

City of El Segundo Arts and Culture Advisory Committee



Request For Proposals (RFP) for Printing and Installation Services for the Centennial Utility Box Project



Utility wrap outside of El Segundo's
Slice and Pint restaurant

The City of El Segundo is looking for Service Providers to provide printing and installation services for the Centennial Utility Box Project located in the City's downtown area.

Submitted applications will be reviewed and selected by the Arts and Culture Advisory Committee and City staff.

Contact:

Julie Todd, Senior Librarian, El Segundo Public Library
111 West Mariposa Avenue, El Segundo, CA 90245
310-524-2729 | jtodd@elsegundo.org

NOTICE REQUEST FOR PROPOSALS

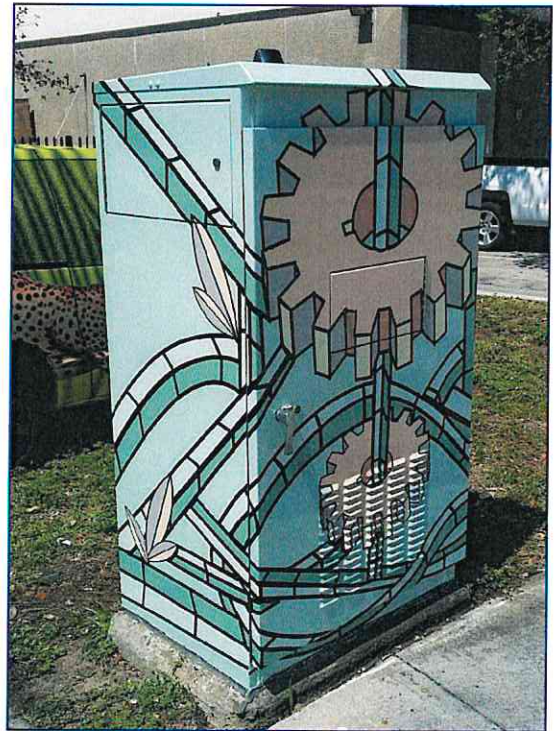
PROJECT NAME: Printing and Installation Services for the Centennial Utility Box Project

PROPOSALS DUE: All application and supplemental materials must be received no later than 5:00 p.m. on January 31, 2020 via email or mail. Postmarks and faxes will not be accepted.

PROJECT LOCATION: City of El Segundo Downtown Area, on or adjacent to Main Street– Please see Attachment A

- Attachment A – Utility Box Locations and Measurements**
- Attachment B – Printing Services – One Page Services Agreement**
- Attachment C – City of El Segundo Encroachment Permit Application Form**
- Attachment D – City of El Segundo Business License Application Form**
- Attachment E – Business Auto Liability Insurance**
- Attachment F – Commercial General Liability Insurance**

Project Description: The City of El Segundo is seeking proposals from Printers/Installers (Service Providers) to print and install digitally designed content for ten (10) utility box wraps located at the City's downtown area. Experience in printing and installing/wrapping digitally designed content onto utility structures or outdoor displays is desired. This project celebrates El Segundo's history, commemorating 100 years since El Segundo's incorporation on January 18, 1917. Project Bids will include all costs for printing/installing wraps for the ten (10) utility boxes. The City has a separate budget for artist/designer stipends.



Utility wrap in Pompano Beach, Fla. - pbpublicart.com

The Service Provider shall print digitally designed content and wrap each of the ten (10) designated utility boxes in their entirety, with the exception of City representative "keep-out zones" and take into consideration locks, doors, outlets, and other related access elements. Each utility box varies in size. The artwork on the boxes should progress in a way that tells a story of the City's history. Despite the unique shape of the boxes, the designs should have a common format or be thematically uniform in some way, so that they will look like part of an ensemble rather than standalone projects.

Selected Service Provider will be expected to work and coordinate with the artist/designer chosen by the City's Centennial and Arts and Culture Advisory Committee to implement all ten (10) utility box wraps.

Project Deadlines:

Complete Submissions due by Friday, January 31, 2020 at 5pm

Proposal Review: February 2020

Service Provider Selection/Award: March 2020 Construction Schedule: March – June 2020

Selection Process: The Selection Committee includes the following representatives:

- City staff
- Art and Culture Advisory Committee representatives/members

***The City of El Segundo reserves the right to reject any or all proposals received.**

Submission of Proposals:

All Service Providers responding to the RFP must submit complete responses to the information requested in this section and must note any exceptions to any information in the RFP. Applicants shall present information in a clear and concise manner following the format listed below. Proposals lacking required information will not be considered. Please submit applications as a single PDF file via email or on a flash drive.

Email Proposals:

jtodd@elsegundo.org

Please include El Segundo Centennial Utility Box Project in the subject line of the email.

Mail Proposals:

Julie Todd, Senior Librarian, El Segundo Public Library, 111 West Mariposa Avenue, El Segundo, CA 90245



Detail of "Portals to Memory" Mural by Nanibah Chacon in the El Segundo Public Library

A. Proposal

1. Cover Page: List the Service Provider's name and company if applicable, project name, contact information, including but not limited to: email, phone number, and mailing address. Additional information may also include web address, social media links, or other contact information.

2. Proposal: Describe your proposal for the project. Explain the proposed budget schedule, process and method. Explain how your background relates to the scope of the project as outlined in this proposal.

3. Illustrations/photos: Submit up to ten (10) images in correct proportion from previous projects showing the ability to complete the task. Designs should display media and colors, as well as completed project dimensions.

4. Budget: Project costs will be considered during selection. The budget does not include design of digital content. The City has a separate budget for design costs. Include a proposed

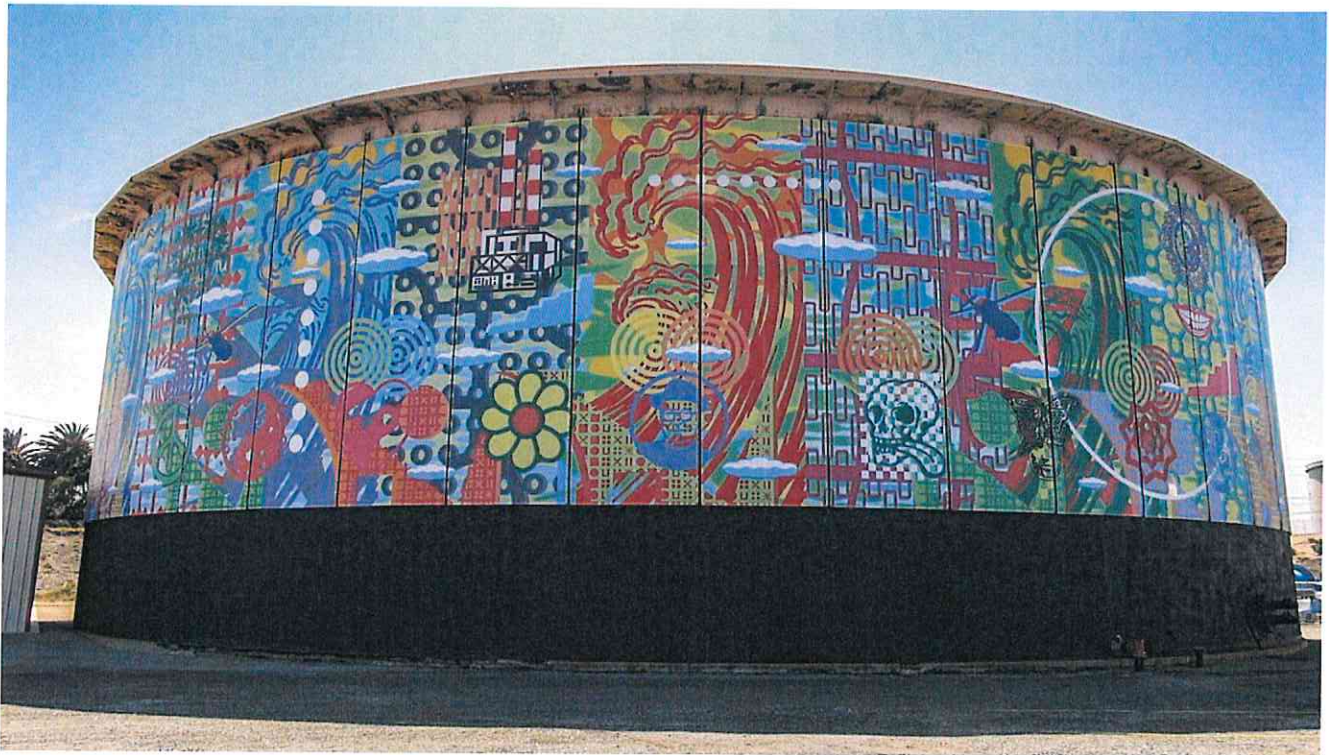
fee schedule for the project. Budget refers to all costs anticipated to be incurred by the Service Provider for the printing and installation including performance of the services specified, but not limited to labor, insurance, storage, material costs, transportation, delivery, overhead, City business license, anticipated fabrication, installation cost, and permits as required by City Departments. The Service Provider(s) are responsible for warranty of the quality of the print and installation for two (2) years upon final acceptance of the project.

B. Statement of Qualifications

1. **Bio.** Information and brief resume(s) on the Service Provider.
2. **References.** Three (3) professional references (particularly if you have completed similar projects). Please provide names and contact information for references.

Preparation of Proposals:

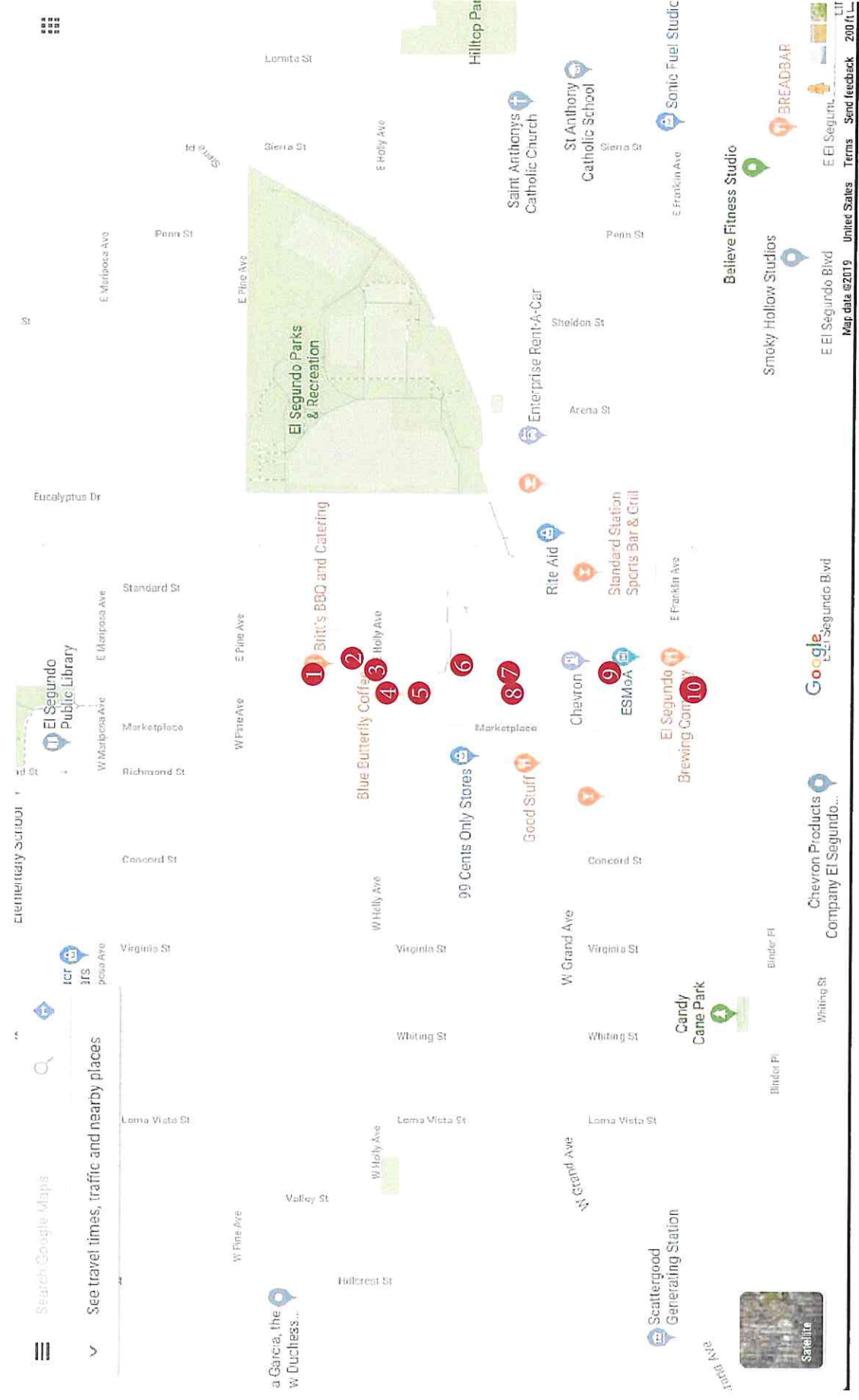
- A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the bidder's own risk.
- B. Cost of Developing Proposals. All Costs related to the preparation of the proposals and any related activities are the sole responsibility of the bidder. The City assumes no liability for any costs incurred throughout the entire selection process.



Credit DWP Tank Mural: DWP Tank Wrap Mural, 2018. Art by John Van Hamersveld

Questions? All questions shall be submitted in writing to Julie Todd, Senior Librarian, El Segundo Public Library via email to: jtodd@elsegundo.org by 5pm on Tuesday, January 22, 2020. Responses will be returned and posted no later than Friday, January 24, 2020 at 5pm.





Centennial project utility box map - 10 boxes located on Main St.

Box 1 H 41" W 18" D 16"



N



E



S



W

Box 2 H 49" W 30" D 18"

Concrete base is 24" H



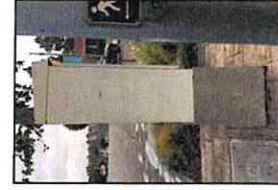
N



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W

Box 3 H 48" W 25" D 18"



N



E



S



W

Box 4 H 41" W 18" D 16"



N



E



S



W

Box 5 H 48" W 25" D 18"



N



E



S



W

Box 6 H 41" W 18" D 16"



N



E



S



W

Box 7 H 41" W 18" D 16"



N



E



S



W

Box 8 H 41" W 18" D 16"



N



E



S



W

Box 9 H 67" W 33" D 24"



N



E



S



W

Box 10 H 48" W 25" D 18"



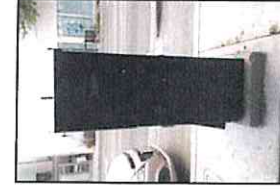
N



E



S



W

All height dimensions exclude concrete base



Services Agreement

SELLER:

DATE MAILED: _____

Below you will find a checklist relating to Insurance and other requirements that are required for doing business with the City of El Segundo. Only those items checked-off are MANDATORY, however if your standard policies exceed the minimum requirements please include. **Commercial general liability insurance must meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88.** The amount of insurance set forth below will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. **Liability policies will be endorsed to name the City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by the City will be excess thereto. Such insurance must be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days' prior written notice to the City.** Please find additional Terms and Conditions on the reverse side of this Services Agreement. **This is not a purchase order or an authorization to begin work.**

- Comprehensive General Liability, including coverage for premises, products and completed operations, independent contractors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
- Auto Liability, including owned, non-owned and hired vehicles with at least:
 - \$1,000,000 per occurrence.
 - \$100,000 - 300,000 per occurrence.
 - As required by State Statutes. A copy of your current policy must be submitted naming yourself and or your company.
- Workers' Compensation Insurance: as required by State Statutes. (Not needed if Self-employed with no employees and SELLER signs statement to this effect.)
- Business License: The SELLER agrees to have a current City of El Segundo license on file at City Hall or purchase said license (at no cost to the City).
- Permits: Plans must be approved and permit(s) issued (no fee) by the Planning and Building Safety if appropriate. Call the Planning Manager @ (310) 524-2340 if you have questions.
- Copy of valid picture I.D. (Drivers license etc.)

PLEASE NOTE: ALL APPLICABLE INSURANCE AND OTHER REQUIREMENTS LISTED ABOVE MUST BE OBTAINED AND ON FILE, PRIOR TO THE ISSUANCE OF A CITY PURCHASE ORDER BEING SENT TO YOU (VIA FAX OR HARD COPY) BY THE RISK MANAGER/PURCHASING AGENT, THUS AUTHORIZING COMMENCEMENT OF WORK FOR THE CITY.

Submitted by (complete all blanks):

COLOR COPY REQUIRED BACK TO THE CITY

| | |
|--|---|
| Company Name ("Seller"): | By (Print name & title): |
| Company Street Address: | Vendor's Authorized Signature required: |
| City, State, Zip: | Date signed: |
| Phone: | FAX: |
| Vendor's Email address: claudia@coastaltreatments.com | Vendor's Web site: |

Mail original agreement and insurance to: City of El Segundo – City Clerk 350 Main Street, Room 5, El Segundo, CA 90245-3813

Originator/Department Contact: _____ Date initiated: _____

Department Head Approval: S.KATSOULEAS Date Approved: _____

Insurance Approval: _____ Date Approved: _____

City Attorney

City Manager

City Clerk

SELLER NAME

1.GENERALLY. The materials, supplies, or services (collectively, "Purchase") covered by this Services Agreement ("Agreement") must be furnished by Seller subject to all the terms and conditions contained in this Agreement which Seller, in accepting this Agreement, agrees to be bound by and comply with in all particulars. No other terms or conditions are binding upon the parties unless subsequently agreed to in writing. Written acceptance or shipment of all or any portion of the Purchase covered by this Agreement constitutes unqualified acceptance of all terms and conditions in this Agreement. The terms of any proposal referred to in this Agreement are included and made a part of the Agreement only to the extent it specified the Purchase ordered, the price, and the delivery, and then only to the extent that such terms are consistent with the terms and conditions of this Agreement.

2.CONSIDERATION. As consideration, City agrees to pay Seller for City's services not to exceed a total of \$ _____ (_____ Dollars) for the work. City will pay for work as specified in the attached Exhibit "A," which is incorporated by reference.

3.INSPECTION. The Purchase furnished must be exactly as specified in this Agreement, free from all defects in Seller's performance, design, workmanship, and materials, and, except as otherwise provided, is subject to inspection and test by City at all times and places. If, before final acceptance, any any Purchase is found to be incomplete, or not as specified, City may reject it, require Seller to correct it without charge, or require delivery of such Purchase at a reduction in price that is equitable under the circumstances. If seller is unable or refuses to correct such items within a time deemed reasonable by City, City may terminate the Agreement in whole or in part. Seller bears all risks as to rejected Purchases and, in addition to any costs for which Seller may become liable to City under other provisions of this Agreement, must reimburse City for all transportation costs, other related costs incurred, or payments to Seller in accordance with the terms of this Agreement for unaccepted Purchases. Notwithstanding City's acceptance of any Purchase, Seller is liable for latent defects, fraud, or such gross mistakes as constitute fraud.

4.CHANGES. City may make changes within the general scope of this Agreement in drawings and specifications for specially manufactured supplies, place of delivery, method of shipment or packing of the order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of or the time required for performance of this Agreement, an equitable adjustment in the price or delivery or both must be made. No change by Seller is allowed without City's written approval. Any claim by Seller for an adjustment under this section must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change unless City waives this condition in writing. Nothing in this section excuses Seller from proceeding with performance of the order as changed.

5. TERMINATION. City may terminate this Agreement at any time, either verbally or in writing, with or without cause. Should termination occur, City will pay Seller as full performance until such termination the unit or pro rata order price for the performed and accepted portion of the Purchase. City may provide written notice of termination for Seller's default if Seller refuses or fails to comply with this Agreement. If Seller does not cure such failure within a reasonable time period, or fails to perform the Purchase within the time specified (or allowed by extension), Seller will be liable to City for any excess costs incurred by City.

6.TIME EXTENSION. City may extend the time for completion if, in City's sole determination, Seller was delayed because of causes beyond Seller's control and without Seller's fault or negligence. In the event delay was caused by City, Seller's sole remedy is limited to recovering money actually and necessarily expended by Seller because of the delay; there is no right to recover anticipated profit.

7.REMEDIES CUMULATIVE. City's rights and remedies under this Agreement are not exclusive and are in addition to any rights and remedies provided by law.

8.TITLE. Title to materials and supplies purchased under this Agreement pass directly from Seller to City upon City's written acceptance following an actual inspection and City's opportunity to reject.

9.PAYMENT. City will pay Seller after receiving acceptable invoices for materials and supplies delivered and accepted or services rendered and accepted. City will not pay cartage, shipping, packaging or boxing expenses unless specified in this Agreement. Drafts will not be honored.

10.INDEMNIFICATION. Seller agrees to indemnify and hold City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of the Purchase or the Agreement, or their performance. Should City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the Purchase or Agreement, or their performance, Seller will defend City (at City's request and with counsel satisfactory to City) and indemnify City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "City" includes City's officers, elected officials, and employees. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement. The requirements as to the types and limits of insurance coverage to be maintained by Seller, and any approval of such insurance by City, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by Seller pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

11.WARRANTY. Seller agrees that the Purchase is covered by the most favorable commercial warranties the Seller gives to any customer for the same or substantially similar supplies or services, or such other more favorable warranties as is specified in this Agreement. Warranties will be effective notwithstanding any inspection or acceptance of the Purchase by City.

12.ASSIGNMENT. City may assign this Agreement. Except as to any payment due under this Agreement, Seller may not assign or subcontract the Agreement without City's written approval. Should City give consent, it will not relieve Seller from any obligations under this Agreement and any transferee or subcontractor will be considered Seller's agent.

13.INSURANCE. Seller must provide the insurance indicated on the face sheet of this Services Agreement.

14.PERMITS. Seller must procure all necessary permits and licenses, and abide by all federal, state, and local laws, for performing this Agreement.

15.INDEPENDENT CONTRACTOR. City and Seller agree that Seller will act as an independent contractor and will have control of all work and the manner in which it is performed. Seller will be free to contract for similar service to be performed for other employers while under contract with City. Seller is not an agent or employee of City and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Any provision in this Agreement that may appear to give City the right to direct Seller as to the details of doing the work or to exercise a measure of control over the work means that Seller will follow the direction of the City as to end results of the work only.

16.WAIVER. City's review or acceptance of, or payment for, work product prepared by Seller under this Agreement will not be construed to operate as a waiver of any rights City may have under this Agreement or of any cause of action arising from Seller's performance. A waiver by City of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

17.INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

18. PREVAILING WAGES. If required by applicable state law including, without limitation Labor Code §§ 1720 (as amended by AB 975 (2001)), 1771, 1774, 1775, and 1776, SELLER must pay its workers prevailing wage. It is SELLER'S responsibility to interpret and implement any prevailing wage requirements and SELLER agrees to pay any penalty or civil damage resulting from a violation of the prevailing wage laws. In accordance with Labor Code § 1773.2, copies of the prevailing rate of per diem wages are available upon request from City's Engineering Division or the website for State of California Prevailing wage determination at <http://www.dir.ca.gov/DLSR/PWD>. A copy of the prevailing rate of per diem wages must be posted at the job site.

Materials, supplies or services to include:

Refer to attached Exhibit "A"

EXHIBIT A



City of El Segundo

Public Works Department

Date: February 25, 2005

ENCROACHMENT PERMIT CONDITIONS FOR **WORK IN THE PUBLIC RIGHT-OF-WAY**

Reference: Title 9 Chapter 2 –
City Municipal Code and City Council Resolution No. 4202 (Permit Fees)

Note: Contractors are hereby notified that these conditions are intended to assist them by drawing their attention to some of the City requirements and **DO NOT** constitute a complete all inclusive list.

A. GENERAL

1. City Standards:

All work shall comply with the latest edition of the "Standard Specifications for Public Works Construction (The Green book)", "The APWA Standard Plans for Public Works Construction" and "California/OSHA construction safety orders."

2. Traffic Control:

Lane closures/blockage/installation of arrow boards, etc. shall comply with the latest edition of the "Work Area Traffic Control Handbook (WATCH Manual)". A minimum one (1) lane of traffic in each direction and access to private and emergency vehicles must be maintained at all times.

3. Storm Water Pollution Control:

Contractor shall comply with the City Municipal Code, Title 5 Chapter 4, which establishes storm water and urban runoff pollution prevention controls. Generally it is the contractor's responsibility to ensure that non-storm generated water or storm water contaminated by construction activities (i.e.: dirt, wash water from concrete trucks, construction material/equipment pollutants, etc.) does not enter the City Storm Drain System. Cleanup of any such contamination in the City storm drain system shall be the responsibility of the permittee.

Encroachment Permit Conditions
(Continued)

4. Excavation/Trenching:

Contractor shall notify USA (Underground Service Alert – Dig Alert), at 1-800-227-2600, and obtain a “Dig Alert Identification Number” a minimum of two (2) working days prior to the start of excavation/trenching.

All existing utilities shall be located and protected by the contractor to the satisfaction of the particular utility company.

All trenches, obstructions, potential hazards, and excavations shall be protected by an adequate number of flashing amber light barricades.

Trenches/excavation that are five (5) feet or more in depth requires a separate shoring permit from California/OSHA (State Division of Industrial Safety).

5. Working Hours:

Note: At the beginning of the work, construction activities include start up of equipment and other preparatory work. At the end of the work, construction activities include site clean up and securing the project site.

Unless otherwise specified, construction activities are limited to Monday through Friday 7:00 am until 4:00 pm.

Construction activities on Aviation Boulevard, Imperial Highway, El Segundo Boulevard, Mariposa Avenue (east of Virginia Street), Grand Avenue, Rosecrans Avenue, and adjacent to schools (during school open days) are limited to Monday through Friday 9:00 am until 3:00 pm.

No work is permitted on weekends, City holidays or rain days.

6. Sepulveda Boulevard:

Any work or traffic control on Sepulveda Boulevard (State Highway Route 1), or on City cross streets, which will impact Sepulveda Boulevard traffic, shall require a Caltrans Encroachment Permit, prior to applying for a City permit.

7. Water Needed for Construction:

Using water from private property connections, without approval by the property owner, shall not be permitted.

Encroachment Permit Conditions
(Continued)

Any contractor/permittee found to be using water from a City fire hydrant, without a temporary construction water meter installed by the City Water Division, will be charged \$500.00 per occurrence against their permit deposit.

Permittees that need City water shall put down a deposit for a temporary construction water meter with the Department of Administrative Services. Upon receiving the proper paperwork from the Department of Administrative Services, Water Division personnel will install a water meter on the fire hydrant that will be used by the permittee. Permittee shall bear the cost of water used and other associated costs.

B. LICENSES

1. Contractor shall maintain a valid Contractor's State License for the proper License Class throughout the term of this permit.
2. Contractor shall maintain a valid City Business License throughout the term of this permit.

C. INSURANCE

Contractor shall submit valid liability insurance certification and endorsement naming this City as additionally insured in a form and dollar limits acceptable to the City and maintain this insurance throughout the term of this permit.

D. REMOVAL AND REPLACEMENT OF SURFACE IMPROVEMENTS

1. General:

Bituminous pavement, concrete pavement, curbs, sidewalks, or driveways shall be removed by saw cutting and replaced in accordance with the Standard Specifications unless otherwise specified in these specifications.

2. Bituminous Pavement:

- a. Thickness of Asphalt Concrete (AC) patch shall be a minimum 1" thicker than the thickness of the existing pavement. New AC shall be installed in courses not exceeding 4" in the thickness.
- b. Prior to start of excavation AC pavement shall be saw cut and removed.

Encroachment Permit Conditions
(Continued)

- c. At locations where the edge of the excavation falls within four feet (4') of the adjacent curb face or gutter toe, the existing AC pavement shall be removed and replaced to the curb face or gutter toe.
- d. Thickness of aggregate base under the AC base shall be two inches (2") greater than the existing base. However, if there is no existing base, a minimum of six (6) inches of crushed aggregate base shall be provided.
- e. Prior to installing the AC base course, saw cut and remove a minimum 12" width of pavement on each side of the original excavation. Any remaining broken AC pavement beyond this 12" width shall be trimmed by saw cutting to neat straight lines. Base course shall be C2-AR-4000.
- f. Prior to installing the AC finish course, the AC base course plus an additional minimum 12" width of existing pavement on both sides shall be cold planed so as to result in a minimum finish surface thickness of 1 ½ inches. Finish course shall be D2-AR-4000.
- g. All existing pavement striping and markings (stop signs and crosswalks for example) obliterated by the trenching shall be replaced in kind.

3. Concrete Improvements:

- a. Concrete improvements shall be removed by saw cutting.
- b. The limits of removal and replacements will be determined in the field by the City's inspector. Prior to start of the replacement work, Contractor shall call the City's inspector to determine the scope of replacement work.

Sidewalks: Replace to nearest score marks / construction joints.
Curbs: Replace to nearest cold joint or minimum 10 feet length.
Intersections: Up to existing joints within three (3) feet from the trench saw cut.

- c. Contractor shall be responsible to protect the installed concrete improvements until they are adequately cured and ready to accept traffic.

4. Time Limits:

The street surfaces of all excavations shall be restored immediately after backfill compaction by temporary resurfacing and maintained until permanent resurfacing. Base course of permanent resurfacing shall be installed within five (5) days of backfill compaction and the finish course of permanent resurfacing shall be installed within five (5) days of installing the base course. Sidewalks shall be poured within five (5) days of removing existing sidewalks.

Encroachment Permit Conditions
(Continued)

5. Traffic Striping and Pavement Markings:

Apply temporary and permanent striping in accordance with Section 310-5.6 of Standard Specifications.

Place temporary striping after the base course of AC pavement has been completed in the same configuration as the existing permanent striping so that traffic can be returned to normal patterns. This striping shall be considered temporary and it is the contractor's responsibility to place and maintain.

Place temporary dribble lines within 24 hours after final paving and place permanent striping and pavement marking within seven (7) calendar days after final paving.

6. Trench Plating:

Plates used shall be skid proof. AC ramps shall be installed at plate edges to prevent rough driving conditions. At the option of the City (particularly adjacent to residential areas), the plates will be required to be welded to minimize noise problems.

7. Unobstructed Access to Properties/Pedestrians/Emergency Vehicles, Etc.:

Unobstructed access to properties, pedestrians and emergency vehicles shall be maintained at all times. Unless permanent pavement is placed immediately, temporary asphalt (cold mix) pavement, minimum 2" in thickness, shall be placed and maintained at locations as determined by the City until permanent pavement is installed. City representatives have the right to enter upon the encroached right-of-way at any time for any purpose. Permittee waives any and all claims for damages incurred as the result of the City's use of its public property.

8. Removal of USA Markings:

Prior to final acceptance and as required by the City, Contractor shall remove all installed USA paint markings on pavement surfaces.

9. Replacement of Existing Centerline Ties:

All existing centerline ties, which are removed or damaged during construction, shall be replaced by licensed surveyor at the permittee's cost.

E. Final Acceptance:

It is the contractor's responsibility to call for final inspection and permit sign-off prior to processing of the deposit refund, less costs incurred by the City, for damages and corrective action.

CITY OF EL SEGUNDO - ENCROACHMENT PERMIT

350 MAIN STREET, EL SEGUNDO, CALIFORNIA 90245

Permit Valid from: _____ to _____

Permit No.: _____

Date Issued: _____

Encroachment / Job Location:

Choose One:

Long Term Encroachment:
 Description: _____

Temporary Encroachment:
 Description of Temporary work to be Performed:

Curb And Gutter: Dumpster:
 SideWalk: Street / Lane Closure:
 Driveway Approac Storage Of Materials:
 Sewer Line: Crane:
 WaterLine: Temporary Fences:
 Underground: Scaffolding:
 Other: _____

Comments / Conditions / Requirements

Permit Hours: _____

Exhibits Attached (If Required):

Insurance Must be valid for permit duration:

Description/Scope of Work

GENERAL INFORMATION

Owner: _____

Address: _____

C / S / Z: _____

Phone: _____

CONTRACTOR INFORMATION

Contractor: _____

Job Foreman: _____

JF Phone: _____

Emergency Ph: _____

Address: _____

City / State: _____ Zip: _____

Contractor Lic #: _____

INSURANCE INFORMATION

Insurance Co: _____

Phone No.: _____

Policy No.: _____

Expiration Date: _____

FEES:

Refund Deposit To: _____

Issued By: _____

Inspection Records

For inspections, call between 7:30 a.m. and 12:30 p.m. a minimum of 24 hours in advance.
 Permit and contractor must be available at job site or job could be shut down.

| Stage | <input type="checkbox"/> Water 310-524-2742 | <input type="checkbox"/> Sewer 310-524-2754 | <input type="checkbox"/> Streets 310-524-2358 | Date | comments | Inspector |
|-------|--|--|--|------|----------|-----------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| Final | | | | | | |

I agree to comply with the conditions on the back of this page and the attached permit conditions and with all State Laws and City Ordinances with apply to this permit.

Permittee Name: _____

Signature _____

**BLANK PERMIT
APPLICATION**

ENCROACHMENT PERMIT CONDITIONS

Pursuant to El Segundo Municipal Code ("ESMC") §§ 9-2-1 to 9-2-10, relating to the work or encroachment into public right of ways, the City of El Segundo ("CITY") grants permission to the Permittee listed above, to encroach into public property at the place and time specified above. This Permit is not transferable or assignable. Any attempt to transfer the Permit will immediately terminate the Permit. In addition to the general terms and conditions contained in the ESMC, the use is subject to the following additional limitations:

General

- 1) Permittee must comply with the Work Area Traffic Control Handbook (WATCH) manual. Work hours are Monday through Friday 9:00am to 3:00pm, unless specified on front page of encroachment permit.
- 2) "No Parking" signs must be posted a minimum of 72 hours in advance.
- 3) Any trench work/excavation at 5 feet or deeper must have shoring.
- 4) All USA marks must be removed when work is complete.

Streets, Sidewalks, Curb and Gutter

- 5) Sidewalk/concrete must be removed and replaced from score-line to score-line.
- 6) Minimum concrete PSI to be 2500.
- 7) Max size aggregate for asphalt is ½" fine.
- 8) Any asphalt or concrete remaining outside the trench and T-Cut area that is within 36 inches of curb or gutter requires removal and replacement in addition to T-Cut requirements in #12 below.
- 9) Asphalt must be replaced one inch deeper than the existing asphalt removed.
- 10) Gutters installed must be a standard size, as approved by the Public Works Director, or designee.
- 11) For trenching or pavement removal on any major arterials/thoroughfares listed below, street resurfacing must be the width of the top 2 inches of the entire traffic lane for the entire length of work.
 - Rosecrans Ave. from Highland Ave. to Aviation Blvd.
 - El Segundo Blvd. from Whiting St. to Aviation Blvd.
 - Aviation Blvd. from Rosecrans Ave. to Imperial Hwy.
 - Grand Ave. from Loma Vista St. to Pacific Coast Hwy.
 - Mariposa Ave. from Pacific Coast Hwy. to Douglas St.
 - Main St. from El Segundo Blvd. to Imperial Hwy.
 - Imperial Hwy. from Pacific Coast Hwy. to Aviation Blvd.
 - Pacific Coast Hwy. from Rosecrans Ave. to Imperial Hwy.
 - Douglas St. from Rosecrans Ave. to Imperial Hwy.
 - Nash St. from Rosecrans Ave. to Imperial Hwy.
 - Maple Ave. from Pacific Coast Hwy. to Douglas St.
 - Vista Del Mar from 45th St. to Grand Ave.
- 12) For trench work in other streets, contractor must grind 12 inches in each direction beyond the trench to form a T-Cut with a 2 inches minimum depth. The minimum overall width is 3 feet.
- 13) Any concrete removal that is adjacent to asphalt requires a minimum of 36 inches width of asphalt to be removed and replaced for the entire length of concrete removal.
- 14) All traffic signs and/or signals, legends and striping will be replaced or restored to the Public Works Director's, or designee's, satisfaction.
- 15) If the Contractor cannot meet City or Standard Plans and Specifications for Public Works Construction aka the "Greenbook" then a pre-construction meeting must be setup before work occurs. It is the Contractors responsibility to setup the meeting.
- 16)

Water

- 17) For all irrigation services a reduced pressure backflow device is required.
- 18) For fire service, a gate valve with a stainless steel stem and USC approved double check detector assembly backflow device must be used.
- 19) All backflow devices must be 12 inches minimum above grade and 36 inches maximum above grade.
- 20) For domestic service with ¾ inch and 1 inch meters, the contractor must purchase an approved meter and an approved box from an outside vendor. For 3 inch meters and above, the contractor must purchase an approved meter, strainer and 12 inch spool. A Reduced Pressure Principal Assembly (RPPA) backflow device is required and it must be on the University of Southern California (USC) Foundation list of approved back flow devices.

Sewer

- 21) Sewer lateral pipes in right-of-way must be made of Vitrified Clay Pipe material.
- 22) A cut-in wye or pre-fabricated saddle must be used for new sewer laterals.
- 23) To install a liner, a post video of the sewer main must be provided to Public Works. Liners CANNOT encroach into sewer main line. To access a sewer manhole, please contact the Wastewater Division at 310-524-2754.
- 24) Permittee must provide station location of the lateral being replaced or repaired.
- 25) A sewer lateral to be abandoned must be capped and filled with concrete.

**BLANK PERMIT
APPLICATION**

Long Term Encroachments: Additional Terms

- 1) **Unobstructed Access:** Permittee must allow all property owners, pedestrians, and vehicles unobstructed access to businesses, residences, and public property at all times. CITY's representatives may exercise their right to enter upon the right-of-way upon which the Improvements are located at any time for any purpose. Permittee waives any and all claims for damages to any improvements or the business associated incurred as the result of CITY's use of its public property.
- 2) OWNER must reimburse CITY for any damages inflicted on CITY-owned facilities by OWNER.
- 3) OWNER must remove the Improvements at OWNER's expense upon thirty (30) days written notice from CITY. Should OWNER fail to timely remove the Improvements on such notice, OWNER will pay any costs incurred by CITY in removing the Improvements.
- 4) Owner may be held responsible for cost incurred by City in any situation where City responds to a concern regarding their work (both during and after normal working hours).
- 5) OWNER must perform all work in accordance with CITY policies, standards and ordinances and obtain all applicable permits needed for construction or installation of the Improvements.
- 6) A minimum five feet (5') of unobstructed sidewalk area must be maintained for public pedestrian use.
- 7) OWNER must keep the area of encroachment clean and free of trash, litter, and other refuse at all times.
- 8) Permittee indemnifies, will defend (at CITY's request and with counsel satisfactory to CITY), and holds CITY harmless from and against any claim, action, damages, costs (including without limitation, attorney's fees), injuries, or liability, arising out of Permit acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit. For purposes of this section "CITY" includes the City of El Segundo's officers, officials, employees, agents, representatives and volunteers.

Insurance

- 9) At all times this Permit is effective, Permittee will procure and maintain commercial general liability insurance with a coverage limit of \$1,000,000. Commercial general liability insurance will meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by City will be excess thereto. Such insurance will be on an "occurrence," not a "claims made," basis and will not be canceled or subject to reduction except upon thirty (30) days prior written notice to City. Permittee will furnish to City duly authenticated Certificate of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such evidence of insurance or copies of policies as may be reasonably required by City from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII."
- 10) The Permittee's insurance documents shall be current and provide the necessary conditions and formats called for in the Public Works Counter handout titled, "City of El Segundo Insurance Requirements."
- 11) Should CITY determine it necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is not prosecuted to a final judgment or is amicably resolved, unless CITY should otherwise agree with applicant to waive attorney's fees or any part thereof. The foregoing will not apply if the Permittee prevails on every issue in the enforcement proceeding.
- 12) **Signature Required** on the front page of this permit. Permittee, or its representative, must sign and return this original permit in person at the Public Works Counter. Failure to do so will be deemed a withdrawal of the Permittee's application.

By issuing this permit, the City of El Segundo does not assume responsibility of liability for claims, damages, or injuries, of whatever nature which may arise from this event.

I, _____ the applicant for the encroachments described above, do hereby acknowledge that I have read the terms and conditions of this permit; that the terms and conditions are acceptable and agree to abide by and comply with, and accept full and complete responsibility therefore.

Date: _____



City of El Segundo

Revenue Division
350 Main Street, El Segundo, CA 90245
(310) 524-2317

TaxInquiries@elsegundo.org

BUSINESS TAX REGISTRATION APPLICATION

Please review the instructions on the reverse.

NOTE: The issuance of a business tax certificate reflects that the business tax has been paid. It is not a certification that the use listed on the application is allowed at the address recorded on business tax certificate.

Please verify with the Planning/Building & Safety Department that the proposed use is allowed on the property.

PLEASE TYPE OR PRINT CLEARLY

ACCOUNT NUMBER

Application Type New Application Business Name/Address Change Ownership Change Application Update

Business Type Corporation Partnership Sole Proprietor LLC LP Other(Specify):

| | | | |
|--|---------------------|-----------------------------|----------|
| Business Name | | Telephone | FAX |
| Business Address (cannot be PO Box or Postal Mail Box per California B&P Code Section 17538.5) | | | |
| Number & Street | | Suite/Apt # | City Zip |
| Mailing Address | | | |
| Name | | Telephone | E-mail |
| Business License Contact | | | |
| Start Date in El Segundo | | Website | |
| NAIC | Number of Employees | Business Square Footage | |
| FEIN or SSN | SEIN | Sales Tax (Seller's Permit) | |
| Full Description of Business Activity in El Segundo | | | |

List Corporate Officer, Owner or Partner Information

| Officer, Owner or Partner Name | Title | Home Address/ City/ State/ Zip Code | Home Telephone |
|--------------------------------|-------|-------------------------------------|----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

Emergency Contact Information (Police and Fire Department Emergency Use)

| Local Contact | Full Local Address | Home Telephone |
|---------------|--------------------|----------------|
| 1. | | |

Additional Information

| | |
|------------------|--------------------|
| Landlord Name | Contact Person |
| Landlord Address | Landlord Telephone |

Does your Business Plan to install/operate an Alarm System? Yes No (Please contact the Police Department for permit requirements)

Tobacco Sales? Yes No BOE license # _____ Alcohol Served? Yes No ABC License # _____

Will there be Entertainment or Dancing? Yes No (both require an entertainment permit application, contact the Planning Department)

I hereby certify, under penalty of perjury, that I am authorized to complete this form and the above information is true and correct. I have consulted the Planning Department and verified the business activity stated on this application complies with City regulations.

| | | | |
|-----------------------|-------|------|------------------------|
| Applicant's Signature | Title | Date | Print Applicant's Name |
|-----------------------|-------|------|------------------------|

Received/Notes:

Building/Planning Review

| | | |
|----------------------------|-----------|-------------|
| Business Tax | (3301) \$ | _____ |
| Penalties/Interest | (3306) \$ | _____ |
| State Mandated AB1379 fee* | \$ | 4.00 |
| Total Due | \$ | _____ |

BUSINESS TAX REGISTRATION APPLICATION INSTRUCTIONS

All registrants must complete sections 1, 2, 3 and 5.

Businesses located in the City of El Segundo are required to also complete section 4 as applicable.

This Business Tax Registration Application will serve as your receipt when received by the City, and all necessary fees have been paid.

THIS IS NOT A PERMIT, NOR A LICENSE.

APPLICANTS ARE ADVISED TO CONSULT WITH THE BUILDING & PLANNING SAFETY DEPARTMENT PRIOR TO SUBMITTING THIS COMPLETED APPLICATION.

NOTE: ALL PERSONAL BUSINESS REGISTRATION INFORMATION (HOME ADDRESSES, TELEPHONE NUMBERS, DRIVER'S LICENSE NUMBERS, SOCIAL SECURITY NUMBERS, ETC.) IS PROPRIETARY INFORMATION, CONSIDERED "PRIVATE & CONFIDENTIAL" AND NOT ARBITRARILY SUBJECT TO PUBLIC INSPECTION.

Section One

BUSINESS NAME -- Enter business name. If doing business in another name (DBA), enter the "DBA" business name here.

BUSINESS LOCATION -- Enter business street number, street name, suite/apartment number, city, and zip code.

MAILING ADDRESS -- If different from business location, enter the business mailing address. If address is the same, enter "SAME."

RENEWAL CONTACT PERSON-- Enter the name, telephone, and email address of the primary contact person for business license purposes.

STARTING DATE -- Enter date your business started. NOTE: For change of location, name, owner, or business activity, enter date of change.

WEBSITE -- Enter the business' website address.

NAIC -- Enter your business' North American Industry Classification code, if known..

NUMBER OF EMPLOYEES -- Enter the total number of Full-Time and Part-Time people at all El Segundo locations, including owners, partners, and corporate officers.

BUSINESS SQUARE FOOTAGE -- Include all building space excluding elevator shafts, stairwells, uncovered courts or atriums, building equipment rooms, and parking areas.

FEDERAL IDENTIFICATION NUMBER -- Enter Federal Employer Identification number. If sole proprietorship or partnership, enter Social Security number.

STATE IDENTIFICATION NUMBER -- Enter State Employer Identification number.

STATE SALES TAX -- Enter your State Board of Equalization Account Number (Seller's Permit).

FULL BUSINESS ACTIVITY DESCRIPTION -- Describe, in detail, your business activity in the City of El Segundo (i.e., Retail/Clothing, Manufacturing/Glassware, Bookkeeping Service for Law Office, etc.)

Section Two

OWNER, PARTNER, CORPORATE OFFICERS' NAMES -- List owner(s), officer(s) or partners. Include names, titles, home addresses, and home telephone numbers.

Section Three

EMERGENCY CONTACT -- Enter names, telephone numbers, and addresses of business persons to be contacted in an emergency situation.

Section Four

LANDLORD'S NAME, ADDRESS, CONTACT PERSON & TELEPHONE -- Complete if **leasing or renting commercial property** in the City of El Segundo.

ALARM SYSTEMS-- If yes, an **Alarm Permit** is required by the Police Department. Please call (310) 524-2200 for information.

VENDING MACHINES -- All types of vending/game machines must be licensed. List number and type of all vending/game machines on a separate sheet.

ENTERTAINMENT -- If your business will provide entertainment, an **Entertainment Permit** from the Planning Department is required.

DANCING -- Same as Entertainment.

ALCOHOL SERVED -- Same as Entertainment. Provide ABC Permit Number.

TOBACCO SALES -- Requires El Segundo Police Department tobacco retail license. Provide the State of California permit number.

Section Five

SIGNATURE AND CERTIFICATION-- All applications must include an authorized signature.

THE BUSINESS TAX REGISTRANT HAS THE FOLLOWING RESPONSIBILITIES:

1. Contact the Revenue Division for tax rates, see *Business Tax Program* at elsegundo.org. Or, email a completed application to TaxInquiries@elsegundo.org for review and payment instructions.
2. To notify the Revenue Division when you make any business changes (i.e., new Officers, location change, increase employment, etc.), which negates this Application in any way.
3. To ensure all necessary Clearances and/or Permits are obtained from the various City Departments. (i.e., Building, Engineering, Fire, Planning, Police, etc.).
4. To conform to all existing Zoning Ordinances set forth by the Planning Department before a Business License is issued.
5. Abide by the Regulations pertaining to **Handbill Distribution** and **Door-to-Door Solicitation**. Please contact the Revenue Division (310-524-2317) for information.
- 6.

On October 11, 2017 Governor Brown signed into law AB-1379 which increased the state fee to \$4 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx

The Department of Rehabilitation at www.rehab.ca.gov

The California Commission on Disability Access at www.cdda.ca.gov