

Contract Log # _____

**COUNTY OF MARIN
STANDARD SHORT FORM CONTRACT**

THIS AGREEMENT is made and entered into this 10th day of October, 2006 by and between the COUNTY OF MARIN, hereinafter referred to as "County" and Alta Planning + Design, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following services: Nonmotorized Transportation Pilot Program implementation; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by County, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit "A"** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit "B"** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract.

Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO COUNTY:

In no event will the cost to County for the services to be provided herein exceed the maximum sum of \$234,410 including direct non-salary expenses.

5. TIME OF AGREEMENT:

This Agreement shall commence on October 10, 2006, and shall terminate on June 30, 2007. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

All required insurance coverages shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to County. The general liability policy shall be endorsed naming the County of Marin as an additional insured. The certificate(s) of insurance and required endorsement shall be furnished to the County prior to commencement of work. Each certificate shall provide for thirty (30) days advance notice to County of any cancellation in coverage. Said policies shall remain in force through the life of this Contract and shall be payable on a per occurrence basis only, except those required by paragraph 6.4. a. and b. which may be provided on a claims-made basis consistent with the criteria noted therein.

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify and hold the County, its employees, officers, and agents, harmless and defend the County against any and all claims, damages, losses and expense that may arise by reason of the Contractor's negligent actions or omissions. County agrees to timely notify Contractor of any negligence claim.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of the agreement. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

A request for a waiver of any of the following insurance requirements must be set forth on **Exhibit "C"** attached hereto. A waiver must address reduced amounts of coverage or the type of coverage waived entirely.

6.1 GENERAL LIABILITY

The Contractor shall maintain a commercial general liability insurance policy in an amount of no less than one million dollars (\$1,000,000.00). The County shall be named as an additional insured on the commercial general liability policy and the Certificate of Insurance shall include an additional endorsement page. (see sample form: ISO - CG 20 10 11 85).

Insurance Reduction or Waiver of Coverage Requested (Exhibit "C")

6.2 AUTO LIABILITY

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of one million dollars (\$1,000,000.00).

Insurance Reduction or Waiver of Coverage Requested (Exhibit "C")

6.3 WORKERS' COMPENSATION

The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before commencing the performance of the work under this Contract. If Contractor has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Insurance Reduction or Waiver of Coverage Requested (Exhibit "C")

6.4 OTHER INSURANCES

Contractor may be required to carry additional insurance based upon the nature of the work to be performed (scope of services). For each additional required insurance, a corresponding certificate of insurance must be provided. Claims-made policies must have a retroactive date either prior to the effective date of the Contract or the beginning of the Contract work. Claims-made coverage must extend a minimum of twelve (12) months beyond completion of Contract work or end of current Contract, whichever is later. If coverage is cancelled or non-renewed, and not replaced with another claims made policy with a retroactive date prior to the Contract effective date, the Contractor must purchase extended reporting coverage for a minimum of twelve (12) months beyond completion of Contract work. Contractor shall maintain a policy limit of not less than one million dollars (\$1,000,000) per incident, with a deductible or self-insured retention not to exceed *\$2,500 unless approved by the County.

6.4.a Professional Liability Insurance..... **(check box if required)**

*Deductibles greater than \$2,500 require Insurance Reduction/Waiver form **(Exhibit "C")** to be completed.

6.4.b Maritime Insurance..... **(check box if required)**

7. NONDISCRIMINATORY EMPLOYMENT:

Contractor and/or any permitted subcontractor, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Agreement, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Agreement and shall require subcontractor to name Contractor as additional insured under this Agreement. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD, AUDIT, AND RETENTION PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

Contractor shall retain all records related to this contract for inspection by the State of California or the Federal Highway Administration for a period of not less than three (3) years after the final payment to contractor.

12. TITLE:

Any and all documents, information and reports concerning this project prepared by the Contractor, shall be the property of the County. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatsoever, Contractor shall promptly turn over all information, writing and documents to County without exception or reservation.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and worker's compensation.

15. AMENDMENT:

This Contract may be amended or modified only by written agreement of all parties.

16. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

17. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

18. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's willful misconduct or negligent performance of this Contract. Nothing herein shall be construed as a limitation of Contractor's liabilities.

19. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws including, but not limited to, Disadvantaged Business Enterprise programs (Exhibits D and E), Covenant Against Contingent Fees (Exhibit F), Non-Lobbying Certification (Exhibit G), wage rates, and the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Resolution #2005-97 of the Board of Supervisors prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by

this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the County's contact person referenced in paragraph 20. NOTICES below.

20. NOTICES:

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager:	Dan Dawson
	Marin County Department of Public Works
Dept./Location:	Box 4186
	San Rafael, CA 94912
Email:	ddawson@co.marin.ca.us
Telephone No.:	415-499-6287

Notices shall be given to Contractor at the following address:

Contractor:	Michael G. Jones
	Alta Planning + Design
	2560 9 th St, Suite 212
Address:	Berkeley, CA 94710
	510-540-5008
Telephone No.:	

21. ACKNOWLEDGEMENT OF EXHIBITS

CONTRACTOR'S INITIALS

- EXHIBIT A.** **Scope of Services**
- EXHIBIT B.** **Fees and Payment**
- EXHIBIT C.** **Insurance Reduction/Waiver**
- EXHIBIT D.** **Notice to Bidders/Proposers –
Disadvantaged Business Enterprise
Information**
- EXHIBIT E.** **Standard Agreement for
Subcontractor/DBE Participation**
- EXHIBIT F.** **Covenant Against Contingent Fees**
- EXHIBIT G.** **Non-Lobbying Certification**

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

**APPROVED BY
COUNTY OF MARIN:**

By: _____
PRESIDENT, Board of Supervisors

CONTRACTOR:

By: _____
Name: _____
Telephone No.: _____

=====

**COUNTY COUNSEL REVIEW AND APPROVAL (Only required if any of the noted reason applies)
REASON(S) REVIEW:**

- Contract Requires Board of Supervisors' Approval**
- Standard Short Form Content Has Been Modified**
- Optional Review by County Counsel at Department's Request**

County Counsel: _____

Date: _____

EXHIBIT "A"

SCOPE OF SERVICES

Project Initiation/Advisory Committee

A kick-off meeting will be held with staff to review the scope, schedule, and allocation of hours, collect relevant information, and assist in the formation of an Advisory Committee.

Michael Jones will staff five Advisory Committee meetings. Senior staff such as David Parisi, Bonnie Nelson, and/or Laura Cohen will also attend as needed to give presentations. Alta will develop agendas for each meeting and submit materials at least five (5) working days in advance of distribution for review by staff and subsequent submittal to the Committee. A preliminary list of Advisory Committee objectives is presented below.

Communication Protocol

Alta staff and team members will direct all inquiries on the project to County staff. If directed by County staff, Alta staff or team members may conduct interviews or reply directly to specific questions, with review by County staff before such responses go out. County staff will be copied on all e-mails and other correspondence.

Quality Control/Project Management

Alta will employ a three-tier quality control program, including review of all materials by the project manager, principal, and editor prior to sending to the County. Alta will develop and share with the County a detailed project schedule identifying all deliverables, staff review time, and other elements of the project. Staff will receive all materials for review at least seven (7) working days prior to distribution to the Advisory Committee.

Task 1.0 Initial List of Projects and Programs

Alta will develop an initial list of capital projects for evaluation from both the adopted bicycle/pedestrian master plans from the County, cities, and towns, and information gathered from the in-progress master plan updates. Alta will develop an initial list of outreach and education programs based on ideas used in other communities and ideas generated by the Alta Team and county staff. The Alta Team will solicit input from cities and towns and other bicycle, pedestrian, and social equity community groups for additional capital project and education and outreach program ideas through a combination of direct outreach, press releases, and other means (refer to Task 3.1).

The Alta Team will also review the Capital Improvement Programs for the County, cities, and towns as well as consult with public works staff for projects underway and scheduled for completion by 2010 that contain elements that will benefit nonmotorized users. This may include roadway, streetscape, traffic calming, bikeway, pedestrians, trail, transit, transit station, safety, highway, and other capital projects. They will also provide an inventory of education and outreach programs underway in Marin.

Core outreach and education programs to be initiated early in the process will include, at a minimum:

1. An interactive website with potential features such as (a) published materials for public review, (b) an on-line survey of needs, interests, and concerns, (c) an interactive map showing locations of nonmotorized projects, (d) collaboration with MTC to enhance their interactive route planning map (through 511.org), (e) a discussion blog with news and features. The website will be designed for easy access and uploading by County staff.
2. A comprehensive marketing strategy that will make the project identifiable to the public, along with marketing efforts using various mediums to encourage and assist people in walking or bicycling. The final marketing approach will be presented to staff with estimates of short and long-term costs, examples of comparable efforts, and estimates of effectiveness.
3. Other core program efforts may include feature articles for local newspapers, mass production of brochures or flyers, printed and/or electronic newsletters, or more targeted efforts to groups such as employers, senior citizens, the disabled community, and others.

4. Identification of networks managed by others within Marin, and complimentary initiatives within Marin, that can be used to distribute information about the program (newsletters, websites, etc.)

Deliverables: Initial List of Projects and Programs/Core Programs

Task 2.0 Existing and Proposed Projects

Alta will develop a GIS-map and matrix showing existing bicycle facilities, including bike paths, bike lanes, and bike routes. The map will also include pedestrian facilities (or the lack of) within one half mile of defined activity nodes such as downtowns, schools, shopping centers, major employment areas, and transportation hubs. We will also identify projects underway and scheduled to be completed by 2010 from Task 1.0, and potential projects from Task 1.0. Each project underway will have a summary statement identifying the lead agency, project status, and likely year of delivery. In addition, Alta will develop GIS-maps that show selected demographic and land use data, trip origin and destination, and other patterns that are directly linked to walking and bicycling that will be used in Task 5.0.

Deliverables: GIS maps and matrices of facilities

Task 3.0 Public Outreach for Project and Program Ranking Process

The Alta Team will design and implement a comprehensive public outreach process, including coordination with local agencies and community groups. We propose to use a variety of effective methods and tools to solicit input including:

Project Kick-Off Meeting/Open House: Alta will facilitate a major project kick-off meeting to introduce the project, outline the program's goals, objectives, and schedule, review the process by which local agencies and the public can get involved and provide input, identify the types of programs and projects that may be funded, provide an overview of the documentation process and requirements, and other topics. After the presentation, the team will host stations focused on specific topics (such as pedestrian facilities, education and outreach programs, bikeways, data collection, etc.) where the public can ask staff questions directly. Existing facilities and programs will be identified along with the list of currently proposed projects with a means provided for the public to suggest additional project and program ideas. At the conclusion of the open house, a summary of comments will be presented back to the public. Alta will develop a press release, feature article for publication, web materials, flyers, agenda, and other materials to promote the meeting. Alta will utilize a variety of graphical media including PowerPoint, video, GIS-maps, photos, and other materials to communicate with the public and officials.

Mailing List: County will maintain a mailing list for the project. Alta will assist with the gathering of contact information.

List Service: Alta will develop and maintain a list service (or blog) for the project that will allow for technical discussions on the project to take place between staff, officials, and others.

Project FTP Site: Alta will develop and maintain a project FTP site that will allow for draft versions of large technical products to be distributed to staff and the consultant team.

Press Releases/Feature Articles: Alta will provide local news media with press releases, feature articles, and Fact Sheets prior to all public workshops. Alta will also post advertisements of the program in local papers within a specified budget allocation.

Website: Alta will develop a project website with links to the County website, as described in Task 1.0.

Fact Sheets: Alta will develop one-page Fact Sheets that can be distributed to the press, local agencies, and the public that succinctly describes the program and its objectives.

Public Access Television/Radio: Alta will conduct interviews on local radio and local access television as appropriate and authorized to promote the program.

Bi-Lingual: Alta will provide Spanish-translation services at meetings and workshops as requested by each local agency, and provide Spanish handouts and mailers as necessary.

Task 4.0 Ranking and Priority Tools

The Alta Team will develop tools to rank and prioritize programs and capital projects under consideration for the NTTP funding, consistent with FHWA criteria. Rails-to-Trails Conservancy (RTC) will be responsible for ensuring that any ranking tool is wholly consistent with FHWA requirements and that the selected projects will be the most likely to meet the goals of the project.

Deliverables: Ranking and prioritization tools and output

Task 5.0 Project and Program Compliance

The Alta Team will ensure that all proposed projects and programs conform to applicable standards and requirements, including the California Building Code Title 24 and the Americans with Disabilities Act.

Deliverables: Summary of project and program compliance

Task 6.0 Project Funding Options

Alta will develop a matrix of additional funding sources to determine which projects are best suited for Program funds and which projects should be pursued through grant applications for other programs, or a combination of both.

Deliverables: Summary of project funding options

Task 7.0 Project and Program Evaluation

For the top-ranked, proposed programs and construction projects, the Alta Team will define a scope, cost estimate, and assessment of environmental, right-of-way, and other pertinent issues along with a draft schedule under which the project could be executed. Alta Team traffic and civil engineers (David Parisi, Questa Engineers), and other designers (George Hudson) will conduct a feasibility analysis of all capital projects to identify potential issues that could impact the project being completed within budget and schedule, and to develop a concept-level cost estimate. All proposed programs will be reviewed by team program specialists (Michael Jones, Mia Birk, Laura Cohen, and Brett Hondorp) to ensure that the program details and costs are accurate.

On-Street Facilities: David Parisi Associates and Alta staff will evaluate all on-road facilities to ensure that (a) they are feasible and effective, (b) they conform to established standards, (c) they conform to local policies, and (d) they have minimal or no significant traffic or safety impacts. Types of projects to be reviewed include:

- New or modified bike lanes
- New or modified bike routes
- New or modified signing, striping, stencils
- New or modified traffic signals
- New mid-block crossing treatments
- Bridges, undercrossings
- Streetscape projects
- Traffic calming projects
- Changes to on-street striping, parking
- New or modified medians, curb extensions
- Changes to traffic regulations

Off-Street Facilities: Alta, Questa Engineers, Rails-to-Trails, and Parisi Associates engineers, planners, and landscape architects will review each project and program to ensure that it will achieve its goal, operates efficiently, has accurate on-going cost estimates, and meets relevant standards and 'best practices.' Types of projects to be reviewed include:

- New or modified multi-use trails
- Neighborhood connector paths
- Lockers, showers
- New or modified sidewalks
- Bike racks, bike parking
- Information kiosks

Transit and TDM-Linked Walk/Bike Trips: Nelson\Nygaard staff will evaluate all transit and transportation demand management (TDM) recommendations to ensure that (a) they will result in increases in walking and bicycling trip making, (b) are consistent with existing local plans and policies, and (c) are realistic and functional. Types of projects to be reviewed include:

- Bicycle and pedestrian access to transit
- Bike parking at transit terminals
- On-board bicycle capacity

Programs: Alta will evaluate proposed programs to ensure they (a) meet best practices and standards from similar programs elsewhere, (b) have accurate costs, and (c) a viable operating entity has been identified. Types of programs include:

- Education
- Promotion

- Communication
- Outreach

Deliverables: Top ranked projects and programs

EXHIBIT "B"

FEES AND PAYMENT SCHEDULE

For the satisfactory performance and completion of the Services under this Contract, County will pay CONTRACTOR compensation as set forth in the following billing rates, with the total for the tasks below not to \$234,410.

Task	Cost
Project Initiation	\$2,330
Advisory Committee Meetings	18,520
1. Initial List of Projects/Programs	36,520
2. Existing and Proposed Projects	13,580
3. Public Outreach	26,740
4. Ranking and Priority Tools	21,280
5. Project and Program Compliance	12,480
6. Project Funding Options	3,540
7. Project and Program Evaluation	94,420
Additional Direct Costs	5,000
Total	\$234,410

1. ELEMENTS OF COMPENSATION

Compensation for the Services will be comprised of the following elements: 1.1 DIRECT LABOR COSTS, 1.2 FEE, and 1.3 ADDITIONAL DIRECT COSTS.

1.1 DIRECT LABOR COSTS

Direct Labor Costs shall be paid in an amount equal to the product of the Direct Salary Costs and the Multiplier which are defined as follows:

1.1.1 Direct Salary Costs

Direct Salary Costs are the base salaries and wages actually paid to CONTRACTOR's personnel directly engaged in performance of the Services under the Agreement.

1.1.2 Multiplier

The Multiplier to be applied to the Direct Salary Costs to determine Direct Labor Costs is 1.431, and is the sum of the following components:

1.1.2.1 Direct Salary Cost

1.1.2.2 Payroll Additives

The decimal ratio of Payroll Additives to Direct Salary Costs. Payroll Additives include all employee benefits, allowances for vacation, sick leave, and holidays, and company portion of employee insurance and social and retirement benefits, all federal and state payroll taxes, premiums for insurance which are measured by payroll costs, and other contributions and benefits imposed by applicable laws and regulations.

1.1.2.3 Overhead Costs

The decimal ratio of allowable Overhead Costs to CONTRACTOR firm's total direct salary costs. Allowable Overhead Costs include general, administrative and overhead costs of maintaining and operating established offices, consistent with established firm policies, and as defined in the Federal Acquisitions Regulations, Part 31.2.

1.1.2.4 FEE

A fee shall be applied to the Direct Labor Costs.

Total Multiplier is the sum of 1.1.2.1, 1.1.2.2, 1.1.2.3, 1.1.2.4)

Firm	Alta	Parisi	Questa	N/N	Cohen	R to T	Swanson
Direct Salary Cost	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Payroll Additives	0.408	0.35	0.33	0.35	0.18	1.2353	0.34
Overhead Costs	1.37	0.50	1.66	1.2	0.85	0.54	1.07
Fee	0.10	0.15	.0.15	0.10	0.15	0.10	0.10

1.3 ADDITIONAL DIRECT COSTS

Additional Direct Costs will be reimbursed as follows:

<u>ITEM</u>	<u>REIMBURSEMENT RATE</u>
Printing, Reproduction, Delivery	At invoice cost to Contractor
Travel	At allowable IRS reimbursement rate
4. Working Meals	At invoice cost to Contractor

2. DIRECT SALARY RATES

Direct Salary Rates, which are the range of hourly rates to be used in determining Direct Salary Costs in Section 1.1.1 above, are detailed below.

POSITION OR CLASSIFICATION, ALTA	RANGE OF HOURLY RATES
Principal	\$135.00 – 200.00
Associate	\$90.00 – 110.00
Planner	\$70.00 – 90.60
Admin	\$45.00 – 55.00
Webmaster	\$45.00 – 55.00
POSITION OR CLASSIFICATION, PARISI	
Principal	\$165.00
POSITION OR CLASSIFICATION, QUESTA	

Senior Engineer, PE	\$145.00 - \$175.00
Engineer, PE	\$120.00 - \$130.00
Draftsman	\$85.00
POSITION OR CLASSIFICATION, NELSON/NYGGARD	
Principal	\$130.00 - \$150.00
Associate	\$85.00 - \$95.00
Support	\$85.00
POSITION OR CLASSIFICATION, COHEN	
Principal	\$125.00
POSITION OR CLASSIFICATION, RAILS TO TRAILS CONSERVANCY	
Program Director	\$70.00 – \$80.00
Manager	\$50.00 - \$60.00
Coordinator	\$35.00 - \$45.00
Associate	\$30.00 - \$40.00
POSITION OR CLASSIFICATION, SWANSON	
Director	\$180.00

EXHIBIT "C"

INSURANCE REDUCTION/WAIVER (if applicable)

CONTRACTOR: Andre Cohen Marketing Associates (sub to Alta Planning + Design)

CONTRACT TITLE Nonmotorized Transportation Pilot Program implementation

This statement shall accompany all requests for a reduction/waiver of insurance requirements. Please check the box if a waiver is requested or fill in the reduced coverage(s) where indicated below:

	Check Where Applicable	Requested Limit Amount	CAO Use Only
General Liability Insurance	<input checked="" type="checkbox"/>	\$0	
Automobile Liability Insurance	<input checked="" type="checkbox"/>	\$500,000	
Workers' Compensation Insurance	<input checked="" type="checkbox"/>		
Professional Liability Deductible	<input checked="" type="checkbox"/>	\$0	

Please set forth the reasons for the requested reductions or waiver.

A Cohen Marketing Associates is currently located in a home office. The general liability is included in the homeowners policy, and has a lower limit than required.
A Cohen Marketing Associates is a small firm with a small role on this project and requests approval of a \$500,000 limit.
Andre Cohen is self-employed and a sole proprietor with no employees
Professionals in the advertising/marketing field typically do not have this type of insurance

Contract Manager Signature: _____

Date: _____

Extension: _____

Approved by Risk Manager: _____

Date: _____

EXHIBIT "D"

NOTICE TO BIDDERS/PROPOSERS DISADVANTAGED BUSINESS ENTERPRISE INFORMATION

The Agency has determined that Disadvantaged Business Enterprises (DBE) can reasonable be expected to compete for the subcontracting opportunities in this Agreement and has established a DBE Availability Advisory of 10%. It is therefore, the Agency's expectation that available DBE firms have an opportunity to participate in this Agreement.

1. TERMS AS USED IN THIS DOCUMENT

- The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern as defined in Title 49, Part 26.5, Code of Federal Regulations (CFR).
- The term "bidder" also means "proposer" or "offerer."
- The term 'Agreement' also means "Contract."
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term "Small Business" or "SB" is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49CFR26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"). The Contractor should ensure that DBEs and other SBs, have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The bidder/proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Bidders/Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.
- C. Meeting the DBE Availability Advisory Percentage is not a condition for being eligible for award of the Agreement.

3. SUBMISSION OF DBE INFORMATION

A "Local Agency Proposer/Bidder-DBE (Consultant Contracts)-Information" form will be included in the Agreement documents to be executed by the successful bidder. The purpose of the form is to collect data required under 49 CFR 26. Even if no DBE participation will be reported, the successful bidder must execute and return the form.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the bidder's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed, pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
- B. A certified DBE may participate as a prime contractor, subcontractor, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE joint-venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint-venture commensurate with its ownership interest.
- D. A DBE must perform a commercially useful function, pursuant to 49 CFR 26.55 that is, must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- E. The bidder (prime contractor) shall list only one subcontractor for each portion of work as defined in their bid/proposal and all DBE subcontractors should be listed in the bid/cost proposal list of subcontractors.
- F. A prime contractor who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subcontractors.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance. Bidder/Proposer may call (916) 440-0539 for web or download assistance.
- B. Access the CUCP database from the Department of Transportation, Civil Rights, Business Enterprise Program website at: <http://www.dot.ca.gov/hq/bep/>.
- Click on the link in the left menu titled Find a Certified Firm
 - Click on Query Form link, located in the first sentence
 - Click on Certified DBE's (UCP) located on the first line in the center of the page
 - Click on Click To Access DBE Query Form
 - Searches can be performed by one or more criteria
 - Follow instructions on the screen
 - "Start Search", "Requery", "Civil Rights Home", and "Caltrans Home" links are located at the bottom of the query form
- C. How to Obtain a List of Certified DBEs without Internet Access
- DBE Directory:** If you do not have Internet access, Caltrans also publishes a directory of certified DBE firms extracted from the on-line database. A copy of the directory of certified DBEs may be ordered from the Caltrans Division of Procurement and Contracts/Material and Distribution Branch/Publication Unit, 1900 Royal Oaks Drive, Sacramento, CA 95815, Telephone: (916) 445-3520.

6. WHEN REPORTING DBE PARTICIPATION, MATERIAL OR SUPPLIES PURCHASED FROM DBES MAY COUNT AS FOLLOWS:

- A. If the materials or supplies are obtained from a DBE manufacturer, one hundred percent of the cost of the materials or supplies will count toward the DBE participation. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises, the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count sixty percent of the cost of the materials or supplies toward DBE participation. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not an ad hoc or Agreement-by - Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

EXHIBIT "E"

STANDARD AGREEMENT FOR SUBCONTRACTOR/DBE PARTICIPATION

1. Subcontractors

- A. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the Agency and any subcontractors, and no subcontract shall relieve the Contractor of his/her responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the Agency for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the Agency's obligation to make payments to the Contractor.
- B. Any subcontract in excess of \$25,000, entered into as a result of this Agreement, shall contain all the provisions stipulated in this Agreement to be applicable to subcontractors.
- C. Contractor shall pay its subcontractors within ten (10) calendar days from receipt of each payment made to the Contractor by the Agency.
- D. Any substitution of subcontractors must be approved in writing by the Agency's Contract Manager in advance of assigning work to a substitute subcontractor.

2. Disadvantaged Business Enterprise Program Availability Advisory

- A. This Agreement is subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." In order to ensure Caltrans achieves its federally mandated statewide overall DBE goal, the Agency encourages the participation of DBEs, as defined in 49 CFR 26 in the performance of Agreements financed in whole or in part with federal funds. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. As required by federal law, the Caltrans has established a statewide overall DBE goal. In order to ascertain whether that statewide overall DBE goal is being achieved, the Caltrans is tracking DBE participation on all federal-aid contracts.
- C. To assist Contractors in ascertaining DBE availability for specific items of work, the Agency advises that it has determined that DBEs could reasonably be expected to compete for subcontracting opportunities on this project and the likely DBE Availability Advisory Percentage is 10 percent. The Agency also advises that participation of DBEs in the specified percentage is not a condition of award.
- D. Contractor has agreed to carry out applicable requirements of Title 49 CFR 26, in the award and administration of federally assisted Agreements. The regulations in their entirety are incorporated herein and by reference.
- E. The Contractor should notify the Contract Manager in writing, of any changes to its anticipated DBE participation. This notice should be provided prior to the commencement of that portion of the work.
- F. DBE and other small businesses (SB), as defined in Title 49 CFR 26 are encouraged to participate in the performance of agreements financed in whole or in part with federal funds. The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The contractor shall carry out applicable requirements of Title 49 CFR 26 in the award and administration of US DOT- assisted agreements. Failure by the contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate.
- G. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this section.

3. Performance of DBE Contractors, and other DBE Subcontractors/Suppliers

- A. A DBE performs a commercially useful function when it is responsible for execution of the work of the Agreement and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible with respect to materials and supplies used on the Agreement, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a commercially useful function, evaluate the amount of work subcontracted, industry practices; whether the amount the firm is to be paid under the Agreement is commensurate with the work it is actually performing, and other relevant factors.
- B. A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, Agreement, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.

- C. If a DBE does not perform or exercise responsibility for at least thirty percent of the total cost of its Agreement with its own work force, or the DBE subcontracts a greater portion of the work of the Agreement than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a commercially useful function.

4. Prompt Payment of Funds Withheld to Subcontractors

- A. The Agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the agency, of the contract work, and pay retainage to the prime contractor based on these acceptances. The prime contractor, or subcontractor, shall return all monies withheld in retention from a subcontractor within 30 days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Federal law (49CFR26.29) requires that any delay or postponement of payment over 30-days may take place only for good cause and with the agency's prior written approval. Any violation of this provision shall subject the violating prime contractor or subcontractor to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the prime contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime contractors and subcontractors
- B. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this section.

6. DBE Records

- A. The Contractor shall maintain records of materials purchased and/or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime Contractors shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.
- B. Upon completion of the Agreement, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprises (DBE)," CEM-2402F (Exhibit 17-F in Chapter 17 of the LAP), certified correct by the Contractor or the Contractor's authorized representative and shall be furnished to the Contract Manager with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to the Contractor when a satisfactory "Final Report Utilization of Disadvantaged Business Enterprises (DBE)" is submitted to the Contract Manager.
 - 1) Prior to the fifteenth of each month, the Contractor shall submit documentation to the Agency's Contract Manager showing the amount paid to DBE trucking companies. The Contractor shall also obtain and submit documentation to the Agency's Contract Manager showing the amount paid by DBE trucking companies to all firms, including owner-operators, for the leasing of trucks. If the DBE leases trucks from a non-DBE, the Contractor may count only the fee or commission the DBE receives as a result of the lease arrangement.

7. DBE Certification and De-certification Status

If a DBE subcontractor is decertified during the life of the Agreement, the decertified subcontractor shall notify the Contractor in writing with the date of de-certification. If a subcontractor becomes a certified DBE during the life of the Agreement, the subcontractor shall notify the Contractor in writing with the date of certification. Any changes should be reported to the Agency's Contract Manager within 30 days.

EXHIBIT "F"

COVENANT AGAINST CONTINGENCY FEES

The Consultant warrants that he/she has not employed or retained any company or person, other than a bona fide employee working for the consultant; to solicit or secure this agreement; and that he/she has not paid or agreed to pay any company or person other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award, or formation of this agreement. For breach or violation of this warranty, the local agency shall have the right annul this agreement without liability, or at its discretion; to deduct from the agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

EXHIBIT "G"

**NONLOBBYING CERTIFICATION
FOR FEDERAL-AID CONTRACTS**

The prospective participant certifies by signing and submitting this bid or proposal to the best of his or her knowledge and belief that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.