limited to the Los Banos Fire Department, Environmental Health Department of the County of Merced and other governmental agencies providing services, and/or having jurisdiction over any aspect of a development project in order to obtain compliance with the above building and safety codes and regulations.
- e. Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City. During inspections, issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.
- f. Provide transportation including vehicles, fuel, maintenance and other equipment necessary for field personnel to carry out building permit inspections and duties.
- g. Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
- h. Input daily inspection information into a permit tracking system that is accessible to City staff.
- i. Fire inspection will be on an as needed basis as requested by the City.

4. BUILDING CODE ENFORCEMENT

- a. Provide inspection, investigation, and enforcement for violations to all the above referenced building and safety codes and regulations, as well as other adopted City ordinances, which relate to building and safety issues.
- b. During inspections, prepare, document and issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.
- c. Prepare inspection logs, notice of violations and other documents of building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with the above codes and regulations.
- d. Shall support the City in enforcement of accessibility requirements, including CASp-related deficiencies identified during plan review or inspections.

5. BUILDING PERMIT ADMINISTRATION

- a. Receive, process and issue building permits and coordinate the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications.
- b. Monitor and track the status of building permit applications and plan checks for expiration and develop a process to notify applicants prior to the expiration of their building permits.
- c. Keep daily logs of building permits and inspection activities. Submit monthly, quarterly and annual reports of Consultant's activities to the City. The reports shall include, but not be limited to, the fees collected, the staffing levels provided, the staff hours expended, the number of permits issued, the number of inspections (by type) made, and other financial, operational, and statistical information pertinent to the Building Plan Check and Inspection services process.
- d. Provide public information regarding building permit applications, plan check and inspection services and related matters.
- e. Identify and collect all required fees for building permit applications and other Building Division services. Facilitate the collection of fees from other department and/or agencies that are due and payable prior to or concurrent with the issuance of a building permit.
- f. Establish, maintain and update all forms in compliance City requirements, regulations, adopted standards, State or other laws and ordinances necessary for the operation of the Building Division, including "hand-out" sheets which explain

building permit application processing procedures identified as being provided by the City.

- g. See item 9 for City Permitting System and API integration

6. DISTASTOR & EMERGENCY RESPONSE SERVICES

- a. Provide Building-Related Disaster and Emergency Recovery Services, including:
 - i. Rapid damage assessments and building safety evaluations (ATC-20/ATC-45).
 - ii. Surge inspection capacity during declared or undeclared emergency events.
 - iii. Accelerated or temporary permitting for emergency repairs, temporary power, temporary structures, and habitability clearances.
 - iv. Coordination with local emergency operations centers and City staff.

7. SERVICE DELIVERY TIMELINES

- a. The consultant shall meet the following maximum review timeframes, aligned with regional best practices:
 - i. First Reviews: (Consultant shall conduct a completeness review within 3 business days of receiving the submittal and provide a confirmation to the City/Applicant)
 - 1. SFR New: 15 business days
 - 2. SFR Addition/Alteration: 10 business days
 - 3. Commercial New: 20–28 business days
 - 4. Commercial TI: 15 business days
 - 5. Signs/ Pools/Demo: 5–10 business days
 - ii. Rechecks: 10 business days
 - iii. Expedited Review: 5-day accelerated review for eligible projects, subject to additional fees and City approval.
 - iv. Inspections: 1-business day

8. STAFFING & RESPONSE LEAD TIMES

- a. Consultant shall meet the following response windows:
 - i. Plan review assignment acceptance: within 1 business day

- ii. Plan review start: within 3 business days of assignment
- iii. Inspection requests: next business day

9. PERMITTING SYSTEM INTERFACE AND API INTEGRATIONS

- a. The City of Los Banos utilizes Tyler Technologies permitting and land management system for permit intake, plan review, workflow management, and record retention. The selected provider for building services must be capable of interfacing its existing system(s) with the City's Tyler Technologies platform, including through secure API-based integration, to support efficient electronic plan review and permitting operations.
- b. The selected consultant shall meet the following API Integration Requirements:
 - i. Demonstrate the capability of its current system(s) to integrate with Tyler Technologies via application programming interfaces (APIs) or other Tyler-supported integration methods.
 - ii. Support bi-directional data exchange, as applicable, including but not limited to:
 - 1. Plan review assignments
 - 2. Project and permit identifiers
 - 3. Uploaded plans and supporting documents
 - 4. Review comments, corrections, approvals, and status updates
 - iii. Ensure API integration enables the City to retain Tyler Technologies as the system of record for all permitting and plan review activities.
 - iv. Comply with all Tyler Technologies technical standards, security protocols, authentication requirements, and data formatting specifications required for API connectivity.
 - v. Coordinate with City staff and Tyler Technologies, as necessary, to configure, test, and validate API connections prior to full operational use.
 - vi. Maintain API compatibility throughout the term of the agreement, including accommodating updates or changes to Tyler Technologies systems or workflows implemented by the City.
- c. Security, Data Governance, and Compliance
 - i. The consultant shall:
 - 1. Ensure all API connections meet industry-standard cybersecurity practices, including encryption, access controls, and audit logging.
 - 2. Comply with all City policies related to:
 - a. Data security and confidentiality
 - b. Public records retention
 - c. User access management
 - d. Regulatory and legal compliance

3. Accept responsibility for securing its own systems and interfaces used in the integration.

d. Operational Responsibilities

- i. The consultant shall be responsible for any configuration, development, or system modifications required on the provider's side to enable API integration with Tyler Technologies, unless otherwise specified in the agreement.
- ii. The City will not be required to adopt, migrate to, or rely on the consultant's proprietary system as the primary permitting platform.
- iii. All official permit records, approvals, and plan review outcomes must be accessible and retained within the City's Tyler Technologies system.

EXHIBIT D – SAMPLE CONTRACT AGREEMENT

SAMPLE-SUBJECT TO MODIFICATION

PROFESSIONAL SERVICES AGREEMENT

[Consultant Name]

THIS AGREEMENT is made and entered into this ____ day of _____ 2026, by and between the City of Los Banos, a California municipal corporation (herein referred to as “City”) and << Consultant Name >> (herein referred to as “Consultant or Auditor”).

RECITALS

A. WHEREAS, City proposes to have Consultant perform the services described herein below;

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated;

C. WHEREAS, City has solicited and received a proposal from Consultant, has reviewed the previous experience and evaluated the expertise of Consultant, and desires to retain Consultant to render professional services under the terms and conditions set forth in this Agreement;

D. WHEREAS, City and Consultant desire to contract for specific services described below and desire to set forth their rights, duties and liabilities in the services to be performed; and

E. WHEREAS, no official or employee of City has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1. **The Contract Documents.** The complete Contract consists of the following documents: This Professional Services Agreement and attached Exhibits; the City’s Request for Proposals for Specialized Auditing Services dated <<Date>>; Auditor’s Proposal for Specialized Auditing Services dated <<Date>>. These documents are all incorporated by reference. The documents comprising the complete contract are collectively referred to as the Contract Documents. Any and all obligations of the City and the Auditor are fully set forth and described therein. All of the above documents are intended to cooperate so that any work called for in one

and not mentioned in the other or vice versa is to be executed the same as if mentioned in all documents. In the event of any conflict between the printed provisions of this Contract and those of the City's Request for Proposal and Auditor's Proposal for Specialized Auditing Services, the provisions of this Contract shall prevail.

2. **Term.** The term of this Agreement shall commence on <<Date>> and shall terminate upon completion of specialized auditing services <<Date>> through <<Date>>, as set forth in **Exhibit A**, unless terminated earlier as set forth herein.

3. **Scope of Services.** Consultant shall provide the professional services described in **Exhibit A** attached hereto and incorporated herein by this reference and as set forth in Auditor's Proposal of Specialized Auditing Services dated <<Date>> attached hereto as **Exhibit B** and incorporated herein by this reference.

Notwithstanding services described above, the City may request and Consultant may agree to perform other services. The scope of such services and compensation shall be agreed to in writing, signed by both parties and shall become a part of this Agreement.

3.1. All professional services shall be performed by Consultant or under Consultant's supervision. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional Consultants in accordance with sound professional practices.

3.2 Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

4. **Time of Performance.** Time is of the essence in the performance of services under this Agreement and the services shall be performed to completion in a diligent and timely manner in accordance with the time requirements set forth in **Exhibit C** attached hereto and incorporated herein by this reference. The failure by Consultant to perform the services in a diligent and timely manner may result in termination of this Agreement by the City.

Notwithstanding the foregoing, Consultant shall not be responsible for delays due to causes beyond Consultant's reasonable control. However, in the case of any such delay in the services to be provided for the Project, each party hereby agrees to provide notice to the other party so that all delays can be addressed.

5. **Compensation.** City shall pay Consultant for the services on a time and expense not-to-exceed basis in accordance with the provisions of this Section and the Pricing Proposal submitted by Consultant attached hereto as **Exhibit D** and incorporated herein by reference.

Consultant's compensation for all work performed in accordance with this Agreement, including all reimbursable items and sub Auditor fees, shall not exceed the annual amounts set forth in the Audit Work Cost Proposal Form set forth in **Exhibit D** unless authorized in writing by the City and approved by the City Council.

5.1 Consultant shall submit monthly invoices to City describing the work performed the preceding month. Consultant's bills shall include the name of the person who performed the work, a brief description of the services performed and the specific Task in the Scope of Services to which it relates, the date the services were performed, the number of hours spent on all work billed on an hourly basis, and a description of any reimbursable expenditures. No billing rate changes shall be made during the term of this Agreement without the prior written approval of City. City shall pay Consultant no later than thirty (30) days after receipt of the monthly invoice by the City.

5.2 City shall reimburse Consultant only for those costs or expenses specifically approved in this Agreement, or specifically approved in advance by City. Unless otherwise approved, such costs shall be limited and in accordance with Schedule of charges set forth in the Proposal attached hereto as **Exhibit D** and incorporated herein by reference.

5.3 Consultant shall not receive any compensation for Additional Work without the prior written authorization of City. As used herein, "Additional Work" means any work that is determined by City to be necessary for the proper completion of the Project, but which is not included within the Scope of Services and which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Compensation for any authorized Additional Work shall be billed in accordance with the Billing Rates as set forth in **Exhibit D** and on the terms set forth in this Article 5.

6. **Contract Administration.** The Finance Director shall have the authority to act for City under this Agreement. The Finance Director or his/her authorized representative shall represent City in all matters pertaining to the services to be rendered pursuant to this Agreement. Consultant shall designate a representative for purposes of this Agreement who shall have the authority to act for Consultant under this Agreement.

7. **Indemnification.** When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend, and hold harmless City and any and all of its officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent the Consultant (and its Sub consultants), are responsible for such damages, liabilities and costs on a comparative basis of fault between the Consultant (and its Sub consultants) and the City in the performance of professional services under this agreement.

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend, and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs,

court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or City for which Consultant

is legally liable, including, but not limited to officers, agents, employees, or subcontractors of Consultant.

Notwithstanding the foregoing, nothing herein shall be construed to require Consultant to indemnify the Indemnified Parties from any Claim arising from the active negligence or willful misconduct of the Indemnified Parties. Nothing in this indemnity shall be construed as authorizing any award of attorney's fees in any action on or to enforce the terms of this Agreement. 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 the Consultant.

In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant's performance of this agreement, the Consultant shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

8. **Insurance.** Without limiting Consultant's indemnification of City, and prior to commencement of work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, a policy or policies of liability insurance of the type and amounts described below and in a form satisfactory to City.

A. **Certificates of Insurance.** Consultant shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. Insurance certificates must be approved by the City Attorney prior to commencement of performance or issuance of any permit. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement.

B. **Signature.** A person authorized by the insurer to bind coverage on its behalf shall sign certification of all required policies.

C. **Acceptable Insurers.** All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City Attorney.

D. **Coverage Requirements.**

i. **Workers' Compensation Coverage.** Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at

least one million dollars (\$1,000,000). Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

ii. General Liability Coverage. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence, four million dollars (\$4,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. Consultant's general liability policies shall be primary and non-contributory, and be endorsed using Insurance Services Office form CG 20 10 to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction contracts, an endorsement providing completed operations to the additional insured, ISO form CG 20 37, is also required.

iii. Automobile Liability Coverage. Consultant shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than two million dollars (\$2,000,000) per accident. If Consultant owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

iv. Professional Errors and Omissions Insurance. Consultant shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

E. Endorsements. Each general liability and automobile liability insurance policy shall be endorsed with the following specific language:

i. The City, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Consultant.

ii. This policy shall be considered primary insurance as respects to City, its elected or appointed officers, officials, employees, agents and volunteers as respects to all claims, losses, or liability arising directly or indirectly from the Consultant's operations or services provided to City. Any insurance maintained by City, including any self-insured retention City may have, shall be considered excess insurance only and not contributory with the insurance provided hereunder.

iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

iv. The insurer waives all rights of subrogation against City, its elected or appointed officers, officials, employees, agents and volunteers.

v. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to City, its elected or appointed officers, officials, employees, agents or volunteers.

vi. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits, by either party except after thirty (30) calendar days (10 calendar days written notice of non-payment of premium) written notice has been received by City.

8.1 Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

9. **Nondiscrimination.** In the performing of this Agreement, Consultant shall not discriminate against any subcontractor, employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation race, religion, color, national origin, handicap, ancestry, sex or age.

10. **Independent Contractor.** It is understood that City retains Consultant on an independent contractor basis and Consultant is not an agent or employee of City. The manner and means of conducting the work are under the control of Consultant, except to the extent they are limited by statute, rule or regulation and the expressed terms of this Agreement. Nothing in this Agreement shall be deemed to constitute approval for Consultant or any of Consultant's employees or agents, to be the agents or employees of City. Consultant shall have the responsibility for and control over the means of performing the work, provided that Consultant is in compliance with the terms of this Agreement. Anything in this Agreement that may appear to give City the right to direct Consultant as to the details of the performance or to exercise a measure of control over Consultant shall mean only that Consultant shall follow the desires of City with respect to the results of the services.

10.1 The Consultant shall at all times remain an independent contractor with respect to the services to be performed under this Agreement and shall be responsible for the payment of Federal and State Employer Withholding Taxes, Unemployment Insurance Taxes, FICA Taxes, Retirement, Life and/or Medical Insurance, and Worker's Compensation Insurance for the employees of the Consultant or any other person performing services under this Agreement. Consultant and its employees are not entitled to the rights or benefits afforded to City's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. Consultant agrees to indemnify and hold City harmless from any claims, costs, losses, fees, penalties, interest, or damages suffered by City as a result of any claim by any person or entity contrary to the provisions of this Section 10.

11. **Ownership of Documents.** All documents, information and materials of any and

every type prepared by the Consultant pursuant to this Agreement shall be the property of the City. Such documents shall include but not be limited to all findings, reports, documents, information and data including, but not limited to, electronic media, computer tapes or discs, files, and tapes furnished or prepared or accumulated by the Consultant in performing work under this Agreement, whether completed or in process.

12. **Confidentiality.** All City information disclosed to Consultant during the course of performance of services under this Agreement shall be treated as confidential and shall not be disclosed to any other persons or parties except as authorized by City, excepting that information which is public record and subject to disclosure pursuant to the Public Records Act, or otherwise required by law. All documents, including drafts, notes and communications that result from the services in this Agreement, shall be kept confidential unless City authorizes in writing the release of information, excepting that information which is public record and subject to disclosure pursuant to the Public Records Act, or otherwise required by law.

13. **Access to Records.** Consultant shall maintain all books, records, documents, accounting ledgers, and similar materials relating to work performed for City under this Agreement on file for at least three (3) years following the date of final payment to Consultant by City. Any duly authorized representative(s) of City shall have access to such records for the purpose of inspection, audit and copying at reasonable times, during Consultant's usual and customary business hours. Consultant shall provide proper facilities to City's representative(s) for access and inspection. Consultant shall be entitled to reasonable compensation for time and expenses relate to such access and inspection activities, which shall be considered to be an additional service to the City, subject to the provisions of Section 4 hereinabove.

14. **Conflict of Interest.** The Consultant or its employees may be subject to the provisions of the California Political Reform Act of 1974 (the "Act"), which (1) requires such persons to disclose any financial interest that may foreseeably be materially affected by the work performed under this Agreement, and (2) prohibits such persons from making, or participating in making, decisions that will foreseeably financially affect such interest.

If subject to the Act, Consultant shall conform to all requirements of the Act. Failure to do so constitutes a material breach and is grounds for immediate termination of this Agreement by City. Consultant shall indemnify and hold harmless City for any and all claims for damages resulting from Consultant's violation of this Section.

Consultant represents that neither Consultant, nor any of its employees, agents or subcontractors, have a conflict of interest with respect to the work to be performed under this Agreement, nor shall such individuals, during this term of this Agreement, acquire any interest, which would conflict in any manner with the performances of services hereunder.

15. **Assignment.** This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City.

Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

16. **Compliance with Laws, Rules, Regulations.** Consultant shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

17. **Integration; Amendment.** This Agreement represents the entire understanding of City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in it. This Agreement may not be modified or altered except by amendment in writing sign by both parties.

18. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null, and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall continue to be in full force and effect.

19. **Waiver/Validity.** Consultant agrees that waiver by City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver of any other condition of performance under this Agreement. The acceptance by the City of the performance of any work or services by Contractor shall not be deemed to be a waiver of any term or condition of this Agreement.

20. **Jurisdiction.** City and Consultant agree that the law governing this Agreement shall be that of the State of California. Any suit brought by either party against the other arising out of the performance of this Agreement shall be filed and maintained in the County of Merced.

21. **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain a valid Business License from City during the term of this Agreement.

22. **Notice.** Any notices required to be given pursuant to this Agreement shall be

deemed to have been given by their deposit, postage prepaid, in the United States Postal Service, addressed to the parties as follows:

To City:

City of Los Banos

Community and Economic Development Director

520 J Street

Los Banos, California 93635

To Consultant:

<<Name>>

<<Address>>

Nothing hereinabove shall prevent either City or Consultant from personally delivering any such notices to the other.

23. **Acceptance Of Facsimile Or Electronic Signatures.** The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

24. **Termination.** City may, in its sole discretion, terminate this Agreement at any time and for any reason whatsoever by giving written notice of such termination to Consultant. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. In the event of such termination, Consultant shall be entitled to compensation for all services rendered and work performed for City to the date of such termination.

[SIGNATURES BEGIN ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below.

<<Name>>

Date: _____, 20__

by: <<Name>> <<Title>>

CITY OF LOS BANOS, a California
municipal corporation

Date: _____, 20__

by: Soknirorn Than, City Manager

ATTEST: CITY CLERK

Lucille L. Mallonee, City Clerk

APPROVED AS TO FORM:

Mary Lerner
City Attorney

Exhibits to be added by Staff

SAMPLE