

COUNTY OF MARIN
STANDARD SHORT FORM CONTRACT

THIS AGREEMENT is made and entered into this day January 17, 2007 and between the COUNTY OF MARIN, hereinafter referred to as "County" and **ANN LUDWIG**, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following services: Manage all facets of work for the project management of the Health & Wellness Campus project (six buildings and the associated land totaling approximately 82,000 square feet of space), by outside contractors; implement and manage contracts as needed, and assist with transition of project management work to Department of Public Works staff; 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 **\$94,400** including direct non-salary expenses.

5. TIME OF AGREEMENT:

This Agreement shall commence on **January 17, 2007**, and shall terminate on **October 31, 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).

x 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.

x 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 AND AUDIT 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.

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 workers' 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 and resolutions (including, but not limited to 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: David Speer
Dept./Location: Administrator's Office
3501 Civic Center Drive, Suite 325
San Rafael, CA 94903
Telephone No.: 415-499-6016

Notices shall be given to Contractor at the following address:

Contractor: Ann Ludwig
Address: 1480 Fernwood Drive
Oakland, CA 94611
Telephone No.: 510-653-9243 or 510-734-9831

21. ACKNOWLEDGEMENT OF EXHIBITS

CONTRACTOR'S INITIALS

- EXHIBIT A.** **Scope of Services**
- EXHIBIT B.** **Fees and Payment**
- EXHIBIT C.** **Insurance Reduction/Waiver**

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

**APPROVED BY
COUNTY OF MARIN:**

By: _____
COUNTY ADMINISTRATOR

CONTRACTOR:

By: _____
Name: _____
Telephone No.: _____

COUNTY COUNSEL REVIEW AND APPROVAL (Only required if any of the noted reason(s) 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

Through October 31, 2007, Contractor to manage services described below ("Services") for the project management of the Health & Wellness Campus (six buildings and the associated land totaling approximately 84,000 square feet of space) ("Campus") and assist with transition of project management work to Department of Public Works staff when the position is filled.

Services to include:

- Supervise & provide project management, liaison, inspection & contract administration for the design, construction, and modification of Campus buildings.
- Assist with transition of project management work to Department of Public Works staff when the position is filled.
- Organize and maintain a filing system, in both electronic and paper format, the Campus project related files.
- Serves as the primary point of contact for and coordinates with County departments, contractors, and stakeholders.
- Work with the Department of Health and Human Services to continue organizational planning and development of the staff and functions to be located at the Health and Wellness Campus.
- Coordinate with Health and Human Services administration in the planning and implementation of their departmental moves in facilities outside of the Campus but that follow from the implementation of the Campus that are part of the overall space planning for Health and Human Services.
- Assist as directed the County's non-profit partners and the partners' consultants at the Health and Wellness Campus in planning and developing their space at the Campus.
- Coordinate with the Property Management firm to maintain the security of the campus; review invoices and administer the property management contract.
- As directed, ensure the process to commission the buildings and the campus meets standards to be environmentally friendly and LEED Silver or Gold certifications
- Perform related work as required.

Key Responsibilities

- **Design & Construction Management** – Contractor to provide services that result in the delivery of functional, well-designed & constructed, low maintenance buildings on-time & on-budget that meet a minimum of LEED Silver certification with a goal of LEED Gold certification. Contractor to manage the selection and contracts for the Architectural/Engineering, Construction Management and General Contractor services; coordinate with County departments proposed to occupy the properties for continued programming and space planning, as well as County departments providing support services, such as IST, DPW and others; coordinate the development of the architectural plans and cost estimates to ensure all aspects of a total, "turnkey" project is included. Contractor to also coordinate with non-profit organizations identified to be part of the campus plan, which may include program planning and contractor coordination to help the non-profit organization meet objectives.
- **Project-related Community Outreach** – Communicate with & get input on project design & construction from community groups & other non-county entities.
- **Assist Health and Human Services in Organization and Space Planning** – As directed, assist HHS Administration in all aspects of space planning, departmental integration, moves that may be a consequence of the development of the Campus
- **Facilitation & Management of Working Groups** – staff & facilitate communication between project contractors & groups as needed. Working Groups include:
 - **Seagate Properties**, including representatives from Seagate, CAO and DPW: Primary Purpose: Management of Purchase Agreement & associated contracts (property management, design & construction).
 - **Internal Campus Planning**, including representatives from IST, Parks & Open Space, HHS, DPW, CAO, County Counsel, Sheriff, Community Development. Primary Purpose: Integration of county support services & standards in design and construction & post-occupancy planning.

- **Department Financial Planning**, including HHS and DPW CFOs and CAO Analysts for HHS & DPW. Primary Purpose: Strategic financial planning for non-capital budget needs related to campus construction (utilities, maintenance, non-capital project equipment, such as computers).
- **City of San Rafael**, including representatives from CAO, DPW, and San Rafael City Manager and Redevelopment Dept. Primary Purpose: Establish a communication path between the City and the County to solidify relationship during construction & when campus is occupied.

Contractor to implement and manage contracts as needed; perform analysis and make recommendations as needed to deliver the project for County's use. Contractor to arrange and attend meetings as needed to coordinate the work.

The County and Seagate Properties will provide, under separate contracts, the services of outside consultants required to meet project deliverables and deadlines.

EXHIBIT "B"
FEES AND PAYMENT SCHEDULE

Contractor shall provide a general description of work completed for the billing period.

Services:

Compensation for services provided by Contractor shall be at the rate of \$80.00 per hour and will not exceed \$94,400.

Reimbursable Expenses: All expenses to provide the scope of services are included.

Compensation for services shall be invoiced to the County on a monthly basis at the end of the month. Each invoice must include:

- Contractor Name
- Complete Address
- Invoice Date
- Period covered
- Services Provided
- Invoice total
- Other items, if any, as required by the work program pursuant to Exhibit A

At no time will the total contract cost exceed \$94,400.