

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and **Synergy Disaster Recovery, LLC**, a Colorado S Corp, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR for services related to updating the County of Mendocino's operational area Multi-Jurisdictional Hazard Mitigation Plan (MJHMP); and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this Agreement and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit A, and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

Exhibit A	Definition of Services
Exhibit B	Payment Terms
Exhibit C	Insurance Requirements
Exhibit D	Mendocino County ePayables Information
Exhibit E	Federal Provisions
Attachment E1	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions
Attachment E2	Certification Regarding Lobbying
Attachment E3	System for Award Management (SAM)

The term of this Agreement shall be from the date this Agreement becomes fully executed by all parties (the "Effective Date"), and shall continue through March 1, 2026

The compensation payable to CONTRACTOR hereunder shall not exceed one hundred and eighty-seven thousand, seven hundred and eight dollars (\$187,708.00) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: Xuyen Mallela
DEPARTMENT HEAD

DATE

05/02/2025

Budgeted: ☒ Yes ☐ No

Budget Unit: 2910

Line Item: DR-862189-DR505

Grant: ☒ Yes ☐ No

Grant No.: DR-4683-1062-26P

CONTRACTOR/COMPANY NAME

By: Bryon

Date: 5/2/2025

NAME AND ADDRESS OF CONTRACTOR:

Synergy Disaster Recovery, LLC
2730 Bristlecone Ct.
Lafayette, CO 80026

COUNTY OF MENDOCINO

By: John Haschak
JOHN HASCHAK, Chair
BOARD OF SUPERVISORS

Date: 05/20/2025

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: Arcie
Deputy 05/20/2025

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: Arcie
Deputy 05/20/2025

INSURANCE REVIEW:

By: Darcie Antle
Risk Management

Date: 05/02/2025

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

By: Lori Paul
COUNTY COUNSEL

Date: 05/02/2025

EXECUTIVE OFFICE/FISCAL REVIEW:

By: Darcie Antle
Deputy CEO or Designee

Date: 05/02/2025

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed ☐

Mendocino County Business License: Valid ☐

Exempt Pursuant to MCC Section: _____

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and COUNTY laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the COUNTY agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), CONTRACTOR shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR's performance or its obligations under this Agreement, unless arising out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.
3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of subcontractors' employees.

5. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.

- b. Accidents: If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.
 - c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit B hereto as funding permits.

If COUNTY over pays CONTRACTOR for any reason, CONTRACTOR agrees to return the amount of such overpayment to COUNTY, or at COUNTY's option, permit COUNTY to offset the amount of such overpayment against future payments owed to CONTRACTOR under this Agreement or any other Agreement.

In the event CONTRACTOR claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by COUNTY, State of California or the United States Government, the CONTRACTOR shall promptly refund the disallowance amount to COUNTY upon request, or at its option COUNTY may offset the amount disallowed from any payment due or that becomes due to CONTRACTOR under this Agreement or any other Agreement.

All invoices, receipts, or other requests for payment under this contract must be submitted by CONTRACTOR to COUNTY in a timely manner and consistent with the terms specified in Exhibit B. In no event shall COUNTY be obligated to pay any request for payment for which a written request for payment and all required documentation was first received more than six (6) months after this Agreement has terminated, or beyond such other time limit as may be set forth in Exhibit B.

7. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.

8. **OWNERSHIP OF DOCUMENTS:** CONTRACTOR hereby assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit A of this Agreement have been fully performed or paid for.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. **CONFLICT OF INTEREST:** The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. **NOTICES:** All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. **Certified Mail:** When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO
Executive Office
501 Low Gap Road
Ukiah, CA 95482
Attn: Xuyen Mallela

To CONTRACTOR: SYNERGY DISASTER RECOVERY
2730 Bristlecone Ct.
Lafayette, CO 80026
Attn: Bethany Duart

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use COUNTY property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
 - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.

- b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
 - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under State or Federal law.
 - d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
 - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. DRUG-FREE WORKPLACE: CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at a COUNTY facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the COUNTY department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
14. ENERGY CONSERVATION: CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. COMPLIANCE WITH LICENSING REQUIREMENTS: CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses. To the extent required by law, CONTRACTOR shall display licenses in a location that is reasonably conspicuous. Upon COUNTY's request, CONTRACTOR shall file copies of same with the County Executive Office.
- CONTRACTOR represents and warrants to COUNTY that CONTRACTOR and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.
16. AUDITS; ACCESS TO RECORDS: The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and

other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with COUNTY requirements to show the actual costs incurred by the CONTRACTOR in the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. **DOCUMENTS AND MATERIALS:** CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
18. **TIME OF ESSENCE:** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. **TERMINATION:** The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR notice. Such notice shall be in writing and may be issued by any COUNTY officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event that the COUNTY

should abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its services as outlined in Exhibit A shall not exceed \$67,260.00 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.

20. **NON APPROPRIATION:** If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR's receipt of the termination notice.
21. **CHOICE OF LAW:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. **VENUE:** All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. **WAIVER:** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
24. **ADVERTISING OR PUBLICITY:** CONTRACTOR shall not use the name of COUNTY, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. **ENTIRE AGREEMENT:** This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire Agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other Agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter

thereof. This Agreement may not be modified except by a written document signed by both parties. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.

26. HEADINGS: Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual Agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
28. ASSURANCE OF PERFORMANCE: If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. SUBCONTRACTING/ASSIGNMENT: CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any Agreement that violates this Section shall confer no rights on any party and shall be null and void.
 - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
 - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any Agreement between CONTRACTOR and its subcontractors.
30. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.

31. **SEVERABILITY:** If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. **INTELLECTUAL PROPERTY WARRANTY:** CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this Agreement, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this Agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this Agreement.

In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

33. **ELECTRONIC COPIES:** The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.
34. **COOPERATION WITH COUNTY:** CONTRACTOR shall cooperate with COUNTY and COUNTY staff in the performance of all work hereunder.
35. **PERFORMANCE STANDARD:** CONTRACTOR shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in CONTRACTOR's profession. COUNTY has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR hereby agrees to provide all services under this Agreement in accordance with generally

accepted professional practices and standards of care, as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of CONTRACTOR's work by COUNTY shall not operate as a waiver or release. If COUNTY determines that any of CONTRACTOR's work is not in accordance with such level of competency and standard of care, COUNTY, in its sole discretion, shall have the right to do any or all of the following: (a) require CONTRACTOR to meet with COUNTY to review the quality of the work and resolve matters of concern; (b) require CONTRACTOR to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.

36. ATTORNEYS' FEES: In any action to enforce or interpret the terms of this Agreement, including but not limited to any action for declaratory relief, each party shall be solely responsible for and bear its own attorneys' fees, regardless of which party prevails.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

CONTRACTOR shall provide the following:

MENDOCINO COUNTY
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN
RFP # 029-24

SCOPE OF SERVICES

Task 1: Project Management

Effective communication and coordination are essential for the success of this project. Our style is to create a "partnering" process that includes all project stakeholders and **freely disseminates project information such as timelines and deadlines**. Our communication will occur through all available tools: calls/webinars, emails, monthly reports, and meetings/workshops - both in-person and virtual. We will also schedule monthly coordination meetings with the county project staff throughout the process to ensure we meet set deadlines.

Our team is available for as many additional virtual coordination meetings as needed throughout the project. See our [Project Schedule](#) for details on proposed meetings throughout the planning process. We look forward to refining the proposed schedule alongside the county as we have presented **opportunities to streamline the planning process and expedite plan approval**.

Our team will use various methods throughout the planning process, including online surveys and in-person workshops, to **receive and compile feedback** from planning partners and the public. We will provide continual support to the county from day one of the project through local adoptions and final FEMA approval.

Virtual / Hybrid Meetings

If preferred, our team can provide a flexible planning effort where some meetings can be held virtually, while others can be in-person or hybrid.

Our team utilizes the latest online technologies and tools to ensure that virtual meeting participants are actively involved in discussions and meetings. We feel confident that we can facilitate a dynamic virtual dialogue, and genuinely engage stakeholders.

We look forward to further discussing Mendocino County's preferences on meeting formats.

Task 1 Deliverables:

- Monthly Coordination Meetings with the County Project Management Team (or more frequently at the county's request)
 - Planning Process Documentation (on-going)
 - Invoicing
 - Monthly Progress Reporting

Task 2: The Planning Process

Project Initiation

The first challenge to any planning effort is involvement and the need to bring the appropriate people to the process. However, this should not simply ensure that participation requirements are met but that information is shared, ideas evolve, and people leave with a new understanding of how to keep their community safe and resilient. In addition to the **CPT and Planning Partners**, the MJHMP update creates an opportunity to include community members, agencies, departments, and other stakeholders who may not have previously been aware of their value in the process.

In coordination with the Planning Partners, we will compile the CPT roster for review based on the current and prospective participants discussed. This roster will be expanded throughout the planning process as additional stakeholders are identified. All Planning Partners will be formally invited to the planning process and asked to provide a written commitment to participate, if they have not yet done so. We will also encourage all local governments to seek FEMA approval to be eligible for future mitigation funding. It is currently assumed that local governments seeking FEMA approval of this multi-jurisdictional HMP include the following:

- City of Willits
- City of Ukiah
- City of Fort Bragg
- City of Point Arena
- Mendocino County Office of Education
- Covelo Fire Protection District
- Noyo Harbor District

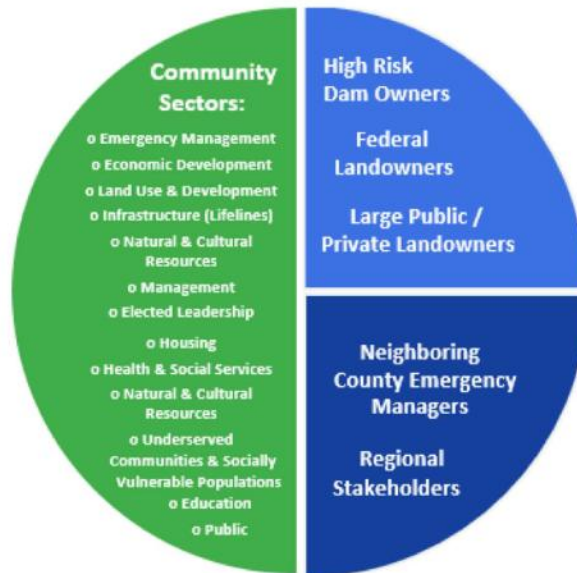
Our team will monitor and update our **CPT**

Participation Tracker

throughout the project. This will enable us to monitor

individual and organizational participation using a custom tool that we have developed. Having this information readily accessible will allow our team to proactively track participation to ensure all Planning Partners meet FEMA planning requirements. If the county desires, the tracker can also assist in documenting in-kind contributions from

PLANNING TEAM COMPOSITION



the CPT, to help cover the grant's local match amount, reducing required "cash matches".

Upon contract award, we will schedule the virtual **Pre-Kickoff Meeting** with the county project management team to:

- Review and further refine, if necessary, the project scope, objectives, and schedule;
- Establish clear participation standards for all governments seeking FEMA approval;
- Project communication and messaging preferences; and
- Discuss coordination with participating organizations, individuals, and other stakeholders (local and regional) who should be invited to serve on the CPT.

Our team will next schedule virtual **individual initial coordination meetings with each Planning Partner**. These meetings will allow our team to establish clear communication channels and define roles for each local government agency. We will also discuss any immediate challenges the governments may face during the planning process to identify solutions and resources to support them.

Other goals of these meetings are to:

- Establish clear participation standards for all governments seeking FEMA approval;
- Gather initial data, studies, and documents;
- Identify those specific hazards to profile;
- Identify other in-process or recently completed local planning efforts;
- Listen to lessons learned from other recent planning processes; and
- Discuss an initial public engagement strategy.

"The planning process was very good, with great participation by each of the jurisdictions and relevant partner agencies. Particular emphasis is placed on the participation of elected officials, who may serve as a nexus of the committee's expertise and the communities' political and fiscal realities."

- CO State HMP Review

After we meet with each Planning Partner, we will schedule the in-person **CPT Kickoff Workshop**. The purpose of this meeting is to review the project tasks and expectations. Our team will facilitate this and all future meetings, workshops, and other activities. As part of these facilitation efforts throughout the project, we will develop all needed materials and handle any technological, software, logistic, and coordination needs. Specific tasks of this meeting are to:

- Review FEMA comments and recommendations on the current MJHMP;
- Discuss coordination with participating organizations, individuals, and other stakeholders (local and regional) who should be invited to serve on the CPT;
- Present the recent changes to FEMA policy;
- Finalize the hazards to be profiled in the MJHMP;
- Continue discussions on the public engagement strategy;
- Identify potential project challenges and issues;
- Gather additional data, studies, and documents;

- Clearly define the roles and responsibilities of our team, local governments seeking FEMA approval, the CPT, and all affected stakeholders in the county; and
- Lessons learned from our other HMP clients and recent local county planning processes.

Additional project workshops, meetings, and touchpoints will be held, as further described on the following pages of this proposed scope of services.

Task 2 (Project Initiation) Deliverables:

- Finalized Project Scope of Work and Schedule (including a detailed list of tasks for each phase and key milestones)
 - Meeting Agendas and Minutes
 - Pre-Kickoff Meeting
 - CPT Roster (including contact information)
- Individual Coordination Meetings with each Planning Partner
 - CPT Kickoff Workshop

Public Engagement

Engaging the public during **all stages of the MJHMP planning process** is essential to ensure the plan is community-focused and widely supported. To maximize public contribution and community buy-in, we propose to initiate public engagement activities concerning this project as soon as possible. Following discussions regarding the initial public involvement strategy, our team will develop the **Public Involvement Strategy Plan**. This plan will document the various public touchpoints during the MJHMP's development, specifying the audience, engagement tools, public engagement activities, and continued (post-update) public involvement strategy.

We will coordinate with the CPT to refine the Public Involvement Strategy Plan throughout the planning process, identifying new opportunities to inform and engage the public. We will work with the CPT to understand the various audiences for the outreach plan, which is essential for ensuring the effectiveness of the messaging and determining what methods and tools to use.

"The Public Involvement Plan obviously proved to be useful and effective as the plan includes insightful narrative surrounding public engagement efforts and key survey results."

- FEMA HMP Review

Our experience has taught us that no single engagement tool will reach all populations across a community. We will coordinate with the CPT to identify, early on and throughout the planning process, the combination of tools that will help this MJHMP

Public engagement tools:

- Planning team meetings
- Public outreach meetings
- Social media
- Website
- Surveys
- Newspaper / Radio / TV
- Utility bill insert
- Public postings
- Schools
- Community groups
- Other public events
- Project specific events

become a plan that truly reflects the county. Our team has learned that the most successful tools are often already being utilized.

Synergy is committed to supporting Mendocino County's efforts to gain diverse participation and build an informed, relevant, practical, and successful plan. As part of the recently updated FEMA HMP requirements, emphasis is placed on expanding outreach to underserved communities, elected officials, neighboring jurisdictions, landowners, dam owners, regional stakeholders, state agencies, numerous community sectors, and those with regulatory authority for development, in addition to participating local governments.

Engaging underserved and socially vulnerable populations, including individuals with access and

functional needs, is critical during this planning process to meet FEMA requirements and develop equitable mitigation strategies. We will build on existing partnerships that the CPT and Planning Partners have with community-based organizations that provide services and support to underserved and/or underrepresented marginalized communities. Understanding their perspectives will be essential in developing a comprehensive mitigation strategy and offering support during hazard events.

The Public Involvement Strategy Plan will include a combination of **public outreach workshops** that align with the timing of CPT workshops, public **pop-up events**, **public surveys**, and a public-facing **project website** that will provide information about the planning process. We will organize and facilitate each public event to inform the residents and businesses about the MJHMP planning process and provide them with a platform to express their concerns and share experiences of previous hazard events.

Our team plans to maximize our time in the county when we facilitate the in-person CPT workshops. Aligning to each CPT workshop will be a corresponding public workshop. During these travel weeks, our team will be available to facilitate multiple public touch points. We have found success through past pop-up events, where our team can engage the public by bringing the meeting to where people already are rather than asking them to go out of their way to come to a meeting at a specific location. In addition to the public workshops, we propose holding one to three pop-up events corresponding to each CPT workshop. Details of these events will be coordinated with the county's project manager and the CPT.

We will also create promotional materials in English and Spanish for each public event. These workshops will be held at various times of the day and across different locations in the county, focusing on reaching the county's underserved communities. We will collaborate with the CPT to select meeting venues accessible by public transportation

and with ADA compliance. Additionally, we will support the CPT with content and messaging that can be used in additional public outreach efforts.

Two public surveys will be created for online posting, and hard-copy versions will be provided at each public outreach workshop. The surveys aim to gather information about the public's concerns and challenges related to hazards and to collect ideas for mitigation actions that the CPT can consider. We will develop content and messaging for the LPT to promote public participation in the surveys through their regular communication channels.

In addition, the CPT will be provided with presentation materials that can be used to present at public events and hearings for the County Board of Supervisors, City Councils, County Board of Education, or other special district Board of Directors meetings. All the materials developed for public engagement will comply with Federal accessibility standards established by 36 C.F.R. Section 1194, according to Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d)).

Defining continued public involvement activities over the next five years is important for a successful MJHMP. For the public to support mitigation, they need to feel ownership of the plan, understand the benefits of mitigation, and see progress made on implementing mitigation actions. Providing the public with the continued opportunity to comment on the MJHMP can bring new ideas and solutions to the community. We will coordinate with the CPT and the general public to identify the preferred engagement methods that will be continued over the following 5-year plan lifecycle.

Task 2 (Public Engagement) Deliverables:

- Public Outreach Strategy Plan
- Facilitation of Three Public Outreach Workshops
 - Multiple Pop-Up Public Events
 - Public Engagement Materials
 - Two Public Surveys
- Print and Digital Copies of Public Meeting Materials (in both English and Spanish)
 - Public Facing Website
- Presentation Materials for the CPT to Utilize

Plan Review

Our team will lead an **in-depth performance review of the 2020 Mendocino County MJHMP**, with valuable feedback sought from the CPT and Planning Partners. We will identify gaps in data utilized during the previous planning process and evaluate the effectiveness of mitigation actions. As part of this plan review, we will identify portions of the MJHMP Planning Partner Annexes that will need to be updated, specifically those related to changes in community vulnerability and hazard risk.

To avoid any duplication of efforts, we will coordinate with the CPT and Planning Partners to identify all local, regional, and state plans that could help to inform the MJHMP, such as the **2023 California State Hazard Mitigation Plan (SHMP)**. Other regional plans can also offer valuable information and ideas for mitigation actions in this MJHMP update, including the **North Coast Resource Partnership Plan (NCRP)** and **Redwood Coast Tsunami Work Group** plans and projects.

Additional plans that we will integrate into the MJHMP include county and jurisdictional General Plans, Emergency Operations Plans (EOP), local Climate Adaption & Resiliency Plans, and the Mendocino County Community Wildfire Protection Plan.

The CPT and Planning Partners, as well as the public, will also be asked for input on recent hazard events since the last plan and resources for the best available data to use in the risk assessment. These resources may include studies, plans, reports, and mapping. Our team understands new plans, projects, and studies that may occur simultaneously during the MJHMP planning process. We will integrate the best available data into this MJHMP update to ensure we maximize the county's resources and take the most comprehensive approach to this planning process.

"The planning process was very thoughtful and targeted, well done. Throughout the different phases of plan development, there were many opportunities for elected/appointed officials, staff with hazard mitigation expertise, and members of the community to be involved."

- FEMA HMP Review

Task 2 (Plan Review) Deliverables:

- MJHMP Performance Review

Task 3: Hazard Identification and Risk Assessment, Local Vulnerability, and Capability Assessment

Hazard Identification

The **Hazard Identification** and Risk Assessment are the fundamental building blocks of mitigation planning. Our team will coordinate with the CPT as we conduct a multi-hazard risk assessment that evaluates and profiles all potential hazards that may affect Planning Partners. We will ensure that the Risk Assessment and Capability Assessment are completed in accordance with the **Threat and Hazard Identification and Risk Assessment (THIRA) process outlined in the Comprehensive Preparedness GUIDE (CPG) 201**, along with any other applicable FEMA guidance, to align with national preparedness goals.

Our team will coordinate the collection of all data needed to update this plan successfully. This will include the best available data related to: hazards, risks, vulnerabilities, community lifelines/assets, population change, mitigation capabilities

(e.g., plans, policies, and programs), **climate change's current and future effects**, development in hazard-prone areas, building codes, National Flood Insurance Program (NFIP) property data, past hazard mitigation efforts, and hazard events since the last update.

During the Initial Planning Meetings, we will coordinate with the Planning Partners to identify the hazards to profile for this MJHMP update. At the Kickoff Workshop, our team will share mapping and visual aids of all potential hazards that impact the county to help inform the CPT's hazard selection. We will utilize the information gathered through a thorough review of all existing plans involving the county and other adopting entities, as well as the most recent hazard studies and data available from local, state, and federal sources, including the **new Fire Hazard and Severity Zone maps produced by CALFIRE**.

HAZARD RISK



We will coordinate with the CPT to identify data gaps and develop mitigation actions to address any deficiencies for future plan updates. While human-caused hazards are not required in the MJHMP, we have incorporated them into many of our client's plans and understand the importance of discussing their evolving risks and potential inclusion. Once all hazards are identified, we will develop a hazard profile and perform a risk assessment for each hazard.

This updated chapter of the MJHMP will include a description of the hazard, its location, past events, severity, potential impacts, previous occurrences, probability of future events, and the anticipated impacts of future climate adaptation and development. Each profile will discuss the vulnerability to each hazard specifically for each local government, explaining and rating the impact of the various factors assessed.

Risk Assessment

The Hazard Identification and **Risk Assessment** chapter of the MJHMP aims to identify Mendocino County and its Planning Partner's vulnerability to the identified hazards. Variables such as climate change impacts, degradation of infrastructure, and sea level rise have changed the hazard risk to communities in Mendocino County since the last MJHMP update. These elements will be considered and summarized when we address the potential impact of each hazard.

"The analysis that went into the Lifeline assessment...may create a best practice in the evolving integration of Lifelines into HMPs."

- State HMP Review

We will utilize the best available geospatial (GIS) data, when possible, which will result in a more accurate risk assessment. Our team has significant experience in using **Geographic Information Systems (GIS)** for both risk assessments and graphic presentations. Our GIS specialists utilize mapping whenever possible to provide an illustrative profile of each hazard and how it may uniquely affect certain areas across the county. Planning Partner Annexes will include maps and exposure tables specific to each jurisdiction and each hazard profiled. GIS analyses and mapping can include:

- A base/overview map(s)
- The location and extent of hazards to identify hazardous areas
- Social vulnerability of community populations
- Location of critical facilities and infrastructure (lifelines) to hazardous areas
- Lifeline analysis specific to ingress/egress challenges
- Evacuation routes
- Land uses in hazard areas and development trends to estimate future building and infrastructure in hazardous areas
- Historic places in relation to hazardous areas
- Repetitive loss areas
- The location of previous occurrences of hazard events
- The type and number of existing buildings and infrastructure in hazardous areas

We will work with the CPT and Planning Partners to acquire or develop a comprehensive inventory of buildings, infrastructure, and critical facilities (lifelines) in identified hazard areas. We will display this information in GIS maps and tabular summaries as data permits. Each hazard profile within the risk assessment chapter will also address the following elements (as data allows):

- Impact on people (life, safety, and health), property, the environment, and government operations
- Number, types, occupancy, and assessed values of buildings in hazard areas
- The economic impact of potential losses
- Assessment of access and functional needs (AFN) populations
- Natural, cultural, and historic resources at risk
- Land use and development trends/constraints in hazard areas
- The impacts of climate change on future hazard risk

Once the hazards and assets have been profiled and located, our team will estimate **potential losses** for those hazards with available data and established loss modeling techniques. For assets or hazards with insufficient information for evaluating dollar losses, an appropriate methodology will be used to assess potential losses. We will develop maps and databases to illustrate the most at-risk locations for the planning area by hazard, with the intent to show how some hazard risks vary across the county and its Planning Partners.

FEMA Lifelines: To align this updated plan with the latest FEMA programs and guidance, we propose utilizing FEMA's lifeline construct. Lifelines can be described as: those critical interdependent systems that enable continuous operation of government functions and critical business and are essential to human health and safety or economic security.



This lifeline integration will occur throughout the HMP document and planning process. Tasks most applicable to the lifeline discussion include the risk assessment and mitigation strategy.

Our GIS specialists have years of experience utilizing **FEMA's Hazus software** and the complimentary Comprehensive Data Management System (CDMS) to estimate risk and losses for earthquakes, floods, tsunamis, and hurricanes. We currently use the most recent Hazus 6.1, but we are excited to utilize the pending version 7.1, which is expected to be released by 2025. The results of the Hazus analysis will be summarized at the county level in the main document, and specific results for each jurisdiction will be included in each Planning Partner Annex.

We will document all assumptions and methodologies used by our team to generate the risk assessment and include it in the plan. Our experienced GIS staff will develop high-quality maps, graphics, and tables to incorporate into the updated MJHMP.

"The qualitative analysis of climate change impact is a salient addition to the plan."

- State HMP Review

We will coordinate with the CPT to analyze current land use and development trends, as it is important to assess potential changes in **future development patterns** for hazard-prone areas. We will utilize demographic and social vulnerability data sets to evaluate the potential needs of the population. We will also incorporate future climatic conditions assessments and sea levels to support Planning Partners in preparing for how future conditions could influence and alter existing (and new) hazards.

Upon completion of the risk assessment, we will develop the **draft risk and vulnerability assessment chapter** for CPT review and comment. As with the rest of the plan sections, our focus will be on creating a streamlined and efficient MJHMP document while ensuring it thoroughly reflects the county and its Planning Partners. Often, these documents become quite unwieldy and large, impacting future use and integration activities. Developing Planning Partner Annexes to highlight specific partner assets, risks, and vulnerabilities will create a concise document without sacrificing plan content.

Our team will then prepare for and facilitate an in-person **CPT Risk Assessment**

Workshop, presenting the risk assessment results using visual aids and maps to highlight risk areas and potential losses and identify differences in risk across the county. Throughout many previous county planning efforts, our team has found the best methods to engage communities and encourage dynamic interactive participation. This allows us to gain a real-time perspective of the risk assessment results that are most important to communities and stakeholders.

The HIRA in this plan is very streamlined and makes it a very useful and effective assessment. It contains enough information to make it relevant but not so much information that it become prohibitive to read."

- State HMP Review

As part of this workshop, our team will lead exercises and conversations to allow for an overall **risk ranking** of each hazard. This workshop will also be utilized to begin discussions relating to developing and updating

the MJHMP's mitigation strategy. The CPT will be presented with all the various inputs into the strategy and educated on the next steps.

As previously mentioned, while in town, our team will also facilitate a public workshop and pop-up events related to the CPT workshop.

Following the workshop, our team will facilitate another round of virtual **individual coordination meetings with each Planning Partner**. The purpose of these work sessions will be to discuss the specific vulnerabilities of each Planning Partner. Additional topics will relate to FEMA-required elements of the MJHMP. The benefit of these meetings is that our team can **eliminate the need to request any "homework" from the Planning Partners** throughout the entire planning process. This will also help to ensure the project stays on schedule and we are not waiting for information from certain Planning Partners that may not have the staffing or capacity to devote towards MJHMP-related requests.

The resulting risk assessment also provides an additional opportunity to invite the public to participate in the plan development process. Our team has found that this task presents a valuable opportunity to solicit input from the public on how hazards and their perceptions of hazards influence their lives, homes, and businesses.

Capability Assessment

Our team will coordinate a **mitigation capability assessment** for all Planning Partners during the individual coordination meetings. We will collect information about existing mitigation programs, policies, regulations, funding, and plans. This will include reviewing current building codes, hazard overlay districts, zoning and subdivision codes, and other mitigation measures currently in effect for those local governments with land use authority. Participation in the NFIP, including the designated Floodplain Administrator, will be captured in the capabilities assessment. The CPT and Planning Partners will then assess those activities and measures already in place and identify potential gaps that could lead to new mitigation actions to expand and enhance existing policies and programs.

To meet FEMA requirements we will report on Planning Partner's National Flood Insurance Program (NFIP) participation and continued compliance with NFIP regulatory requirements. This will include Community Rating System (CRS) participation and all past repetitive flood loss, severe repetitive flood loss, and substantially damaged structures.

Task 3 Deliverables:

- GIS Data: Hazard/Vulnerability and Lifelines
 - Updated Risk Assessment Chapter
 - Updated Capability Assessment
 - CPT Risk Assessment Workshop
- Public Outreach (Workshop and Pop-Ups)
- Individual Initial Coordination Meetings with each Planning Partner

Task 4: Identify Mitigation Strategies

All previous inputs from the planning process will inform the updated **mitigation strategy**. Planning partners will be asked to consider all this information as it specifically impacts their community or organization and evaluate and update their mitigation actions and projects accordingly.

The culminating output will be informed by the following: risk and vulnerability assessment results, existing community plans, community needs, public input, and updates to mitigation capabilities. Our team will prepare for and facilitate the in person **CPT Mitigation Strategy Workshop** to develop the updated mitigation strategy. This meeting will focus on drafting the mitigation goals and objectives, reviewing the capability assessment, and discussing potential new mitigation actions to include in the MJHMP. This task will result in a county-wide list of mitigation projects that **maximize cost-benefits and resource efficiency** and address each Planning Partner's needs.

During the workshop **mitigation goals and measurable objectives** will be identified based on the risk assessment results and input from the public survey and review of related local, state, and federal

HMP COMPONENTS



plans. Aligning goals and objectives with those of federal and state programs may allow for improved strategic positioning to obtain future funding.

Following the discussion of goals and objectives, we will also assist the CPT in identifying a comprehensive range of potential **mitigation actions** to reduce the effects of all hazards. Per FEMA requirements, each hazard must have an action from each entity seeking FEMA approval. These actions will address the impact of hazards on new and existing buildings and infrastructure.

Our team will collect action ideas throughout the planning process and organize them into a detailed list by hazard. This **Mitigation Action Ideas Guide** will combine input from the public survey and public workshops, CPT, other planning documents, and industry best practices.

"The goal of a mitigation plan is to come up with a strategy that presents actionable, near 'shovel-ready' projects, and this Plan Update does a great job doing so."

- FEMA HMP Review

Our team will guide CPT members in understanding FEMA's four defined categories of mitigation measures (local plans and regulations, structure and infrastructure projects, natural systems protection, and education and awareness programs). We will also coordinate the development of a project **prioritization framework** to narrow down potential projects and ensure they are achievable and reflect the priorities of the Planning Partners and their

stakeholders.

We often utilize a modified **STAPLEE** approach, promoted by FEMA, as a framework for developing prioritization criteria. The STAPLEE approach analyzes proposed mitigation actions' social, technical, administrative, political, legal, economic, and environmental feasibility. Of course, many other potential inputs can be utilized to help prioritize mitigation actions (i.e. – loss reduction, funding availability, lifeline mitigation, etc.). Our team will present other options to the CPT to determine the preferred ranking methodology for this updated MJHMP.

As previously mentioned, while in town, our team will also facilitate a public workshop and pop-up events related to the CPT workshop. A critical component of the Public Involvement Strategy is disseminating the results of the mitigation strategy workshop. Our team has found that this task presents a valuable opportunity to solicit input from the public on their preferred mitigation strategy for the community and specific ideas for mitigation actions to increase each community's resiliency to hazards.

Following the workshop, our team will facilitate a final round of virtual **individual coordination meetings with each Planning Partner**. The purpose of these work sessions will be to report on past mitigation action/projects and discuss the specific mitigation actions to be included in the

"The Mitigation Strategy identifies a number of thoughtful and powerful land use and regulatory actions."

- FEMA HMP Review

updated MJHMP. Additional topics will relate to any remaining FEMA-required elements of the plan. Previous actions will also be evaluated, updated as needed, and re-prioritized alongside newly developed actions for each jurisdiction.

Our team will coordinate with the Planning Partners to **identify any obstacles** that prevented the planning team from implementing the mitigation actions identified in the previous MJHMP. By identifying these obstacles, we can help the planning team develop more realistic and effective mitigation strategies that account for these potential barriers.

Another focus of these word sessions will be on defining **plan maintenance and integration activities**. Finding a method for sustainable plan maintenance is essential to ensure monitoring and evaluation of the plan occurs consistently. It will also help to ensure the MJHMP remains relevant over the next five years and becomes a truly "living" document. This maintenance process will allow for the addition of new mitigation actions before the next plan update and the opportunity for potential updates to the mitigation strategy and risk assessment. Coordinating with the Planning Partners, we will identify an improved plan maintenance process to retain mitigation momentum and simplify the next five-year plan update cycle.

Once a draft list of all actions and projects is developed, it will be shared with the CPT for their review. This may help to identify some common projects that can benefit from multi-governmental / organizational collaboration and additional planning.

"This plan takes a unique approach by leading with the mitigation strategy, which is the most important part of the plan. It allows readers to quickly get to the heart of the matter - what mitigation actions have been done and what would the community like to do in the next five years?"

- State HMP Review

After these mitigation actions and projects are finalized, we will synthesize this information into our **Action Tracker Tool**. The CPT can use this custom database following the project for action tracking, prioritization, community reporting, and future losses avoided analysis across the county.

Task 4 Deliverables:

- CPT Mitigation Strategy Workshop
- Public Outreach (Workshop and Pop-Ups)
- Individual Initial Coordination Meetings with each Planning Partner
- Update Mitigation Goals and Objectives
- Mitigation Action Ideas Document
- Mitigation Action Tracker Tool

Task 5: Plan Preparation

As part of our review of the 2020 Mendocino County MJHMP, we will recommend document **format/design changes** to the plan document to improve readability and overall visual appeal. Our team will devote major efforts toward streamlining this updated MJHMP. Often, these MJHMP documents grow large and become unusable.

Our team is a proponent of ensuring that MJHMPs are **succinct and to the point**, to encourage their use, review, and reference. We will develop a Mendocino County Base Plan that will give an understanding of risk for the planning area as a whole and describe the county's mitigation strategy to lessen the impacts of hazards to the county. Planning Partner Annexes will also be developed for each Planning Partner to provide greater detail on risks specific to each jurisdiction and their individual mitigation strategy.

Before the plan draft is assembled for review, our team will facilitate a virtual **CPT MJHMP Draft Meeting** to convene the CPT and Planning Partners to present the plan elements related to their jurisdiction, including reviewing the risk assessments and mitigation strategies. At this time, all plan feedback received from the CPT and the public throughout the planning process will also be compiled and presented to the planning team.

Task 5 Deliverables:

- CPT MJHMP Draft Meeting

Task 6: Plan Drafting

Following all state and federal requirements and guidelines, we will compile information collected and drafted in previous tasks to prepare a complete first draft of the plan, including a description and documentation of the **planning process** as a separate chapter and appendix. All associated meeting materials, including agendas, PowerPoint presentations, public outreach surveys, meeting invitations, and other handouts, will be included as appendixes to the MJHMP.

Once complete, our team will review the first draft of the MJHMP internally for quality and adherence to the FEMA local plan review tool. We will ensure the MJHMP draft meets the standards of **44 CFR 201.6 and regulations prescribed by DMA 2000 and SB 379**. Additionally, our team will reference other materials provided by the Cal Office of Emergency Services (EOS) and FEMA where relevant.

"...the planning process is very well documented, organized, and structured which makes it transparent and easy for the reader to understand how the plan was developed."

- FEMA HMP Review

Following our internal review, the **CPT Draft** of the MJHMP will be submitted to the CPT for review and comment. This draft will include a log of feedback provided by the CPT, Planning Partners, and the public throughout the planning process. Following updates to the CPT draft, an **Administrative Draft** will be provided to all Planning Partners for final review.

Our team will also develop an **Executive Summary of the MJHMP to update the Safety Element** of the County and Jurisdictional General Plans. We will also provide consultation on this integration process. Incorporating the updated mitigation strategy into existing and future planning practices, policies, work plans, and programs is the best way to institutionalize hazard mitigation and guide the county toward increased resiliency.

Task 6 Deliverables:

- CPT Draft
- Administrative Draft
- Executive Summary for Updates to the Safety Element of General Plans

Task 7: Review and Revision

Public Outreach

Following reviews, we will incorporate all comments into a **Public Review Draft** to distribute to the public for review and comment. Our team will coordinate with the CPT to identify the best methods of receiving feedback on the public review draft and set a timeline for the public review window. This draft will then be posted on the project website with, at minimum, a comment form. This will be the final component of the Public Involvement Strategy Plan.

Submission to Cal OES/FEMA

Based on feedback from the public comments, our team will develop a **Final Draft MJHMP** for the county to submit to CalOES for their review. This will include a completed FEMA Local Plan Review Tool showing how the updated MJHMP meets the requirements of the Disaster Mitigation Act of 2000, 44 CFR §201.6, and all FEMA guidance documents and state requirements.

Following CalOES review, we will coordinate with the CPT and Planning Partners to make any needed changes before resubmitting to initiate FEMA's review. Our team will remain available throughout CalOES and FEMA review periods and will incorporate requested revisions into the MJHMP after the CPT has reviewed comments.

"It's great to [see] polling responses incorporated into the narrative to demonstrate how the meetings went and the priorities of the Steering committee."

- FEMA HMP Review

While FEMA reviews the MJHMP, our GIS Specialists will integrate the information from this planning process into an **ArcGIS StoryMap**. We will need to coordinate with the county on how this will be hosted, so the county retains ownership and is in control of this online resource. The StoryMap will be finalized following FEMA's review and approval to integrate any changes.

Task 7 Deliverables:

- Public Review Draft
- Final Draft MJHMP
- Documentation of each Review Phases Comments and Resolution
- ArcGIS StoryMap

Task 8: Plan Adoption

Upon federal approval (and resolution of any necessary comments), we will coordinate with all participating local governments to ensure that each adopts the MJHMP.

An adoption package will be provided to the Planning Partners, including a sample resolution, a staff report with an executive summary of the plan, and a standardized PowerPoint presentation that can be used to present to the local governing bodies. Our team will be available should the county, cities, or special districts require any support for related adoption meetings. A public notice will also be given during this time to allow public engagement during these meetings.

Upon adoption by all Planning Partners, we will submit the complete and **Final MJHMP** to CalOES (including adoption documentation) and deliver any additional content that CalOES requests.

Electronic, bookmarked versions of the final plan will be provided in both Word (.docx) and PDF to the County Project Management Team. Our team will also deliver all supporting materials as part of the final deliverables, including meeting materials (and sign-in sheets), public engagement materials, survey results, spreadsheets, maps, GIS data, and related project files.

Task 8 Deliverables:

- Adoption Package
 - Final MJHMP
- All Final Deliverables

PROJECT SCHEDULE

Once under contract, our team will be ready to hit the ground running. Although the RFP outlines a 34-month planning period, we propose a condensed 14-month timeline so that the MJHMP can potentially be completed and approved before the current plan expires on 2/3/2026. This expedited approach will allow us to meet critical deadlines while still delivering an effective and comprehensive MJHMP. Additionally, this will help to prevent any lapse in plan coverage (and eligibility for FEMA funding).

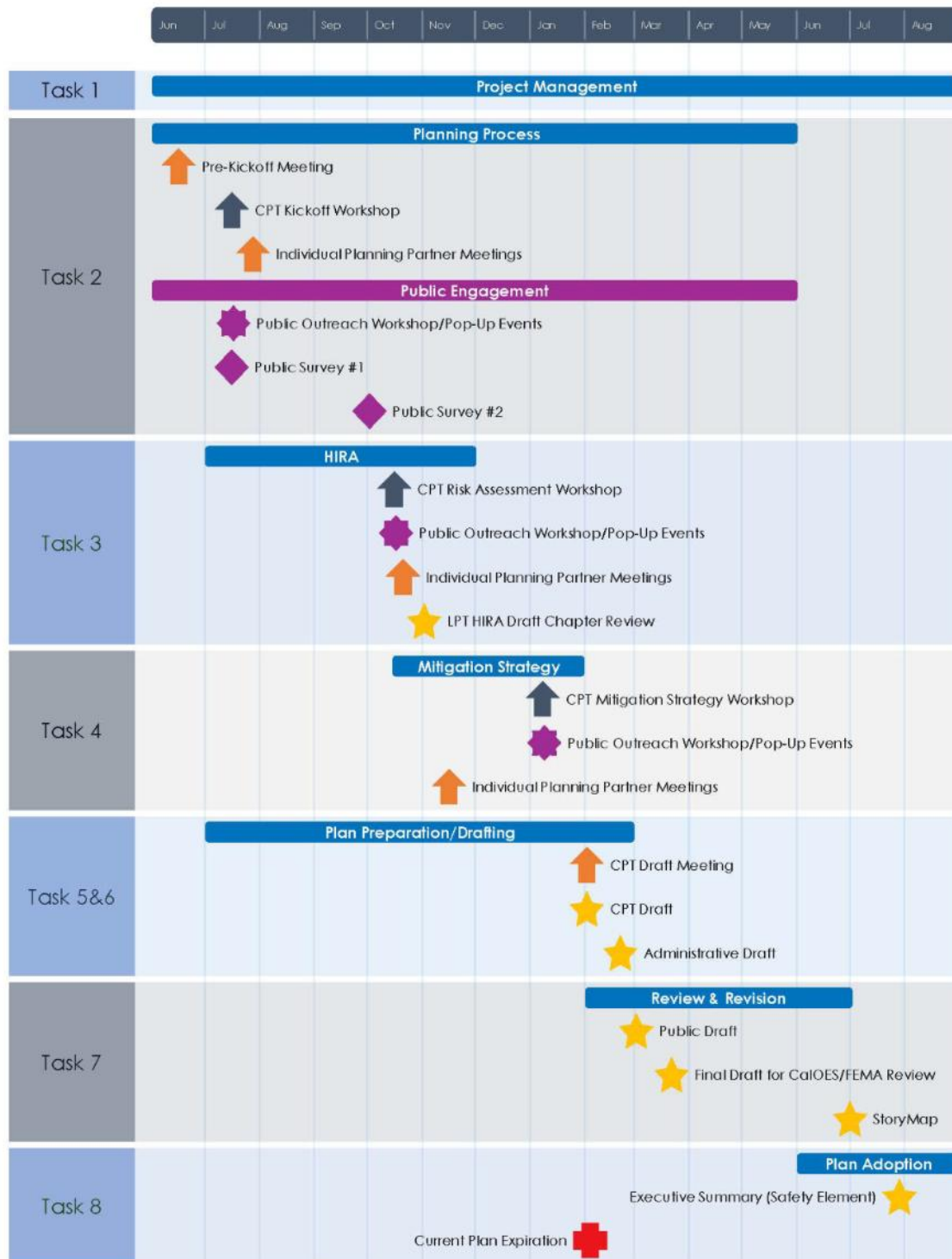
As proposed, this is an aggressive schedule that will require close coordination with the CPT and Planning Partners. Timely responses to our input and data requests will be essential for those seeking FEMA approval.

With that said, we have developed many other HMPs that were FEMA approved in under a 14-month timeline.

We look forward to further refining the schedule on the following page with the county.



Mendocino HMP Update - Revised Synergy Schedule



[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

A. County will pay CONTRACTOR as per the following instructions:

1. All services will be performed on a time & materials basis billed at the rates outlined below:

Position	Hourly Rate
Project Manager	\$164
Senior Advisor - QA/QC	\$157
Senior Planner	\$131
Planner & Analyst	\$91
Junior Planner	\$70

2. CONTRACTOR will be compensated per the proposed cost plan in Exhibit F – Proposal Cost Plan and Narrative.

3. TRAVEL shall be submitted at the current General Services Administration (GSA) rate for mileage and per diem. A breakdown of travel costs describing type of transportation, lodging, mileage, meals at per diem, and itemization of the staff being claimed for the travel costs shall be provided with the monthly invoice as needed. Refreshments for staff, community, and/or stakeholder meetings are ineligible for reimbursement.

4. CONTRACTOR shall submit monthly invoices describing the tasks performed, the number of hours worked by each staff member, and total charges. Billing for services is expected to be completed within thirty (30) days of service provisions. Mendocino County agrees to pay all undisputed amounts due to Vendor within 45 calendar days from receipt of invoice. 5. The compensation payable to CONTRACTOR hereunder shall not exceed one hundred and eighty-seven thousand, seven hundred and eight dollars (\$187,708.00) for the term of this Agreement.

[END OF PAYMENT TERMS]

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, CONTRACTOR's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall obtain and maintain insurance coverage as follows:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

CONTRACTOR shall furnish to COUNTY certificates of insurance evidencing the minimum levels described above.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D

MENDOCINO COUNTY EPAYABLES INFORMATION

The County of Mendocino is currently making credit card payments to all of our vendors and suppliers who qualify. To qualify, vendors need to currently accept credit card payments. To achieve this more efficient form of payment, the County has partnered with Bank of America and their ePayables credit card program. This electronic initiative will yield many benefits to its participants:

- Expedited receipt of cash – electronic credit card payments provide cash flow benefits by eliminating mail and paper check float
- Elimination of check processing costs
- Remittance data transmitted with payment for more efficient back-end reconciliation
- No collection costs associated with lost or misplaced checks
- Reduced exposure to check fraud
- More efficient handling of exception items
- Fits with existing accounting software – requires no purchase of software, no modifications to existing accounts receivable system and no change to bank accounts.
- Going green with paperless electronic credit card payments help conserve the environment by eliminating printing and mailing of paper checks.

For information regarding the payment process, please email Auditorap@mendocinocounty.gov.

EXHIBIT E

FEDERAL PROVISIONS

I. DEFINITIONS

- A. Government** means the United States of America and any executive department or agency thereof.
- B. FEMA** means the Federal Emergency Management Agency.
- C. Third Party Subcontract** means a subcontract at any tier entered into by Contractor or subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal Emergency Management Agency.

II. FEDERAL CHANGES

- A.** Contractor shall at all times comply with all applicable regulations, policies, procedures, and FEMA Directives as they may be amended or promulgated from time to time during the term of this Agreement, including but not limited to those requirements of 2 CFR 200.317 through 200.326 and more fully set forth in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards, which is included herein by reference. Contractor's failure to so comply shall constitute a material breach of this contract.
- B.** The Contractor agrees to include the above clause in each third party subcontract which may be financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

III. ACCESS TO RECORDS

- A.** The Contractor agrees to provide the County, FEMA, the Comptroller General of the United States or any their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.
- B.** The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- C.** The Contractor agrees to maintain all books, records, accounts, and reports required under this Agreement for a period of not less than three years after the later of: (a) the date of termination or expiration of this Agreement or (b) the date County makes final payment under this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case, Contractor agrees to maintain same until the County, FEMA, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims, or exceptions related thereto.
- D.** The requirements set for in paragraphs A, B, and C above are all in addition to, and should not be considered to be in lieu of, those requirements set forth in Section 16 of the Agreement.

IV. DEBARMENT AND SUSPENSION

- A.** This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- B.** Contractor represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension" or on the USEPA's List of Violating Facilities. Contractor agrees that neither Contractor nor any of its third party subcontractors shall enter into any third party subcontracts for any of the work under this Agreement with a third party subcontractor who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under executive Order 12549 or on the USEPA's List of Violating Facilities. Gov. Code § 4477.
- C.** The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. Contractor agrees to the provisions of Attachment E1, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions, attached hereto and incorporated herein. For purposes of this Agreement and Attachment E1, Contractor is the "prospective lower tier participant."
- D.** The Contractor agrees to include paragraphs A and B above in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the paragraphs shall not be modified, except to identify the subcontractor who will be subject to its provisions.
- E.** This certification is a material representation of fact relied upon by County. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of California, the County, and the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- F.** The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

V. NO FEDERAL GOVERNMENT OBLIGATIONS TO CONTRACTOR

- A.** The County and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Government, the Government is not a party to this contract and shall not be subject to any obligations or liabilities to the County, Contractor, or any other

party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

- B. The Contractor agrees to include the above clause in each third party subcontract which may be financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

VI. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE (applicable to all construction contracts awarded meeting the definition of “federally assisted construction contract” under 41 CFR 61-1.3)

Contractor agrees to comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60). 41 CFR 60.14 is hereby incorporated by reference.

- A. Contractors and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave.
- B. Contractors, and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- C. Contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, § 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.
- D. Contractors, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

VII. ANTI-KICKBACK ACT COMPLIANCE (applicable to all contracts and subgrants for construction or repair; 44 CFR §13.36(i)(4))

Contractor agrees to comply with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

VIII. DAVIS-BACON ACT COMPLIANCE (applicable to construction contracts in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation;)

To the extent required by any Federal grant programs applicable to expected funding or reimbursement of County’s expenses incurred in connection with the services provided under this Agreement, Contractor agrees to comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of

Labor regulations (29 CFR Part 5) as set forth below. These requirements are in addition to the requirements set forth in Section 19(b) of the Agreement.

- A. The Contractor shall be bound to the provisions of the Davis-Bacon Act, and agrees to be bound by all the provisions of Labor Code section 1771 regarding prevailing wages. All labor on this project shall be paid neither less than the greater of the minimum wage rates established by the U.S. Secretary of Labor (Federal Wage Rates), or by the State of California Director of Department of Industrial Relations (State Wage Rates). Current DIR requirements may be found at <http://www.dir.ca.gov/lcp.asp>.
- B. The general prevailing wage rates may be accessed at the Department of Labor Home Page at www.wdol.gov. Under the Davis Bacon heading, click on "Selecting DBA WDs." In the drop down menu for State, select, "California." In the drop down menu for County, select "Mendocino." In the drop down menu for Construction Type, make the appropriate selection. Then, click Search.

- IX. CONTRACT WORK HOURS AND SAFETY STANDARDS** (applicable to all contracts in excess of \$100,000 that involve the employment of mechanics or laborers, but not to purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence)
- A. **Compliance:** Contractor agrees that it shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.
 - B. **Overtime:** No contractor or subcontractor contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
 - C. **Violation; liability for unpaid wages; liquidated damages:** In the event of any violation of the provisions of Paragraph B, the Contractor and any subcontractor responsible therefore shall be liable to any affected employee for his unpaid wages. In additions, such Contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of forty hours without payment of the overtime wages required by paragraph B.
 - D. **Withholding for unpaid wages and liquidated damages:** The County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and

Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph C of this section.

- E. Subcontracts:** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs A through D of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs A through D of this section.

X. NOTICE OF REPORTING REQUIREMENTS

- A.** Contractor acknowledges that it has read and understands the reporting requirements of FEMA in Part III of Chapter 11 of the United States Department of Justice's Office of Justice Programs Financial Guide, and agrees to comply with any such applicable requirements.
- B.** The Contractor agrees to include the above clause in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

XI. NOTICE OF REQUIREMENTS PERTAINING TO COPYRIGHTS

- A.** Contractor agrees that FEMA shall have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes:
- 1) The copyright in any work developed with the assistance of funds provided under this Agreement;
 - 2) Any rights of copyright to which Contractor purchases ownership with the assistance of funds provided under this Agreement.
- B.** The Contractor agrees to include paragraph A above in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

XII. PATENT RIGHTS (applicable to contracts for experimental, research, or development projects financed by FEMA; 44 CFR §13.36(i)(8))

- A. General.** If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under this Agreement, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the County and Contractor agree to take actions necessary to provide immediate notice and a detailed report to FEMA.
- B.** Unless the Government later makes a contrary determination in writing, irrespective of Contractor's status (a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual), the County and Contractor agree to

take the necessary actions to provide, through FEMA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 CFR, Part 401.

- C. The Contractor agrees to include paragraphs A and B above in each third party subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FEMA.

XIII. ENERGY CONSERVATION REQUIREMENTS

- A. The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201).
- B. The Contractor agrees to include paragraph A above in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

XIV. CLEAN AIR AND WATER REQUIREMENTS (applicable to all contracts and subcontracts in excess \$100,000, including indefinite quantities where the amount is expected to exceed \$100,000 in any year)

- A. Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387), and will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).
- B. Contractor agrees to report each violation of these requirements to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to FEMA and the appropriate EPA regional office.
- C. The Contractor agrees to include paragraph A and B above in each third party subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

XV. TERMINATION

See Paragraph 19 of the Agreement.

XVI. XVII. CHANGES.

See Paragraph 27 of the Agreement.

XVII. LOBBYING (Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended).)

- A. Contractor shall not use or pay any funds received under this Agreement to influence or attempt to influence an officer or employee of an 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 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.

- B.** Contractor agrees to the provisions of Attachment 2, Certification Regarding Lobbying, attached hereto and incorporated herein (applicable for contracts or subcontracts in excess of \$100,000).
- C.** Contractor agrees to include paragraphs A and B above in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

XVIII. MBE / WBE REQUIREMENTS

The County intends to seek reimbursement of its costs incurred in connection with this project from FEMA. Accordingly, the CONTRACTOR shall make every effort to procure Minority and Women's Business Enterprises ("DBEs") through the "Good Faith Effort" process as required in 2 CFR 200.321. Failure to perform the "Good Faith Effort" process and submit the forms listed below with the bid shall be cause for a bid to be rejected as non-responsive and/or be considered as a material breach of the contract.

PRIME CONTRACTOR RESPONSIBILITIES

All recipients of this grant funding, as well as their prime contractors and subcontractors, must take all affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible make every effort to solicit bids from eligible DBEs. This information must be documented and reported.

"GOOD FAITH" EFFORT PROCESS

Any public or private entity receiving federal funds must demonstrate that efforts were made to attract MBE/WBEs. The process to attract MBE/WBEs is referred to as the "Good Faith" effort. This effort requires the recipient, prime contractor and any subcontractors to take the steps listed below to assure that MBE/WBEs are used whenever possible as sources of supplies, construction, equipment, or services. If a CONTRACTOR fails to take the steps outlined below shall cause the bid to be rejected as non-responsive and/or be deemed a material breach of the contract.

- A.** Place qualified small and minority businesses and women's business enterprises on solicitation lists;
- B.** Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

- C. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- D. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- E. Use the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- F. If subcontracts are to be let, Contractor shall take the affirmative steps listed in 2 CFR 200.321.

XIX. PROCUREMENT OF RECOVERED MATERIALS (2 CFR 200.322)

Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

XX. INCORPORATION OF UNIFORM ADMINISTRATIVE REQUIREMENTS

The preceding provisions include, in part, certain standard terms and conditions required by FEMA, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by FEMA are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FEMA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Contractor shall not perform any act, fail to perform any act, or refuse to comply with any County requests that would cause County to be in violation of the FEMA terms and conditions.

XXI. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

XXII. DHS SEAL, LOGO, AND FLAGS

The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.

Attachment E1

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

(Lower Tier refers to the agency or contractor receiving Federal funds, as well as any subcontractors that the agency or contractor enters into contract with using those funds)

As required by Executive Order 12549, Debarment and Suspension, as defined at 44 CFR Part 17, County may not enter into contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. Contractor is required to sign the certification below which specifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal agency. It also certifies that Contractor will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 44 CFR Part 17.

Instruction for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definition and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion – Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of its proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



Contractor Signature

5/2/2025

Date

Attachment E2

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, 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 an 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 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 Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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.



Contractor Signature

5/2/2025

Date

Attachment E3

SYSTEM FOR AWARD MANAGEMENT (SAM)

([CFR Appendix A to Part 25](#))

I. System for Award Management (SAM.gov) and Universal Identifier Requirements

(a) Requirement for System for Award Management.

- (1) Unless exempt from this requirement under [2 CFR 25.110](#), the recipient must maintain a current and active registration in SAM.gov. The recipient's registration must always be current and active until the recipient submits all final reports required under this award or receives the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient's immediate and highest-level owner and subsidiaries and providing information about the recipient's predecessors that have received a Federal award or contract within the last three years.

(b) Requirement for Unique Entity Identifier (UEI).

- (1) If the recipient is authorized to make subawards under this Federal award, the recipient:
 - (i) Must notify potential subrecipients that no entity may receive a subaward until the entity has provided its UEI to the recipient.
 - (ii) Must not make a subaward to an entity unless the entity has provided its UEI to the recipient. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

(c) Definitions. For the purposes of this award term:

System for Award Management (SAM.gov) means the Federal repository into which a recipient must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov (currently at <https://www.sam.gov>).

Unique entity identifier means the universal identifier assigned by SAM.gov to uniquely identify an entity.

Entity is defined at [2 CFR 25.400](#) and includes all of the following types as defined in [2 CFR 200.1](#):

- (1) Non-Federal entity;
- (2) Foreign organization;
- (3) Foreign public entity;

- (4) Domestic for-profit organization; and
- (5) Federal agency.

Subaward has the meaning given in [2 CFR 200.1](#).

Subrecipient has the meaning given in [2 CFR 200.1](#).

- (d) Contractors may obtain additional information on registration and annual confirmation requirements at <https://www.sam.gov>.