



REQUEST FOR PROPOSAL
FOR
VALET PARKING SERVICES FOR
MAIN PROMENADE PARKING STRUCTURE

Economic Development and Community Services Departments
CITY OF HUNTINGTON BEACH

Released on February 15, 2011

**VALET PARKING SERVICES FOR
MAIN PROMENADE PARKING STRUCTURE
REQUEST FOR PROPOSAL (RFP)**

1. BACKGROUND

The Economic Development and Community Services Departments for the City of Huntington Beach (City) are seeking proposals for valet parking services at the Main Promenade parking facility located at 200 Main Street, Huntington Beach, California 92648. The parking structure contains approximately 815 parking spaces in a five level structure. The City currently owns and operates the parking facility, which primarily serves downtown Huntington Beach visitors and employees.

Prospective bidders are encouraged to attend the pre-proposal conference to be held on the first level of the parking structure near the Olive Ave. vehicle exit at 1:30 PM on Tuesday, March 1, 2011. Tours of the facilities WILL NOT be provided before or after the pre-proposal conference.

Site Location

The parking structure is located at 200 Main Street, Huntington Beach, California (Exhibit A). The parking structure is located just 500 feet from the world famous historic Huntington Beach Main-Pier in downtown Huntington Beach. The downtown core consists of approximately 715,000 square feet of retail, hotel, office, and restaurant uses, attracting local residents, nearby visitors, and tourists.

Site Characteristics

The City encompasses an area of 28 square miles with a population of 202,250. Internationally known as Surf City USA, Huntington Beach features eight miles of scenic accessible beachfront, the largest stretch of uninterrupted beachfront on the West Coast. Tourism remains a vital part of the economy, as over 11 million visitors flock to the City during the summer, on weekends, and for special events.

The City hosts numerous events throughout the year which draw millions of visitors to the downtown area. These events include the Surf City Marathon, AVP tournaments, US Open of Surfing, and more. Weekly on Tuesday evenings, thousands of people attend Surf City Nights, a downtown street fair on Main Street which features live acts and performances, activities for the kids, downtown retailers and restaurant booths, a farmer's market, arts and crafts, and a variety of food booths.

Downtown Parking Demand

Parking inventory in downtown Huntington Beach consists of approximately 2,700 off-street and on-street parking spaces in public and private lots and facilities throughout the downtown. The parking supply is critical to the vitality of the downtown and business owners. Parking in the downtown area has been a major subject of concern for residents, visitors, business owners, and business patrons. According to a recent parking study prepared by Kimley-Horn, parking in the

downtown area is in high demand, particularly during the summer season and special events. A copy of the Kimley-Horn study can be obtained at:

<http://www.surfcity-hb.org/Government/Departments/Planning/major/DTSP.cfm>

Given the parking structure's location within downtown and its convenient proximity to retail shops, restaurants, and office space, it provides a highly desirable parking alternative for downtown patrons. Table 1 summarizes the Structure's annual occupancy over the past four fiscal years (October 2005 through September 2010):

Table 1: Main Promenade Parking Structure - Vehicles Parked Per Year

	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
Vehicles Parked Per Year	816,209	782,939	729,032	717,901

Structure parking rates are established by City Council based on staff recommendations and shall not be the responsibility of the selected valet operator. For the latest parking rate information:

http://www.huntingtonbeachca.gov/residents/parking/garages_lots.cfm

The City of Huntington Beach offers an annual permit for beach parking and parking in the Main Promenade Parking Structure 365 days of the year. Additionally, businesses within the Huntington Beach Downtown Business Improvement District offer validations for patrons. Table 2 summarizes the number of annual parking passes sold over the past four calendar years (January 2006 through December 2010):

Table 2: Number of City Annual Parking Passes Sold

	CY 2006/07	CY 2007/08	CY 2008/09	CY 2009/10
City Annual Passes Sold	7,797	7,770	7,839	6,675

Valet Parking Conditional Use Permit

On June 23, 2010, the City of Huntington Beach Zoning Administrator approved Conditional Use Permit (CUP) 2010-011 and Coastal Development Permit (CDP) 2010-009 allowing the establishment of valet parking programs within designated portions of the Main Promenade and Plaza Almeria parking structures (Exhibit B). On August 4, 2010, the City of Huntington Beach Zoning Administrator approved the Reconsideration of Conditional Use Permit 2010-011 and Coastal Development Permit 2010-009 allowing for various operational changes to those initially approved (Exhibit C). The selected valet operator shall adhere to the Conditions of Approval outlined in the CUP/CDP as they pertain to the Main Promenade Parking Structure.

2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	February 15, 2011
Tour / Pre-Conference	March 1, 2011
Deadline for Written Questions	March 8, 2011
Responses to Questions Posted on Web	March 18, 2011
Proposals are Due	March 25, 2011
Proposal Evaluation Completed	April 20, 2011
City Council Approval	May 16, 2011

3. SCOPE OF WORK

The selected company will provide all labor, supervision, equipment, materials and all other items necessary to operate a high quality valet service at the City owned Main Promenade Parking Structure. The proposed minimum valet service requirements are as follows:

1. **Conditions of Approval:** Valet Operator shall meet all requirements of CUP 2010-011/CDP 2010-009 (Exhibit B and C)
2. **Proposed Days and Hours of operations:** Up to fifty (50) days per year primarily consisting of summer weekend, 5 PM to 11 PM Friday and 12 PM to 11 PM Saturday and Sunday. Expanding days and times to accommodate for high demand from community special events may be proposed by the operator and will be subject to City approval.
3. **Valet Location:** Southwest corner of Olive Ave and 3rd Street as illustrated on Exhibit D.
4. **Parking Storage:** Exclusive valet parking area will be provided by the City at the bottom level of the Main Promenade Parking Structure as illustrated on Exhibit D.
5. **Proposed Rate:** The operator will charge customers a fee for valet services as established by the City in collaboration with the selected valet services operator.
6. **Valet Staff:** The operator shall provide a staffing plan, an appropriate valet staff training program and uniforms.
7. **Marketing Program:** The operator will cooperate with the Downtown Huntington Beach Business Improvement District in marketing efforts.
8. **Customer Service:** The selected valet services operator must respond immediately to customer complaints and inquiries. Operator is expected to provide excellent customer service to internal and external clients.
9. **Proposed Performance Measures:** The operator should retrieve a car within 15 minutes 80% of the time. A customer should wait no more than 5 minutes to drop-off the car 80% of the time.
10. **Records and Reports:** The operator will provide weekly reports by Tuesday of the following service week, which include the following information:
 - the number of customers served each day of operation;
 - Maintain accounting records of all income and expenses related to revenue collection and provide a monthly summary to the City;

- complaints received and the resolution of the complaint;
- customer wait times for drop off and retrieving vehicles;
- staffing levels for each day of service; and
- documentation describing incidents or accidents.

4. PROPOSAL FORMAT GUIDELINES

Interested contractors are to provide the City of Huntington Beach with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 15 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected. The following proposal sections are to be included in the bidder’s response:

A. Vendor Application Form and Cover Letter

Complete Appendix A, “Request for Proposal-Vendor Application Form” and attach this form to the cover letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor’s office located nearest to Huntington Beach, California and the office from which the project will be managed.

B. Background and Project Summary Section

The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

C. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

- 1) An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
- 2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.

- 3) Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
- 4) Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

D. Staffing

Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual.

Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

E. Qualifications

The information requested in this section should describe the qualifications of the firm, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- 1) Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
- 2) A summary of the your firm's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.
- 3) Provide at least five local references that received similar services from your firm. The City of Huntington Beach reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
 - ◆ Client Name
 - ◆ Project Description
 - ◆ Project start and end dates
 - ◆ Client project manager name, telephone number, and e-mail address

F. Fee Proposal

The fee proposal should clearly provide a fee schedule that satisfies the aforementioned Scope of Work and should include all fees associated for labor, materials, and equipment. Please be aware that the program is scheduled to commence on May 26, 2011 and conclude on Monday, September 5, 2011.

5. PROCESS FOR SUBMITTING PROPOSALS

◆ **Content of Proposal**

The proposal must be submitted using the format as indicated in the proposal format guidelines.

◆ **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

◆ **Number of Proposals**

Submit four (4) copies plus one disk copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis.

◆ **Submission of Proposals**

Complete written proposals must be submitted in sealed envelopes and received no later than 4:00 p.m. (P.S.T) on March 25, 2011 to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

Carrie Gonzales, Administrative Assistant
City of Huntington Beach
Finance Department
2000 Main Street

Huntington Beach, CA 92648-2702

**RE: VALET PARKING SERVICES FOR
MAIN PROMENADE PARKING STRUCTURE**

◆ **Inquiries**

Questions about this RFP must be directed in writing, via e-mail to:

Jim Slobojan, Fiscal Services Manager
jslobojan@surfcity-hb.org

From the date that this RFP is issued until a firm is selected and the selection is announced, firms are not allowed to communicate for any reason with any City employee other than the contracting officer listed above regarding this RFP, except during the pre-proposal conference. Refer to the Schedule of Events of this RFP or the City webpage to determine if a pre-proposal conference has been scheduled. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

◆ **Conditions for Proposal Acceptance**

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of the City of Huntington Beach, USA. If any proprietary information is contained in the proposal, it should be clearly identified.

6. EVALUATION CRITERIA

The City's consultant evaluation and selection process is based upon Qualifications Based Selection (QBS) for professional services. The City of Huntington Beach may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- A. Compliance with RFP requirements
- B. Understanding of the project
- C. Recent experience in conducting similar scope, complexity, and magnitude for other public agencies
- D. Educational background, work experience, and directly related consulting experiences
- E. Price
- F. References

The City may also contact and evaluate the bidder's and subcontractor's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the City.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

A Notification of Intent to Award may be sent to the vendor selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

7. STANDARD TERMS AND CONDITIONS

◆ Term of Contract

The contract shall be for a term of one (1) year with an option for two (2) additional one (1) year contract extensions. The City of Huntington Beach reserves the right to cancel the contract for whatever reason upon providing a thirty (30) day written notice.

◆ Amendments

The City reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Huntington Beach Procurement Registry, [Huntington Beach - Official City Web Site - Business - Bids & RFP's](#); bidders should check this web page daily for new information.

- ◆ Cost for Preparing Proposal
The cost for developing the proposal is the sole responsibility of the bidder. All proposals submitted become the property of the City.
- ◆ Contract Discussions
Prior to award, the apparent successful firm may be required to enter into discussions with the City to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring firm.
- ◆ Confidentiality Requirements
The staff members assigned to this project may be required to sign a departmental non-disclosure statement. Proposals are subject to the Freedom of Information Act. The City cannot protect proprietary data submitted in proposals.
- ◆ Financial Information
The City is concerned about bidders' financial capability to perform, therefore, may ask you to provide sufficient data to allow for an evaluation of your firm's financial capabilities.
- ◆ Insurance Requirements
City Resolution 2008-63 requires that licensees, lessees, and vendors have an **approved** Certificate of Insurance (not a declaration or policy) on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful bidder must furnish the City with the Certificates of Insurance proving coverage as specified in Appendix B. Failure to furnish the required certificates within the time allowed will result in forfeiture of the Proposal Security.

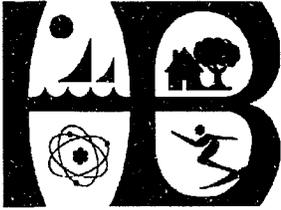
Please carefully review the Sample Agreement and Insurance Requirements before responding to the Request for Proposal enclosed herein. The terms of the agreement, including insurance requirements have been mandated by City Council and can be modified only if extraordinary circumstances exist. Your response to the Request for Proposal must indicate if you are unwilling or unable to execute the agreement as drafted as well as providing the insurance requirements. The City will consider this in determining responsiveness to the Request for Proposal.

EXHIBIT A
MAIN PROMENADE PARKING STRUCTURE VICINITY MAP

**Exhibit A
Vicinity Map**



EXHIBIT B
CONDITIONAL USE PERMIT 2010-011 AND COASTAL
DEVELOPMENT PERMIT 2010-009



**OFFICE of the ZONING ADMINISTRATOR
CITY OF HUNTINGTON BEACH • CALIFORNIA**

P.O. BOX 190

CALIFORNIA 92648

(714) 536-5271

NOTICE OF ACTION

June 24, 2010

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

SUBJECT: **CONDITIONAL USE PERMIT NO. 2010-011/ COASTAL DEVELOPMENT PERMIT NO. 2010-009 (MAIN PROMENADE & PLAZA ALMERIA VALET PARKING – CONTINUED FROM THE JUNE 2, 2010 MEETING)**

APPLICANT: City of Huntington Beach, Economic Development, 2000 Main Street, Huntington Beach, CA 92648

REQUEST: **CUP:** To permit the establishment of valet parking programs within designated portions of the Main Promenade and Plaza Almeria parking structures. Valet service will operate at designated times during peak parking conditions on a daily basis. The drop-off and pick-up of vehicles will occur on the public right-of-way adjacent to each development and consist of a valet kiosk and waiting area. **CDP:** To permit the temporary removal of four on-street metered parking spaces on 3rd Street (Main Promenade) and two metered spaces on Olive Avenue (Plaza Almeria) for the drop-off/pick-up of valet vehicles.

PROPERTY OWNER: JT Development Company, LLC, 15272 Bolsa Chica Street, Unit 101, Huntington Beach, CA 92649 (301 Main Street), City of Huntington Beach, 2000 Main Street, Huntington Beach, CA 92648

LOCATION: 200 Main Street, 92648 (east of Main Street, south of Olive Avenue) & 301 Main Street, 92648 (west of Main Street, north of Olive Avenue)

PROJECT PLANNER: Andrew Gozales

DATE OF ACTION: June 23, 2010

On Wednesday, June 23, 2010, the Huntington Beach Zoning Administrator took action on your application, and your application was **conditionally approved**. Attached to this letter are the findings and conditions of approval.

Please be advised that the Zoning Administrator reviews the conceptual plan as a basic request for entitlement of the use applied for and there may be additional requirements prior to commencement of the project. It is recommended that you immediately pursue completion of the conditions of approval and address all requirements of the Huntington Beach Zoning and Subdivision Ordinance in order to expedite the processing/completion of your total application. The conceptual plan should not be construed as a precise plan, reflecting conformance to all Zoning and Subdivision Ordinance requirements.

Under the provisions of the Huntington Beach Zoning and Subdivision Ordinance, the action taken by the Zoning Administrator becomes final at the expiration of the appeal period. A person desiring to appeal the decision shall file a written notice of appeal to the Secretary of the Planning Commission within ten (10) working days of the date of the Zoning Administrator's action. The notice of appeal shall include the name and address of the appellant, the decision being appealed, and the grounds for the appeal. Said appeal must be accompanied by a filing fee of Two Thousand Two Dollars (\$2,002.00) if the appeal is filed by any other party.

In your case, the last day for filing an appeal and paying the filing fee is July 8, 2010, at 5:00 PM.

Provisions of the Huntington Beach Zoning and Subdivision Ordinance are such that any application becomes null and void one (1) year after final approval, unless the use has been established.

Excepting those actions commenced pursuant the California Environmental Quality Act, you are hereby notified that you have 90 days to protest the imposition of the fees described in this Notice of Action. If you fail to file a written protest regarding any of the fees contained in this Notice, you will be legally barred from later challenging such action pursuant to Government Code §66020.

If you have any questions regarding this Notice of Action letter or the processing of your application, please contact Andrew Gonzales, the project planner, at (714) 374-1547 or via email at AGonzales@surfcity-hb.org or the Planning and Building Department Zoning Counter at (714) 536-5271.

Sincerely,


Ricky Ramos
Zoning Administrator

RR:AG:jd
Attachment

- c: Honorable Mayor and City Council
Chair and Planning Commission
Fred A. Wilson, City Administrator
Scott Hess, Director of Planning and Building
Herb Fauland, Planning Manager
William H. Reardon, Division Chief/Fire Marshal
Steve Bogart, Acting Principal Civil Engineer
Debbie DeBow, Acting Principal Engineer
Gerald Caraig, Permit-Plan Check Manager
Judy Demers
JT Development
City of Huntington Beach
Project File

- c. JT Development
City of Huntington Beach
Judy Demers
Project File

ATTACHMENT NO. 1

FINDINGS AND CONDITIONS OF APPROVAL

COASTAL DEVELOPMENT PERMIT NO. 2010-009

CONDITIONAL USE PERMIT NO. 2010-011

FINDINGS FOR PROJECTS EXEMPT FROM CEQA:

The Zoning Administrator finds that the project will not have any significant effect on the environment and is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to sections 15301 and 15304 of the CEQA Guidelines, because the project involves utilization of portions of two existing parking garages for valet storage parking and operations involving no expansion of the uses beyond which already exists, and involves the temporary use of land having negligible or no permanent effects on the environment.

FINDINGS FOR APPROVAL - COASTAL DEVELOPMENT PERMIT NO. 2010-009:

1. Coastal Development Permit No. 2010-009 to permit the temporary removal of four (4) on-street metered parking spaces on 3rd Street (Main Promenade) for the drop-off/pick-up of valet vehicles conforms with the General Plan, including the Local Coastal Program. The project is consistent with the following policies:

Policy – C 2.4.1: Maintain an adequate supply of parking that supports the present level of demand and allows for the expected increase in private transportation.

Policy – C 2.4.2(f): Replace any on-street parking lost in the coastal zone on a 1:1 basis within the coastal zone prior to or concurrent with the loss of any parking spaces.

The proposed valet parking program will serve to increase parking capacity within the downtown area by establishing valet vehicle parking within the Main Promenade and Plaza Almeria parking structures. The project involves the temporary removal of on-street metered parking spaces on 3rd Street. The valet parking will result in a net increase in parking capacity upward of 25% within each designated level of each parking structure. The temporary net loss in on-street parking will not restrict coastal access as the spaces will be replaced within each structure at a ratio exceeding the number of parking spaces removed.

2. The project is consistent with the requirements of the CZ Overlay District, the base zoning district, as well as other applicable provisions of the Huntington Beach Zoning and Subdivision Ordinance (HBZSO) and Municipal Code. The valet parking programs are located within District No. 5 (Mixed-Use; Commercial/Office/Residential) of the Downtown Specific Plan (SP5), which allows for parking related uses with the approval of a Conditional Use Permit (CUP). The valet parking services will be ancillary to existing public parking facilities. As conditioned, all support structures, which include the valet kiosk, waiting areas, and signage, will be located outside of any pedestrian paths and will not impede on coastal access.
3. At the time of occupancy the project can be provided with infrastructure in a manner that is consistent with the Local Coastal Program. The project is located within a previously

developed site in an urbanized area with all necessary services and infrastructure available, including water sewer, and roadways.

4. The development conforms with the public access and public recreation policies of Chapter 3 of the California Coastal Act. Public access to the beach will remain. The valet service resulting in the temporary removal of on-street parking spaces will further enhance public access by increasing overall parking capacity within the downtown area.

FINDINGS FOR APPROVAL - CONDITIONAL USE PERMIT NO. 2010-011:

1. Conditional Use Permit (CUP) No. 2010-011 for the establishment, maintenance and operation of valet parking programs within designated portions of the Main Promenade and Plaza Almeria parking structures will not be detrimental to the general welfare of persons working or residing in the vicinity or detrimental to the value of the property and improvements in the neighborhood. The valet parking program will increase parking capacity within the downtown area by allowing additional parking opportunities thereby assisting in the mitigation of parking shortages experienced during peak parking conditions (i.e., summer months, special events, and holidays). The project, as modified by conditions of approval, shall operate within the existing parking structure of Plaza Almeria and on the adjacent public right-of-way on 3rd Street, and provide adequate circulation and vehicle queuing as not to significantly impact the local street system or parking operations within each corresponding parking structure. The storage of vehicles will be located below grade within the lower level of each parking structure within a partially enclosed area sufficiently buffered to adjacent sensitive land uses. The drop-off/pick-up of vehicles is not anticipated to significantly generate additional noise within the project area as each valet program is conditioned to conclude daily valet operations no later than 11PM.
2. The conditional use permit will be compatible with surrounding uses as each valet parking program will not significantly alter existing parking operations and will maintain the identical usage of the Main Promenade and Plaza Almeria parking structures. The valet parking programs will increase overall parking capacity of each parking structure. The hours of operation of each parking program will occur during times when each parking structure is operational. No significant modifications will occur by the establishment of valet operations, which is limited to adjustments in the overall usage of the metered on-street parking spaces and overall operations of each parking structure.
3. The Main Promenade and Plaza Almeria valet parking programs will comply with the provisions of the base zoning district and other applicable provisions in Titles 20-25 of the Huntington Beach Zoning and Subdivision Ordinance. The project will not result in major physical changes to each parking structure. As conditioned, the project complies with all aspects of the SP5 (Downtown Specific Plan) including parking, vehicular circulation, and setbacks. Valet parking operations are permitted within the SP5 with the approval of a CUP. Parking facilities exist on each of the subject sites.
4. The granting of the conditional use permit will not adversely affect the General Plan. It is consistent with the Land Use Element designation of MV-F6/25-sp-pd (Mixed Use Vertical—2.0 max. Floor Area Ratio—25 du/ac max.—Specific Plan Overlay—Pedestrian Overlay) on the subject property. In addition, it is consistent with the following goals and policies of the General Plan:

A. Circulation Element

Goal CE 5: Provide sufficient, well designed and convenient on and off street parking facilities through the City.

Objective CE 5.1: Balance the supply of parking with the demand for parking.

Policy CE 5.1.1: Maintain an adequate supply of parking that supports the present level of demand and allow for the expected increase in private transportation use.

B. Coastal Element

Objective C 2.4: Balance the supply of parking with the demand for parking.

Policy C 2.4.1: Maintain an adequate supply of parking that supports the present level of demand and allows for the expected increase in private transportation use.

C. Noise Element

Policy N 1.4.3: Require that the parking areas of all commercial and industrial land uses, which abut residential areas, to be buffered and shielded by walls, fences, or adequate landscaping.

The Main Promenade and Plaza Almeria valet parking programs will provide additional parking opportunities within the downtown area. During the summer months the demand for parking results in shortages at existing parking facilities that force beach/downtown visitors to park within adjacent residential neighborhoods. The valet parking programs allow existing parking facilities to increase overall parking capacity which helps meet demand. As conditioned, the valet parking programs are not anticipated to significantly generate additional noise impacts associated with valet operations (i.e., vehicle queuing, drop-off/pick-up, and storage).

**CONDITIONS OF APPROVAL - COASTAL DEVELOPMENT PERMIT NO. 2010-009
/CONDITIONAL USE PERMIT NO. 2010-011:**

1. The site plan and floor plans received and dated March 18, 2010, and June 3, 2010, shall be the conceptually approved design with the modification that Exhibit "D" and "E" be revised to depict all valet parking operations, which includes vehicle drop-off/pick-up points, waiting areas, kiosks, storage and delivery routes, within the interior of the Plaza Almeria parking structure. All relocated items and pertinent data shall be depicted with clearly identified measurements/dimensions.
2. Prior to the commencement of the use, one set of project plans, revised pursuant to Condition of Approval No. 1, shall be submitted for review, approval and inclusion in the entitlement file to the Planning and Building Department.
3. The use shall comply with the following:
 - a. Valet hours of operation shall be limited to the following:
 - i. Main Promenade: Monday-Thursday – 5PM-11PM
Friday-Sunday – 12PM-11PM
 - ii. Plaza Almeria: Monday-Thursday – 5PM-12AM
Friday-Sunday – 12PM-12AM

- b. Valet parking operations, which include vehicle drop-off/pick-up points, waiting areas, kiosks, storage and delivery routes, shall be limited to the interior of the Plaza Almeria parking structure and located outside adjacent to 3rd Street for Main Promenade.
 - c. Valet storage parking areas shall be located within the lower level of each parking garage as depicted in the floor plans dated received March 18, 2010.
 - d. During hours of non-valet service, signs shall be clearly posted adjacent to each on-street parking space and at the entrance of the valet storage parking areas identifying the hours at which valet operations shall occur.
 - e. All valet service employees shall wear distinctive, identifiable uniforms with identification tags.
 - f. All valet kiosks, waiting areas, signage and associated valet items shall provide an 8 ft. wide clear passage area for pedestrian access and shall not block any existing access to adjacent businesses and/or city facilities.
 - g. All prices, payment options, hours of operation, including the name, address, and telephone number of the off-street parking facility at which vehicles will be parked, shall be readily identifiable and clearly posted at each valet drop-off/pick-up area.
 - h. All valet kiosk and associated valet items shall be removed and stored away at the close of each business day.
 - i. No valet operator, its attendants or other employees or agents, may park or leave vehicles on any public street.
 - j. A portable trash receptacle shall be provided at each valet waiting area.
 - k. A minimum vehicle queuing distance to accommodate five (5) vehicles shall be provided from the entrances of each parking structure to the first valet stopping point (i.e., drop-off/pick-up points).
4. The Director of Planning and Building ensures that all conditions of approval herein are complied with. The Director of Planning and Building shall be notified in writing if any changes to valet parking operations are proposed as a result of the ongoing operation and oversight of the use.
 5. Minor modifications to the plans shall be reviewed and approved by the Department of Planning and Building for conformance with the intent of the Zoning Administrator's action. If the proposed changes are of a substantial nature, an amendment to the original entitlement reviewed by the Zoning Administrator may be required.
 6. Incorporating sustainable or "green" building practices into the design of the proposed structures and associated site improvements is highly encouraged. Sustainable building practices may include (but are not limited to) those recommended by the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Program certification (<http://www.usgbc.org/DisplayPage.aspx?CategoryID=19>) or Build It Green's Green Building Guidelines and Rating Systems (<http://www.builditgreen.org/index.cfm?fuseaction=guidelines>).

INDEMNIFICATION AND HOLD HARMLESS CONDITION:

The owner of the property which is the subject of this project and the project applicant if different from the property owner, and each of their heirs, successors and assigns, shall defend, indemnify and hold harmless the City of Huntington Beach and its agents, officers, and employees from any claim, action or proceedings, liability cost, including attorney's fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, including but not limited to any approval granted by the City Council, Planning Commission, or Design Review Board concerning this project. The City shall promptly notify the applicant of any claim, action or proceeding and should cooperate fully in the defense thereof.

EXHIBIT C
RECONSIDERATION OF CONDITIONAL USE PERMIT 2010-011
AND COASTAL DEVELOPMENT PERMIT 2010-009

**HUNTINGTON BEACH
OFFICE OF THE ZONING ADMINISTRATOR
EXECUTIVE SUMMARY**

TO: Zoning Administrator
FROM: Andrew Gonzales, Associate Planner
DATE: August 4, 2010

SUBJECT: **RECONSIDERATION OF CONDITIONAL USE PERMIT NO. 2010-011/
COASTAL DEVELOPMENT PERMIT NO. 2010-009 (MAIN PROMENADE &
PLAZA ALMERIA VALET PARKING)**

LOCATION: 200 Main Street, 92648 (east of Main Street, south of Olive Avenue) & 301
Main Street, 92648 (west of Main Street, north of Olive Avenue)

Applicant: City of Huntington Beach, Economic Development, 2000 Main Street,
Huntington Beach, CA 92648

Property Owner: JT Development Company, LLC, 15272 Bolsa Chica Street, Unit No. 101,
Huntington Beach, CA 92649 (301 Main Street)

City of Huntington Beach – Economic Development, 2000 Main Street,
Huntington Beach, CA 92648

Request: **CUP:** To permit the establishment of valet parking programs within
designated portions of the Main Promenade and Plaza Almeria parking
structures. Valet service will operate at designated times during peak
parking conditions on a daily basis. The drop-off and pick-up of vehicles will
occur on the public right-of-way adjacent to each development and consist of
a valet kiosk and waiting area. **CDP:** To permit the temporary removal of
four on-street metered parking spaces on 3rd Street (Main Promenade) and
two metered spaces on Olive Avenue (Plaza Almeria) for the drop-off/pick-up
of valet vehicles..

Environmental Status: This request is covered by Categorical Exemption, Section 15301,
Class 1, and 15304, Class 4, California Environmental Quality Act.

Zone: SP5-#5-CZ (Downtown Specific Plan-District #5–Coastal Zone Overlay)

General Plan: MV–F6/25–sp-pd (Mixed Use Vertical-2.0 max. Floor Area Ratio-25 du/ac
max.–Specific Plan Overlay-Pedestrian Overlay)

Existing Use: Main Promenade & Plaza Almeria Parking Structures

RECOMMENDATION: Staff recommends approval of the proposed project based upon
the following findings:

SUGGESTED FINDINGS FOR PROJECTS EXEMPT FROM CEQA:

The Zoning Administrator finds that the project will not have any significant effect on the environment and is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to sections 15301 and 15304 of the CEQA Guidelines, because the project involves utilization of portions of two existing parking garages for valet storage parking and operations involving no expansion of the uses beyond which already exists, and involves the temporary use of land having negligible or no permanent effects on the environment.

SUGGESTED FINDINGS FOR APPROVAL - COASTAL DEVELOPMENT PERMIT NO. 2010-009:

1. Coastal Development Permit No. 2010-009 to permit the temporary removal of four (4) on-street metered parking spaces on 3rd Street (Main Promenade) for the drop-off/pick-up of valet vehicles conforms with the General Plan, including the Local Coastal Program. The project is consistent with the following policies:

Policy – C 2.4.1: Maintain an adequate supply of parking that supports the present level of demand and allows for the expected increase in private transportation.

Policy – C 2.4.2(f): Replace any on-street parking lost in the coastal zone on a 1:1 basis within the coastal zone prior to or concurrent with the loss of any parking spaces.

The proposed valet parking program will serve to increase parking capacity within the downtown area by establishing valet vehicle parking within the Main Promenade and Plaza Almeria parking structures. The project involves the temporary removal of on-street metered parking spaces on 3rd Street. The valet parking will result in a net increase in parking capacity upward of 25% within each designated level of each parking structure. The temporary net loss in on-street parking will not restrict coastal access as the spaces will be replaced within each structure at a ratio exceeding the number of parking spaces removed.

2. The project is consistent with the requirements of the CZ Overlay District, the base zoning district, as well as other applicable provisions of the Huntington Beach Zoning and Subdivision Ordinance (HBZSO) and Municipal Code. The valet parking programs are located within District No. 5 (Mixed-Use; Commercial/Office/Residential) of the Downtown Specific Plan (SP5), which allows for parking related uses with the approval of a Conditional Use Permit (CUP). The valet parking services will be ancillary to existing public parking facilities. As conditioned, all support structures, which include the valet kiosk, waiting areas, and signage, will be located outside of any pedestrian paths and will not impede on coastal access.
3. At the time of occupancy the project can be provided with infrastructure in a manner that is consistent with the Local Coastal Program. The project is located within a previously developed site in an urbanized area with all necessary services and infrastructure available, including water sewer, and roadways.
4. The development conforms with the public access and public recreation policies of Chapter 3 of the California Coastal Act. Public access to the beach will remain. The valet service

resulting in the temporary removal of on-street parking spaces will further enhance public access by increasing overall parking capacity within the downtown area.

SUGGESTED FINDINGS FOR APPROVAL - CONDITIONAL USE PERMIT NO. 2010-011:

1. Conditional Use Permit (CUP) No. 2010-011 for the establishment, maintenance and operation of valet parking programs within designated portions of the Main Promenade and Plaza Almeria parking structures will not be detrimental to the general welfare of persons working or residing in the vicinity or detrimental to the value of the property and improvements in the neighborhood. The valet parking program will increase parking capacity within the downtown area by allowing additional parking opportunities thereby assisting in the mitigation of parking shortages experienced during peak parking conditions (i.e., summer months, special events, and holidays). The project, as modified by conditions of approval, shall operate within a designated loading area adjacent to Main Street (Plaza Almeria) and on the adjacent public right-of-way on 3rd Street (Main Promenade), and provide adequate circulation and vehicle queuing as not to significantly impact the local street system or parking operations within each corresponding parking structure. The storage of vehicles will be located below grade within the lower level of each parking structure within a partially enclosed area sufficiently buffered to adjacent sensitive land uses. The drop-off/pick-up of vehicles is not anticipated to significantly generate additional noise within the project area as each valet program is conditioned to conclude daily valet operations no later than 11PM.
2. The conditional use permit will be compatible with surrounding uses as each valet parking program will not significantly alter existing parking operations and will maintain the identical usage of the Main Promenade and Plaza Almeria parking structures. The valet parking programs will increase overall parking capacity of each parking structure. The hours of operation of each parking program will occur during times when each parking structure is operational. No significant modifications will occur by the establishment of valet services, which is limited to adjustments in the overall usage of an unloading area and metered on-street parking spaces including the overall operations of each parking structure.
3. The Main Promenade and Plaza Almeria valet parking programs will comply with the provisions of the base zoning district and other applicable provisions in Titles 20-25 of the Huntington Beach Zoning and Subdivision Ordinance. The project will not result in major physical changes to each parking structure. As conditioned, the project complies with all aspects of the SP5 (Downtown Specific Plan) including parking, vehicular circulation, and setbacks. Valet parking operations are permitted within the SP5 with the approval of a CUP. Parking facilities exist on each of the subject sites.
4. The granting of the conditional use permit will not adversely affect the General Plan. It is consistent with the Land Use Element designation of MV-F6/25-sp-pd (Mixed Use Vertical—2.0 max. Floor Area Ratio—25 du/ac max.—Specific Plan Overlay—Pedestrian Overlay) on the subject property. In addition, it is consistent with the following goals and policies of the General Plan:
 - A. Circulation Element
 - Goal CE 5: Provide sufficient, well designed and convenient on and off street parking facilities through the City.
 - Objective CE 5.1: Balance the supply of parking with the demand for parking.

Policy CE 5.1.1: Maintain an adequate supply of parking that supports the present level of demand and allow for the expected increase in private transportation use.

B. Coastal Element

Objective C 2.4: Balance the supply of parking with the demand for parking.

Policy C 2.4.1: Maintain an adequate supply of parking that supports the present level of demand and allows for the expected increase in private transportation use.

C. Noise Element

Policy N 1.4.3: Require that the parking areas of all commercial and industrial land uses, which abut residential areas, to be buffered and shielded by walls, fences, or adequate landscaping.

The Main Promenade and Plaza Almeria valet parking programs will provide additional parking opportunities within the downtown area. During the summer months the demand for parking results in shortages at existing parking facilities that force beach/downtown visitors to park within adjacent residential neighborhoods. The valet parking programs allow existing parking facilities to increase overall parking capacity which helps meet demand. As conditioned, the valet parking programs are not anticipated to significantly generate additional noise impacts associated with valet operations (i.e., vehicle queuing, drop-off/pick-up, and storage).

SUGGESTED CONDITIONS OF APPROVAL - COASTAL DEVELOPMENT PERMIT NO. 2010-009 /CONDITIONAL USE PERMIT NO. 2010-011:

1. The site plan and floor plans received and dated March 18, 2010, and June 3, 2010, shall be the conceptually approved design with the modification that the outdoor drop-off/pick-up area for Plaza Almeria be limited to Option No. 2.
2. Prior to commencements of the use, the Departments of Planning and Building, Fire, and Public Works shall review and approve all vendor's policies and procedures for any and all valet services at Main Promenade and Plaza Almeria.
3. The use shall comply with the following:
 - a. Outdoor valet hours of operation shall be limited to the following:
 - i. Main Promenade: Monday-Thursday – 5PM-11PM
Friday-Sunday – 12PM-11PM
 - ii. Plaza Almeria: Monday-Thursday – 5PM-11PM
Friday-Sunday – 12PM-11PM
 - b. Valet parking operations, which include vehicle drop-off/pick-up points, waiting areas, kiosks, storage and delivery routes, be limited to the designated unloading area adjacent to Main Street (Plaza Almeria) and the metered parking spaces adjacent to 3rd Street (Main Promenade).
 - c. Valet storage parking areas shall be located within the lower level of each parking garage as depicted in the floor plans dated received March 18, 2010.

- d. During hours of non-valet service, signs shall be clearly posted adjacent to each on-street parking space and at the entrance of the valet storage parking areas identifying the hours at which valet operations shall occur.
 - e. All valet service employees shall wear distinctive, identifiable uniforms with identification tags.
 - f. All valet kiosks, waiting areas, signage and associated valet items shall provide an 8 ft. wide clear passage area for pedestrian access and shall not block any existing access to adjacent businesses and/or city facilities.
 - g. All prices, payment options, hours of operation, including the name, address, and telephone number of the off-street parking facility at which vehicles will be parked, shall be readily identifiable and clearly posted at each valet drop-off/pick-up area.
 - h. All valet kiosk and associated valet items shall be removed and stored away at the close of each business day.
 - i. No valet operator, its attendants or other employees or agents, may park or leave vehicles on any public street.
 - j. A portable trash receptacle shall be provided at each valet waiting area.
 - k. A maximum of three (3) vehicles may be queued within the loading area along Main Street at any given time. In the event the number of vehicles queued exceed capacity, the valet attendants shall be required to post a "Valet Full" sign and direct vehicles out of the drop-off/pick-up area. **(PW & FD)**
 - l. A License Agreement, including use fees, shall be obtained from the City for all portable valet kiosks and associated valet items located on public property. The applicant shall apply for and obtain approval of the license agreement from the Public Works Department prior to improvements or use of public property. The License agreement shall be subject to termination at any time upon a 10 day prior written notice upon determination of the Zoning Administrator that one or more of the conditions or provisions of SP5 Section 4.2.33 or that one or more of the items listed under the Findings for Approval in this document have been violated. Termination of a License Agreement shall nullify the conditional use permit.
 - m. The applicant shall provide an updated public liability insurance policy as specified in all current insurance resolution prior to install improvement or using public property. Such liability insurance shall be provided in a form acceptable to the City Attorney. The policy shall name the City of Huntington Beach as additional insured and shall be maintained at all times.
4. A review of the use shall be conducted by the Zoning Administrator approximately six (6) months after commencement of valet operations to verify compliance with all conditions of approval and applicable Chapters of the Huntington Beach Zoning and Subdivision Ordinance (HBZSO) and Huntington Beach Municipal Code (HBMC). If the six (6) month review determines any violations of the conditions of approval or any applicable Chapters of the HBZSO or HBMC, the Zoning Administrator may consider modifications to the conditions of approval or schedule for a revocation hearing. At that time the Zoning Administrator may revoke any land use permits or consider modifications to the conditions of approval.

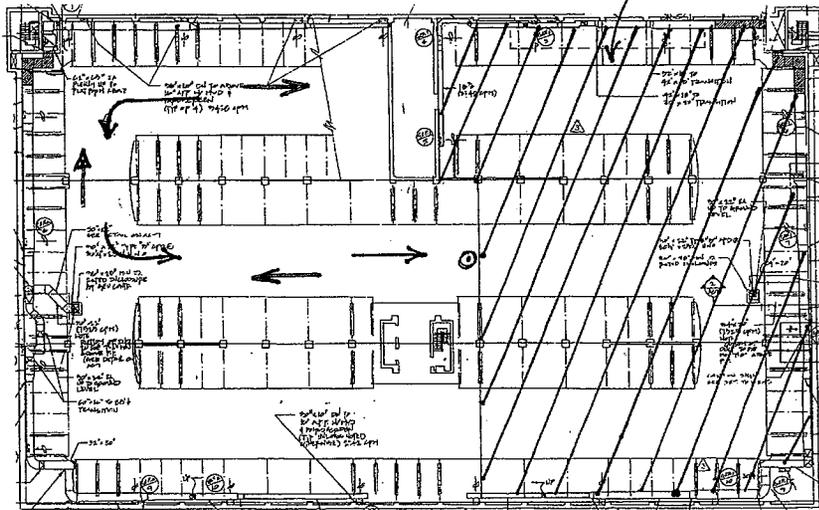
5. Incorporating sustainable or “green” building practices into the design of the proposed structures and associated site improvements is highly encouraged. Sustainable building practices may include (but are not limited to) those recommended by the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) Program certification (<http://www.usgbc.org/DisplayPage.aspx?CategoryID=19>) or Build It Green’s Green Building Guidelines and Rating Systems (<http://www.builditgreen.org/index.cfm?fuseaction=guidelines>).

INDEMNIFICATION AND HOLD HARMLESS CONDITION:

The owner of the property which is the subject of this project and the project applicant if different from the property owner, and each of their heirs, successors and assigns, shall defend, indemnify and hold harmless the City of Huntington Beach and its agents, officers, and employees from any claim, action or proceedings, liability cost, including attorney’s fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, including but not limited to any approval granted by the City Council, Planning Commission, or Design Review Board concerning this project. The City shall promptly notify the applicant of any claim, action or proceeding and should cooperate fully in the defense thereof.

EXHIBIT D
VALET PROGRAM DIAGRAM

Proposed Parking Storage Area
 Approximate Area: 29,000 sf
 Stall Count: 85
 Estimated Valet Capacity: 98-106



- ▨ - Proposed Valet Storage Area
- - Proposed Vehicle Storage Route
- ⊙ - Proposed "Valet Area" Sign

LOWER LEVEL PLAN
 SCALE 1/8" = 1'-0"

AS BUILT
 04/18/99

INDUSTRIAL RECONSTRUCTION HERMALAIR INC. CONTRACTING CALIFORNIA STATE LICENSE # 93081 - CALIFORNIA 1000 PEARSON DRIVE, SUITE 400, SAN JOSE, CA 95128 (408) 297-1111	
PROJECT NO. 99-001 SHEET NO. AC-1	MAIN & WALNUT PARKING STRUCTURE EXHIBIT D (PS2 of 2) LOWER LEVEL PLAN
DATE: 04/18/99 DRAWN BY: JAC CHECKED BY: JAC PROJECT: 99-001	REVISIONS: 1. 04/18/99: AS BUILT 2. 04/18/99: AS BUILT

APPENDIX A
REQUEST FOR PROPOSAL-VENDOR APPLICATION FORM

REQUEST FOR PROPOSAL
VALET PARKING SERVICES FOR
MAIN PROMENADE PARKING STRUCTURE
VENDOR APPLICATION FORM

TYPE OF APPLICANT: NEW CURRENT VENDOR

Legal Contractual Name of Corporation: _____

Contact Person for Agreement: _____

Corporate Mailing Address: _____

City, State and Zip Code: _____

E-Mail Address: _____

Phone: _____

Fax: _____

Contact Person for Proposals: _____

Title: _____

E-Mail Address: _____

Business Telephone: _____

Business Fax: _____

Is your business: (check one)

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

Is your business: (check one)

CORPORATION

INDIVIDUAL

PARTNERSHIP

LIMITED LIABILITY PARTNERSHIP

SOLE PROPRIETORSHIP

UNINCORPORATED ASSOCIATION

Names & Titles of Corporate Board Members
(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Federal Tax Identification Number: _____

City of Huntington Beach Business License Number: _____
(If none, you must obtain a Huntington Beach Business License upon award of contract.)

City of Huntington Beach Business License Expiration Date: _____

APPENDIX B
VENDOR INSURANCE REQUIREMENTS

CITY OF HUNTINGTON BEACH INSURANCE REQUIREMENTS

Vendor Type	Minimum Insurance Requirements					
	Automobile Liability	General Liability	Professional Liability	Property Insurance	Workers' Comp	Additional Insured Endorsements
<p><i>Huntington Beach City Council Resolution No. 2008-63 requires submittal of certificates of insurance evidencing the following minimum limits with a California admitted carrier with a current A.M. Best's Rating of no less than A:VII. See Exhibits A1 - 4 for sample forms.</i></p>						
<p><i>Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.</i></p>						
<p>Contractors: Any persons or entities who contract with the City and/or provide services to the City which are readily available and efficiently procured by competitive bidding.</p>	<p>Minimum of \$1,000,000 per occurrence for bodily injury, personal injury and property damages. Allows up to \$1,000 deductible. (See Note 1 below.)</p>	<p>Combined single limit bodily injury and property damage. Minimum of \$1,000,000 per occurrence. Allows up to \$5,000 deductible. (Additional Insured Endorsement is always required with General Liability Ins.)</p>			<p>State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. (See Note 2 below.)</p>	<p>Include the policy number and Additional Insured Endorsement Requirement statement below. (See Note 3 below.)</p>
<p>Permittees: Any persons or entities who make application to the City for any use of or encroachment upon any public street, waterway, pier, or City property.</p>						
<p>Vendors: Any persons or entities who transfers property or goods to the City which may or may not involve delivery and/or installation.</p>						
<p>Note 1 - Automobile Liability: The City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers must be named as certificate holder and as additional insured by separate attached endorsement. Permittees who do not use vehicles or equipment in connection with the permit shall not be required to provide auto insurance. To be exempt from this requirement, permittees must execute a declaration such as Exhibit 1 attached.</p>						
<p>Note 2 - Workers' Compensation Exemption: If entity has no employees, a signed Declaration of Non-Employee Status form is required.</p>						
<p>Note 3 - Additional Insured Endorsement Requirements: The City, its officers, elected or appointed officials, employees agents, and volunteers are to be covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City.</p>						

CITY OF HUNTINGTON BEACH INSURANCE REQUIREMENTS

Vendor Type	Minimum Insurance Requirements					
	Automobile Liability	General Liability	Professional Liability	Property Insurance	Workers' Comp	Additional Insured Endorsements
<p><i>Huntington Beach City Council Resolution No. 2008-63 requires submittal of certificates of insurance evidencing the following minimum limits with a California admitted carrier with a current A.M. Best's Rating of no less than A:VII. See Exhibits A1 - 4 for sample forms.</i></p>						
<p><i>Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.</i></p>						
<p>Design Professionals: Professional service contractors who contract with the City and/or provide architectural and/or engineering services to the City.</p>			<p>Minimum of \$1,000,000 per occurrence and in the aggregate. Allows up to \$10,000 deductible.</p>			
<p>Professional Services: Services that involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to HB Muni Code 3.02. Services includes but is not limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.</p>						
<p>Claims made policies are acceptable if the policy further provides that :</p> <ol style="list-style-type: none"> 1) The policy retroactive date coincides with or precedes the professional services contractor's start of work (including subsequent policies purchased as renewals or replacements). 2) The professional services contractor will make every effort to maintain similar insurance during the required extended period of coverage following project completion, including the requirement of adding all additional insureds. 3) If insurance is terminated for any reason, professional services contractor agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this agreement or permit. 4) The reporting of circumstances or incidents that might give rise to future claims. 						

CITY OF HUNTINGTON BEACH INSURANCE REQUIREMENTS

Vendor Type	Minimum Insurance Requirements					
	Automobile Liability	General Liability	Professional Liability	Property Insurance	Workers' Comp	Additional Insured Endorsements
<p><i>Huntington Beach City Council Resolution No. 2008-63 requires submittal of certificates of insurance evidencing the following minimum limits with a California admitted carrier with a current A.M. Best's Rating of no less than A:VII. See Exhibits A1 - 4 for sample forms.</i></p>						
<p><i>Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.</i></p>						
<p>Licensees/Lessees: Any persons or entities who contract with the City for the use of public property.</p>		<p>Combined single limit bodily injury and property damage. Minimum of \$1,000,000 per occurrence. Allows up to \$5,000 deductible. <i>(Additional Insurance Endorsement is always required with General Liability Ins.)</i></p>		<p>Full replacement cost with no coinsurance penalty provision.</p>	<p>State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. <i>(See Note 1 below.)</i></p>	<p>Include the policy number and Additional Insured Endorsement Requirement statement below.<i>(See Note 2.)</i></p>
<p>Note 1 - Workers' Compensation Exemption: If entity has no employees, a signed Declaration of Non-Employee Status form is required.</p>						
<p>Note 2 - Additional Insured Endorsement Requirements: The City, its officers, elected or appointed officials, employees agents, and volunteers are to be covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City.</p>						

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

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

INSR (ADD'L LTR INSRD)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

SPECIMEN COPY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
---------------------------	--

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED-OWNERS, LESSEES OR
CONTRACTORS (Form B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY

SCHEDULE

Name of Person or Organization: **THE CITY OF HUNTINGTON BEACH**
2000 Main Street
Huntington Beach, CA 92648

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you

RE: ALL OPERATIONS OF THE NAMED INSURED FOR THE CERTIFICATE HOLDER.

City of Huntington Beach, its elected or appointed officials, agents, officers, employees and volunteers

**STATE
COMPENSATION
INSURANCE
FUND**

P.O. BOX 420807, SAN FRANCISCO, CA 94142-0807

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

POLICY NUMBER:
CERTIFICATE EXPIRES:

CITY OF HUNTINGTON BEACH
RISK MANAGEMENT
2000 MAIN STREET
HUNTINGTON BEACH, CA 92648

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon ³⁰ten days' advance written notice to the employer.

We will also give you ³⁰ten days' advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

Tom Hansen
AUTHORIZED REPRESENTATIVE

Kc Bollier
PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #2065 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 07/01/00 IS ATTACHED TO AND FORMS A PART OF THIS POLICY.

EMPLOYER

EXHIBIT A-4 of 4



CITY OF HUNTINGTON BEACH
2000 Main Street
Huntington Beach, CA 92648

DECLARATION OF PERMITTEE

I certify that no vehicle(s) will be used or operated in the performance of the task(s) or event(s) for which this permit is granted.

I authorize the City of Huntington Beach to immediately and retroactively revoke the license or permit issued in connection with or in the performance of said task(s) or event(s) if any vehicle(s) is used.

Signature of Permittee _____

Print name _____

Company name (if applicable) _____

Date signed _____