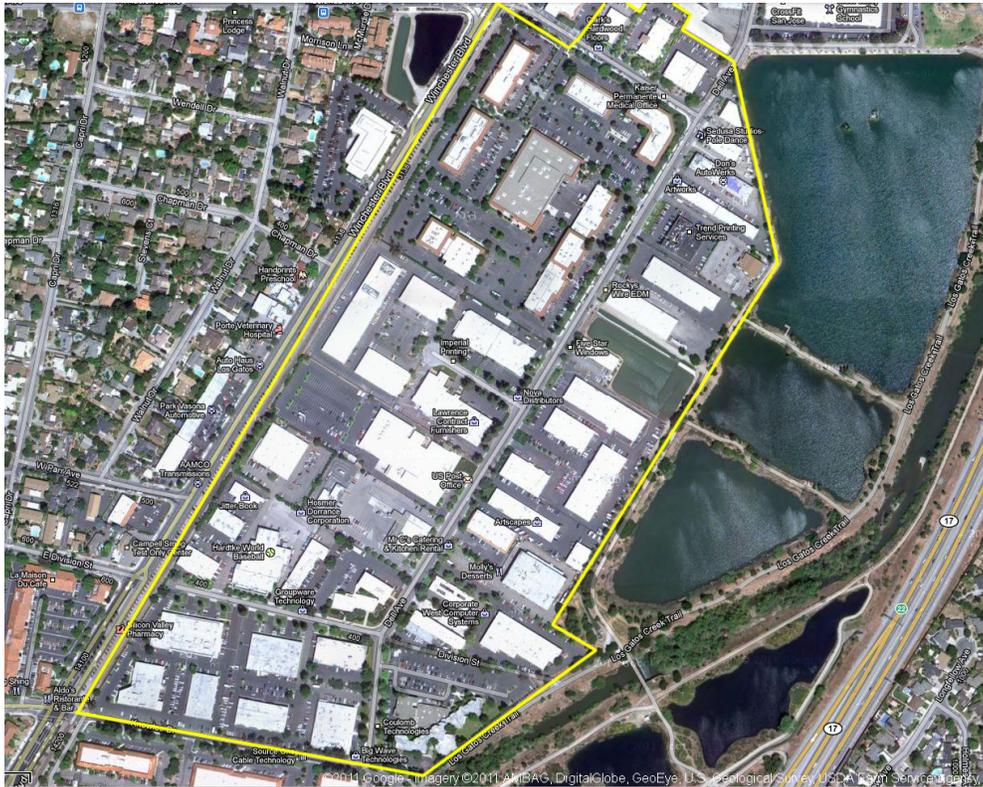


REQUEST FOR PROPOSALS

DELL AVENUE AREA PLAN (DAAP)

Land Use, Economic Development, Streetscape Design,
and Traffic Engineering Consultant Services



April 8, 2013

**City of Campbell
Community Development Department
70 N. First Street
Campbell, CA 95008**

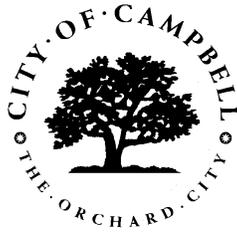


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Background

The City of Campbell is requesting proposals from firms or individuals for consulting services to prepare an Area Plan for the City's only designated Controlled Manufacturing/Research and Development Business Park. One of the main purposes behind the City Council's desire to create an Area Plan is to provide development opportunities that will encourage the retention and attraction for "High Tech" companies to locate in the City of Campbell.

In late 2011, the City Council Economic Development Subcommittee discussed the ability to become more competitive in retaining and attracting "High Tech" office and Research and Development companies. The focus was in the City's Research and Development Park located on Dell Avenue. In order to understand the market place and the various needs of such companies, staff solicited the opinions from professionals in the commercial leasing field. Basically, staff wanted to evaluate the realistic opportunities of this area based on its size, location, accessibility to freeways and mass transit, recreational amenities, and proximity to a vibrant downtown.

Staff's initial scenario was to double the amount of square footage assuming traffic volumes could be accommodated. Based on opinions from prominent local real estate industry strategic thinkers, the proposed idea was favorably viewed. An Area Plan was determined to be the vehicle necessary to achieve this goal.

At the City Council's April 3, 2012 Budget Study Session, the Dell Avenue Area Plan was introduced as a Community Development Department Work Plan Item for FY 2013. According to the staff report, the Work Plan item #551 involved the development of a plan to consider the establishment of development standards and densities for creating a high tech corridor. The proposal was conceptually supported by the City Council and eventually approved in the FY 2013-2017 Capital Improvement Plan (CIP), on May 7, 2102.

Prior to the preparation of this Request for Proposal, the City Council conducted a "kick-off" Study Session on October 2, 2012 in order to more clearly articulate the conceptual vision of such a planning document. Some of the Council's comments included:

- Looking for relatively dense business-to-business companies.
- Establish non-conforming amortization provisions.
- Reduce unnecessary permit processing barriers.
- Oppose the introduction of any residential land uses.
- Establish floor area allowances that attract the targeted businesses.
- Diversification of uses is important.
- Consultant to firmly understand what works in other communities.

In addition to the above comments, commercial real estate professionals have indicated that an increase in the parcels' Floor Area Ratio (FAR) will provide greater development opportunities. However, the City understands that this will need to be thought through

The subject business park is currently zoned Controlled Manufacturing (C-M) as illustrated on the above zoning map, in dark gray color. This area is located in the most southern region of the City and is surrounded by Winchester Boulevard and the Union Pacific Railroad to the west, the Town of Los Gatos to the south, the Los Gatos County Park with percolation ponds to the east, and the City's Light Industrial (M-1) zone district (as illustrated in light gray color) to the north.

An important attribute to this area is the Valley Transportation Agency's (VTA) plan to extend the light rail service down to the Town of Los Gatos' "Vasona Junction." There is a vacant parcel immediately next to Netflix that would accommodate the end of the light rail line. An additional stop is planned for the intersection of Hacienda Avenue and Winchester Boulevard, which could realistically serve the Dell Avenue area.

The subject business park gains vehicular access off of Winchester Boulevard via two streets – Knowles Drive from the south and Hacienda Avenue from the north. There are also two additional points of vehicular access that merge onto Dell Avenue; Old Camden Road and San Tomas Expressway via East Sunnyoaks Avenue from the north. In addition to vehicular access points, the Los Gatos Creek Trail offers several pedestrian and bicycle points of access through the Los Gatos Creek County Park.

Preliminary Scope of Work

The following Preliminary Scope of Work is presented as an initial outline to allow the consultants to gauge the minimum level of work requested and to submit a realistic project proposal. If the consultant identifies opportunities to improve the required scope of work leading to a stronger more functional planning document, please submit proposals for alternative options.

It should be noted that there are a variety of ways to apply the City's vision to retain and attract high tech businesses. One way would be to change the current zone district to Planned Development (PD) to allow for the overlay of an Area Plan. The Area Plan would then include specific standards to achieve greater floor area ratios or land use types. A second way is to maintain the existing zone district and apply an Area Plan as a guideline that more clearly describes how the area should be developed. In terms of floor area ratios (FAR), the current zoning provisions allow for increases beyond the maximum FAR and an Area Plan could serve as a guide to explain how focused land uses can take advantage of this current allowance.

There are probably other planning tools to achieve the City's ultimate goal, and the creativity of the selected consultant will be closely considered. With that said, the following represents the basic scope of services:

Project Planning and Background Information Review

- Determine if the scope of work includes the steps necessary to prepare an Area Plan that will realize the City's goals. You are encouraged to include additional

steps and options so long as the final product will achieve a stronger planning document.

- Review staff's land use survey that includes information relative to lot sizes, ownership interests, use descriptions, and structure sizes. Amend the survey, if deemed necessary, to obtain an improved understanding of the baseline conditions.
- Review the preliminary project schedule and amend if it is determined that a different schedule will achieve an improved planning process and document.
- Administer an understanding of the amenities and improvements needed to retain and attract high tech business-to-business companies, which will involve reaching out to specialists in this field.

Community Facilitation and Management

- Attend one (1) kick-off meeting with staff.
- Facilitate a minimum of eight (8) community meetings with the appointed Community Advisory Committee (CAC). It is anticipated that Meetings 1 and 2 would orient the CAC to the Area Plan process whereby goals and objectives of the Plan would be established. Meetings 3 and 4 would discuss the establishment of development and design standards. Meetings 5 and 6 would discuss the establishment of transportation, parking, and circulation needs to serve the area. Meeting 7 would involve the presentation of the draft plan incorporating the CAC's suggestions. If additional comments are suggested resulting in the need to review the changes, Meeting 8 will accomplish this task.
- Actively participate in two (2) joint study sessions with the City Council and/or Planning Commission.
- Present Area Plan at two (2) Planning Commission meetings.
- Present project at two (2) City Council meetings.

(Please note that the sub-consultants will need to attend meetings that are relevant to the discussion. Their time should be factored into the total project cost. Billing rates per hour for each sub-consultant shall be provided).

Opportunities and Constraints Analysis

- Based on the review and analysis of the available existing information and input from City staff and the CAC, develop a constraints and opportunities analysis.
- Identify and analyze opportunities and constraints that might affect implementation of the Area Plan.
- Identify issues of right-of-way, traffic, land use, parking, bike and pedestrian access and circulation, beautification, and any other pertinent areas of concern or opportunity.
- Using the above, prepare an opportunities and constraints diagram.

Land Use, Permit Process and Environmental

- Create an Area Plan Vision through the help of the CAC and community input.
- Identify ideal or preferable land uses for the area.
- Develop specific goals, policies, development standards, design guidelines, transportation improvements and implementation measures with the intent to provide development opportunities that will retain and attract “high tech” companies.
- Develop standards that are concise enough to provide an objective and rational basis for decision making and code compliance.
- Suggest strategies to increase on-site parking supplies while maximizing building development potential.
- Prepare graphic illustrations to more effectively visualize the specific goals, policies, development standards, design guidelines, transportation improvements and implementation measures. Plan, elevation, and oblique angle graphics should be used that correspond to the regulations.
- Perform an analysis and possibly introduce new land uses strategically placed within the project area that will cater to the main “high tech” uses.
- Reach out to specialists in this field such as Silicon Valley Leadership Group and others.
- Create an amortization process that will address undesirable existing land uses that would need to discontinue operation within a specific time period.
- Prepare an accelerated permit process to fast-track decision-making based on objective standards.
- Provide a summary of public improvements, their associated costs, and recommendations for improvements for ongoing economic and other enhancement programs. Include a discussion of the methods to be used for infrastructure financing and a program for implementation.
- Complete all CEQA documentation and coordination required for the adoption of the Plan.

Transportation, Circulation and Parking

- Recommend specific capital improvements necessary to improve streets, sidewalks, landscape medians, intersection and pedestrian crossings, connections to the adjoining creeks trail, and the placement of VTA’s plans to extend the light rail along Winchester Boulevard.
- Analyze Dell Avenue to determine if additional on-street parking can be provided to increase the area’s parking supply.
- Obtain and work off of traffic studies the Town of Los Gatos prepared for their Albright Office Park project and the Affordable Housing Overlay Zone (AHOZ) General Plan Amendment project for consistency with previously used methodologies, as well as any other recent studies in the area.
- Prepare a full transportation impact analysis (TIA) conforming with the most recently updated Santa Clara County Congestion Management Program (CMP) *Transportation Impact Analysis Guidelines* (CMP Guidelines) unless noted

otherwise below. Scope of the TIA shall include the following conditions for both the AM and PM peak hours both with and without a Vasona Light Rail Extension to Vasona Junction.

- Existing
 - Background (Existing + Approved Project Trips)
 - Existing + Project Trips
 - Background + Project Trips
 - Cumulative
- Determine the study intersections based on the CMP Guidelines and confirm with City of Campbell staff the study intersections, approved projects, trip generation, trip reduction factors, and trip distribution pattern prior to evaluating intersection level of service.
 - Address the following project-specific issues:
 - **Weekday trip generation for AM and PM peak hours and Daily trips.** The consultant may use ITE trip generation rates or furnish trip generation data and rates based on comparable sites in the area. Trip reduction factors should be confirmed with City staff prior to evaluation. The consultant shall provide documentation supporting trip reduction factors.
 - **Weekday AM and PM peak hour intersection level of service (LOS) analysis for the study intersections.** The level of service analysis shall be based on the 2003 *Traffic LOS Analysis Guidelines* (adopted in June, 2003) which may be downloaded from the CMP website at www.vta.org/news/vtacmp under the directory Technical Guidelines. The HCM 2000 LOS operations method shall be used. City staff will furnish for consultant's use the updated TRAFFIX 8.0 file.
 - Address project impacts and recommend mitigation measures.
 - **Traffic signal warrant analysis.** The TIA shall evaluate whether a traffic signal is warranted at the Hacienda Avenue/Dell Avenue intersection. Traffic signal warrant analysis shall be based on the most recent edition of the California *Manual on Uniform Traffic Control Devices*. Due to limited traffic data, the consultant will be permitted to base findings on Warrant 3 (Peak Hour).
 - **Complete Streets.** The TIA shall evaluate the area's transportation system to meet the needs of all users, all transportation modes, and skill levels.
 - **Neighborhood Traffic.** The TIA shall evaluate whether the project will impact nearby residential streets including Hacienda Avenue west of Winchester Boulevard.
 - The Traffic Infusion on Residential Environments (TIRE) analysis is an acceptable method for evaluating impacts on residential streets. Pending staff approval, Consultant may use another method.
 - The City will provide 24-hour traffic volume and speed data for Hacienda Avenue.
 - The TIA shall address traffic impacts and recommended mitigation measures. Consultant's recommendations shall be consistent with the

policies established by the City's Neighborhood Traffic Management Program (NTMP).

- Consultant shall submit five copies of the draft TIA to the City's contact person. Following the City's review of the draft document, the consultant shall revise the study to respond to City comments. Consultant shall submit ten copies of the second draft TIA to the City's contact person for City's and other agencies' review (e.g., VTA, County of Santa Clara, Los Gatos). After receiving comments from the City and other agencies and revising the second draft to respond to City and agencies' comments, the consultant shall submit 12 bound copies and one reproducible copy of the final report to the City's contact person. The City reserves the right to require multiple submittals of draft documents if the quality of the analysis is inadequate.
- Traffic engineering consultant shall attend Planning Commission and City Council study sessions and public hearings as the plan is being reviewed.

Preparation of a Draft Area Plan

The Consultant will create a draft Area Plan and eventually a final Area Plan which includes the above information contained in the following format.

- Summary
- Area Plan vision
- Background and overview
- Existing conditions
- Details of the Area Plan
- Identification of preferred land uses
- Amortize non-conforming uses
- Development standards and/or design guidelines
- Permit processing
- Recommendations regarding the environmental review.
- Implementation/phasing and cost analysis for any future public improvements.

If a different format is viewed superior to that provided above, the Consultant is encouraged to offer suggestions to improve the readability and application of the Area Plan document.

All products shall include a draft final Microsoft Word and Adobe PDF files with high-resolution graphics.

Project Funding

The creation of the Dell Avenue Area Plan was approved as a City Work Plan item for FY 2013. It was also placed as a "New Capital Project" with a total budget of \$150,000 in the first year of the five-year CIP list. The City understands that the projected valuation may be considered low but it represents a rough estimation to pay for private consulting services for both the Area Plan preparation and environmental document. It

should be noted that the City is not anticipating the preparation of an Environmental Impact Report, unless the consultant strongly believes one is necessary. Regardless of the budgeted amount, the City will need to accept proposals that reflect the true cost of the project and are prepared to return to the City Council with such a request.

Desired Qualifications

The ideal consulting firm would include the following disciplines and attributes:

- A highly organized and responsive team that collaborates, listens, and partners with the community.
- A strategic project manager with substantial experience in collaborative planning, management of multidisciplinary teams, and planning/implementing strategies to help retain and attract “high tech” companies.
- A consulting firm that is passionate about collaborating with the community and has demonstrated substantial success in community education, visioning, and public relations.
- Talented writers, illustrators, and graphic artists that can prepare user-friendly and graphically enriched presentations, maps, diagrams, and architectural illustrations.
- Team members with substantial experience in planning and revitalization of “high tech” office parks.
- Consulting firms that have substantial experience creating development standards and permit processes to expedite the processing of projects that satisfy the development standards.
- Consulting firms that have developed similar Area Plans that have been successfully implemented to bring about desirable change.
- An environmental team that has substantial experience preparing legally defensible environmental documents (e.g., MND’s, EIR’s).
- A consulting firm that has coordinated with traffic consultants that have successfully prepared traffic impacts analyses, parking studies, and pedestrian movement studies for such land uses.
- Ability to integrate the finished product into the City’s website and other information systems.
- The ability to coordinate with surrounding local governments that may have issues/concerns with how the proposed Area Plan may affect their community.

Submittal Information

Minimum Eligibility Requirements

Eligible firms shall be those with appropriate experience in the creation of Area Plans (preferably for business parks), land use planning, space-making design, economic development strategies, engineering, traffic engineering, and community facilitation related to the major components of this Request for Proposals.

Proposal Requirements

Proposals must contain the following information listed in the following order:

1. Cover Letter. Please include a cover letter stating project interest which includes:
 - A statement describing why your firm is qualified to complete the project and perform the work required in a responsive manner.
 - A description of the anticipated interaction between consultant and City.
 - Identification of the project manager and main point of contact.
2. Review of Preliminary Scope of Work. Review the preliminary scope of work and provide comments, suggested modifications, changes and/or additions as appropriate.
3. Review of Preliminary Project Schedule. Review the preliminary project schedule and provide comments, suggested modifications, changes and/or additions as appropriate. Indicate resources that will be allocated to each major task to meet this schedule, and discuss your firm's flexibility and record in "catching up" if milestone dates are not met. Discuss your firm's commitments to other projects in the time frame coinciding with this project.
4. Qualifications and Capabilities. Provide a detailed discussion of the qualifications and experience of the Project Manager that would be assigned to this project. Provide additional information regarding the qualifications and experience of all others that will be assigned to work on the project team. Please submit resumes of only those individuals that will actually be assigned to work on the project. Indicate how your firm's resources will work together to complete this project. An organizational chart is recommended.
5. Subconsultants. Identify any subconsultants your firm will utilize to complete this project. The following basic service subconsultants (if not part of the proposing firm) are highly desirable:
 - Urban Design Planners
 - Environmental Planners
 - Facilitators
 - Civil Engineers
 - Landscape Architects
 - Traffic Engineers

Briefly describe your firm's past experience, working relationship and involvement in joint projects with these subconsultants.

6. Related Project Experience. Describe your firm's Project Manager's past performance on similar projects, including coordinating the work of subconsultants. Provide locations, description of work, work samples or links to samples, completion dates, and value of contracts. Address your firm's record of meeting schedules and controlling costs. Provide an explanation gauging how successful implementation of the referenced project experience has been in realizing the municipality's goals.
7. Sample Products. Gaining an understanding of the products prepared by the consulting firm is important for the evaluation committee. Please provide internet links (or PDF files on a CD/DVD or memory stick) to no more than three sample Area Plans prepared by the consulting firm.
8. Project Team Consistency. Explain how you can guarantee that the project team members will be accessible and able to complete the project without change.
9. References. Include name, address and phone number for a minimum of three (3) references you prepared similar projects.
10. Fee Estimate. Submit a fee estimate for each task outlined in the preliminary Scope of Work. Provide a breakdown of the fee for each task showing the estimated hours of each project staff member assigned to the task and the associated fee for that project staff member or subconsultant. Also provide hourly rate schedules for all key project staff, including subconsultants.
11. Insurance Coverage. Identify carriers, A.M. Best ratings, types and limits of insurance carried by your firm. Provide a statement verifying that your firm meets the insurance requirements contained in Attachment "A".
12. Additional Information. Please provide a list of contracts/agreements terminated for convenience or default within the past three years, if any. List any litigation that now affects or may affect in the future the firm's ability to perform.

Application Procedure and Deadline

The submittal should be prepared in 8 1/2" x 11" format using a 12-point font size for the text. Please submit five (5) hard copies of the proposal and one copy on a flash drive or CD ROM. Please do not submit information that must be returned.

Proposals must be received no later than 5:00 p.m., May 24, 2013 and delivered to the **City Contact:**

Paul Kermoyan, Community Development Director
Community Department Department
City of Campbell
70 N. First Street,

Campbell, California 95008

Questions related to the Request for Proposals (RFP) must be submitted in writing either via fax [attention Paul Kermoyan] at (408) 871-5140, or via email to paulk@cityofcampbell.com.

Consultant Selection Process

Short List Selection Process

A review committee will evaluate all responses to the Request for Proposals that meet the submittal requirements and the submittal deadline. Those submittals that do not meet the submittal requirements or the deadline will not be considered.

A preliminary ranking of consultant firms will be developed based on a review of each respective applicant's Proposal. Based on this ranking, a short list of consultants will be established, and contacted in writing for interviews.

Finalists Invited for Interview

A single set of interviews with the top ranking firms will be held in order to establish the final ranking. Approximately twenty (20) minutes will be allowed for presentations and no more than thirty (30) minutes for questions by the selection group, including feedback on comments received from references. The consultant's proposed Project Manager must lead the presentation.

1. A selection group composed of staff from the City will evaluate the finalists.
2. Presentations should focus on the proposed project team, their relevant project experiences and the proposed organization chart to facilitate coordination and communication between the City and consultant. Other factors that could be discussed include project approach, philosophy, design, and decision-making processes.

Other questions that will be addressed include discussion of the consultant's ability to meet schedules or deadlines, complete projects without having major cost escalations or overruns, and familiarity with geographic location of the project.

3. The selection group will rank the consultants. Final ranking of consultants will be based on the submitted proposal, the interview, and the results of reference checks. The City will proceed with negotiating a contract with the highest-ranked consultant. If the City and the consultant cannot reach

agreement in the negotiation, the City will terminate negotiation and, at its option, negotiate with the next-ranked consultant.

4. Upon completion of negotiations, City staff will recommend approval of the agreement to the City Council in order to formally award the contract.

Selection Criteria

The following selection criteria will be used to rank both the Proposal and interview of the finalists.

1. Responsiveness to the issues identified in the RFP.
2. Familiarity with the challenges presented by the project.
3. Technical skills and expertise of the firm and their ability to manage a team of subconsultants to produce a complete and coordinated set of construction documents required by this project.
4. Relevant experience preparing Area Plans for business park settings.
5. Demonstrated ability to manage the design of a project of the type, size and complexity described.
6. Proven ability to complete all phases of a project within the budget and aggressive work schedule established by past clients.
7. Reputation for personal and professional integrity and competence, and key personnel's professional background, caliber and availability for this project.
8. Qualifications and experience of proposed subconsultants identified for this project.
8. Experience of lead consultant and subconsultant working together as a team.
9. Familiarity with and proximity to the geographic location of this project.
10. Review of firm's current, and projected workload in the time frame coinciding with this project.
11. Capability to conduct a value engineering study for this project.
12. Ability to communicate clearly and concisely.

Additional Information

The City reserves the right to accept or reject any or all Request for Proposals, or to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any defects in the Request for Proposals. The City also reserves the right to accept or reject any individual subconsultant that a candidate proposes to use.

This RFP and the interview process shall in no way be deemed to create a binding contract or agreement of any kind between the City and the candidate. The City's standard form of consultant agreement will form the basis of the contract between the parties.

Each candidate submitting a proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the City and all presentations, related costs and travel expenses are at the candidate's sole expense and the City shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate. In addition, each candidate acknowledges and agrees that all documentation and/or materials submitted with the RFP shall remain the property of the City.

Project Schedule

The project schedule has been conceptually prepared to provide opportunities to conduct community and joint study session meetings that will allow sufficient opportunity to conduct a public involved planning process.

City Council Authorizes RFP	February 19, 2013
Distribute RFP	April 8, 2013
Proposals due	May 24, 2013
Consultant Interviews and Selection	June 3-7, 2013
City Manager Approval of Agreement	June 24, 2013
Kick-Off Meeting	July 8-12, 2013
Community Meeting #1	July 29, 2013
Community Meeting #2	August 12, 2013
Community Meeting #3	August 19, 2013
Draft Area Plan Prepared	September 16, 2013
Joint Study Session (CC/PC)	October 1, 2013
Community Meeting #4	October 14, 2013
Joint Study Session (CC/PC)	November 5, 2013
Planning Commission Recommendation	November 26, 2013
City Council Decision	January 7, 2014

The City intends to create a Citizen Advisory Committee (CAC) comprised of two Council members, two Planning Commissioners, a few business owners, the Executive Director of the Chamber of Commerce, and a few members of the public at-large. The

CAC could meet during the “community meetings” or meet on other days. The City would defer to the selected consultant to create a more realistic schedule that will allow for an informed and involved process.

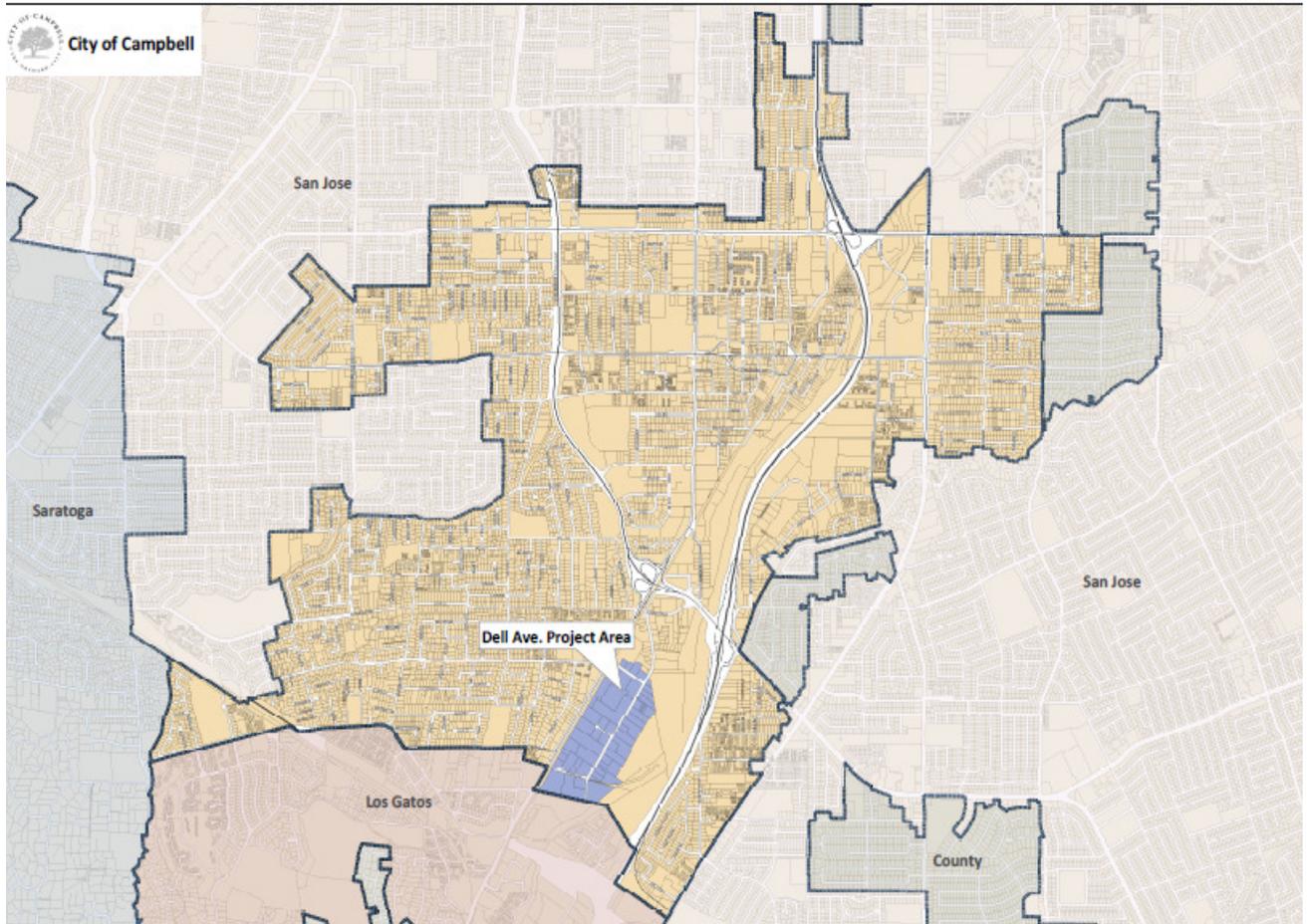
Attachments

The following attachments are incorporated into the Request for Proposals:

- Attachment 1 – Vicinity Map
- Attachment 2 – Aerial Site Map
- Attachment 3 – Ownership Map, List and Use Type
- Attachment 4 – Insurance Requirements

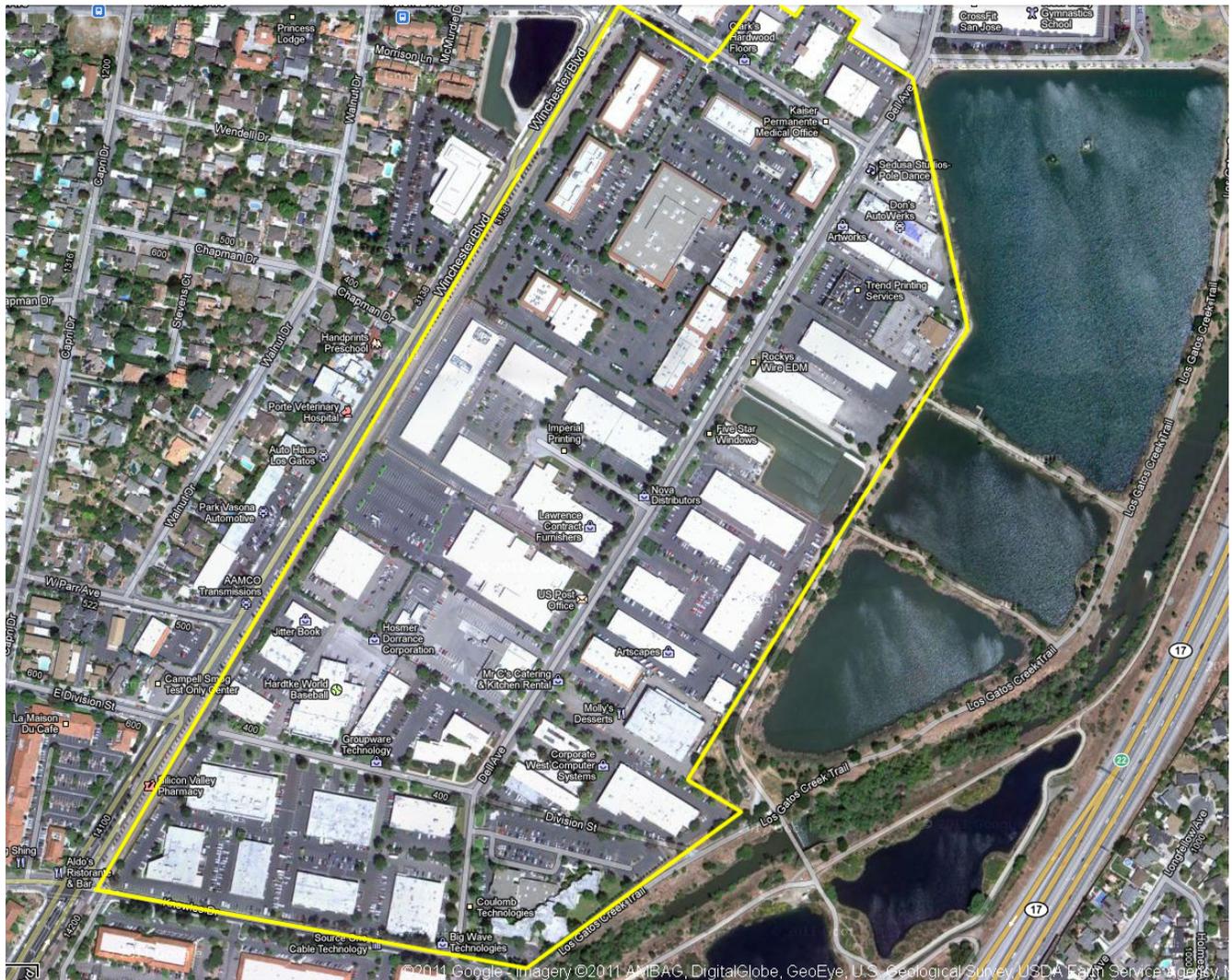
ATTACHMENT 1

VICINITY MAP



ATTACHMENT 2

AERIAL MAP



ATTACHMENT 3

OWNERSHIP MAP, LIST AND USE TYPE



Dell Avenue Property Summary Sheet

Map Key No.	Owner	No. of Parcels Owned	APN	No. of Buildings	Total Building Square-Footage	Lot Area Owned	Uses
1	HINES VAF NO CAL PROPERTIES LP	4	42433120	2	89,524	284,002	Medical, Office, Wholesale/Warehouse
			42433121	2	80,000	185,377	Medical, Office
			42433119	2	90,568	248,883	Software/IT, Medical, Office, Wholesale/Warehouse
			42433118	1	46,780	91,024	Office, Manufacturing
			Total	7	306,872	809,286	
2	DELL INDUSTRIAL CAMPBELL LLC	3	42433115	1	79,133	119,741	R&D, Office, Contractor Office, Auto Supply, Wholesale/Warehouse, Printing
			42433115	1	79,133	81,730	
			42433114	1	18,525	42,396	Office, Wholesale Warehouse
			Total	3	176,791	243,867	
3	ALLERGEN SALES LLC	2	42433099	2	41,719	105,384	Manufacturing
			42433100	2	41,719	104,945	Manufacturing
			Total	4	83,438	210,329	
4	DELL ASSOCIATES II LLC	2	42433102	1	76,918	217,977	R&D, Medical, Office, Contractor Office, Manufacturing, Wholesale/Warehouse
			42433105	3	73,336	196,544	Software/IT, Office, Contractor Office, Manufacturing, Wholesale/Warehouse
			Total	4	150,254	414,521	

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Dell Avenue Property Summary Sheet

5	BURRELL POND LLC	2	42433067	1	6,726	22,300	Contractor Office, Wholesale Warehouse
			42433087	1	9,600	27,229	Contractor Office, Manufacturing, Machine
			Total	2	16,326	49,529	
6	SANTA CLARA LIBRARY	2	42433092	1	5,018	52,000	Government
			42433070	1	25,896	65,228	Government
			Total	2	30,914	117,228	
7	PUTNAM ROBERT L ET AL	2	42433080	1	5,914	15,011	Contractor Office
			42433111	0	0	1,187	
			Total	1	5,914	16,198	
8	1334 DELL LLC	1	42433054	1	17,280	46,159	Contractor Office, Manufacturing, Auto Repair, Wholesale Warehouse, Handycraft,
9	460 DIVISION ST LP	1	42433104	1	19,493	62,629	Contractor Office, Manufacturing
10	511 DIVISION ST LLC	1	42433021	1	17,346	41,142	Software / IT
11	BKR INVESTORS LLC	1	42433094	1	71,620	197,616	Software/IT, Medical, Office, Contractor Office
12	BRIX MARIANN TRUSTEE	1	42433113	1	35,434	85,667	Office, Fitness
13	BUEHLER ROLAND W TRUSTEE	1	42433056	1	7,200	24,429	Contractor Office, Fitness, Other Misc.
14	CHAMP PARTNERSHIP THE	1	42433078	1	18,315	48,285	Contractor Office, Office
15	COMPEAN LUPE TRUSTEE	1	42433085	1	8,345	23,878	Contractor Office
16	CURTO GARY P AND DONNA R	1	42433055	1	13,000	37,124	Machine, Auto Repair
17	DELL ROMO LLC	1	42433112	1	67,891	208,936	Manufacturing

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Dell Avenue Property Summary Sheet

18	DEWHITT PROPERTIES LP	1	42433083	1	25,880	78,703	Software/IT, Office, Contractor Office, Manufacturing, Machine, Wholesale/Warehouse, Handycraft
19	DRYDEN JOHN C AND KIRSTEN K	1	42433088	1	11,766	32,946	Office
20	DTTC PROPERTIES LLC	1	42433066	1	10,080	28,380	Office
21	HACIENDA INVESTORS	1	42439019	1	15,142	37,612	Contractor Office, Manufacturing
22	HAMM ANITA R TRUSTEE	1	42439021	1	10,059	25,622	Office, Handycraft, Building Materials
23	HAMM NEIL TRUSTEE	1	42439022	1	8,851	23,860	R&D, Software/IT
24	HARPEL ASSOCIATES	1	42433082	1	33,756	82,924	Software/IT, Office, Contractor Office, Manufacturing, Fitness, Wholesale/Warehouse, Misc., Non-Industrial Misc.
25	HARRIS & DEGEORGE PROPS	1	42433069	1	24,376	65,231	Wholesale Warehouse / Building Materials
26	HOSMER-DORRANCE CORPORATION	1	42433046	1	25,600	80,266	Government
27	JESSEE CHETT P TRUSTEE	1	42433081	1	11,136	27,863	Manufacturing
28	LEHMANN II LP	1	42439024	1	4,856	15,946	Manufacturing
29	NPL ASSOCIATES LLC	1	42433050	1	8,113	70,350	R&D, Medical, Office, Wholesale Warehouse, Non-Industrial Misc.
30	PERRY WILLIAM G AND ELIZABETH A	1	42433101	1	30,450	84,115	Auto Supply, Non-Industrial Misc.

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Dell Avenue Property Summary Sheet

31	SILICON VALLEY CENTER FOR SPORTS MED LLC	1	42439027	1	12,160	50,038	Medical
32	STAUSS CHARLES J AND ELSBETH R TRUSTEE	1	42433096	1	15,087	35,964	Building Materials
33	VAN MILLAN DEVELOPMENTS	1	42433073	1	18,089	48,237	Office, Misc. Non-industrial
34	VANDELL LLC	1	42433077	1	18,878	46,917	Building Materials
35	VANDELL PROPERTIES LP	1	42433074	1	18,315	47,037	Printing
36	UNITED STATES POSTAL SERVICE	1	42433116	0	0	128,855	Government
37	S C V W D	1	42433025	0	0	107,068	Government
38	EDWARDS MARK E *	15	42452003-18	15	13,271	22,565	Office Condominium
39	FACCHINO PROPERTIES INC *	1	42452001	1	13,271	2,688	Industrial Condominium
40	IATOMASE PHILIP J TRUSTEE & ET AL*	1	42452002	1	2,605	2,605	Industrial Condominium
41	MYERS PETER M AND LAURA A TRUSTEE *	1	42452012	1	1,021	3,463	Industrial Condominium
	41 Property Owners	48	-	52	1,379,195	3,786,079	

*Properties are commercial condominiums. The total number of parcels and buildings counts the commercial condos as only a single building and parcel.

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ATTACHMENT 4

INSURANCE REQUIREMENTS

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to properties, which may arise from, or in connection with, the performance of the work hereunder by the CONSULTANT, his agents, representatives, employees, or sub-consultants. The cost of such insurance shall be included in the CONSULTANT's fee.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/96) covering Commercial General Liability and Insurance Services Office form number GL 0404 covering Broad Form Commercial General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001), including X, C, U (explosion, collapse, underground).
2. Insurance Services Office form number CA 0001 (Ed. 12/93) covering Automobile Liability, code 1 "any auto", or code 2 "owned autos" and endorsement CA 0025. Coverage also to include code 8 "hired autos" and code 9 "non owned" autos.
3. Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.
4. Errors and Omissions Liability insurance appropriate to the CONSULTANT's profession.

B. Minimum Limits of Insurance

CONSULTANT shall maintain limits no less than:

1. Commercial General Liability: \$5,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

4. Errors and Omissions Liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles of self-insured retentions must be declared to, and approved by, the CITY. At the options of the CITY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officials, employees, agents, and contractors; or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses in an amount specified by the CITY.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

a. The CITY, its officials, employees, agents, and contractors are to be covered as an additional insureds as respects: liability arising out of activities performed by, or on behalf of, CONSULTANT; products and completed operations of the CONSULTANT; premises owned, leased, or used by the CONSULTANT; or automobiles owned, leased, hired, or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officials, employees, agents, and contractors.

b. The CONSULTANT's insurance coverage shall be the primary insurance as respects the CITY, its officials, employees, agents, and contractors. Any insurance or self-insurance maintained by the CITY, its officials, employees, agents, or contractors shall be excess of the CONSULTANT's insurance shall not contribute with it.

c. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the CITY, its officials, employees, agents, or contractors.

d. Coverage shall state that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's ability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in limits except after thirty (30) days' prior written notice has been given to the CITY.

E. Acceptability of Insurers

Without limiting Consultant's indemnification provided hereunder, Consultant shall take out and maintain at all times during the life of this contract, up to the date of acceptance of the work by the City, the policies of insurance listed in Article 9.2 of this Agreement. Insurance is to be issued by an issuer with a current A.M. Best Rating of A:VII and be authorized to transact business in the State of California, unless otherwise approved by the City.

F. Verification of Coverage

CONSULTANT shall furnish the CITY with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Copies of all the required ENDORSEMENTS shall be attached to the CERTIFICATE OF INSURANCE, which shall be provided by the CONSULTANT's insurance company as evidence of the stipulated coverages. This proof of insurance shall then be mailed to:

CITY OF CAMPBELL
Public Works Department
70 North First Street
Campbell, CA 95008-1423

G. Subconsultants

CONSULTANT shall include all subconsultants as insureds under its policies or shall obtain separate certificates and endorsements for each subconsultant.