

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and INTERWEST, 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 its Zoning Code Update; 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

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 June 30, 2023.

The compensation payable to CONTRACTOR hereunder shall not exceed One Hundred Ninety Six Thousand, Five Hundred Dollars (\$196,500.00) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

Julie Krog 8/24/2021
DEPARTMENT HEAD DATE

Budgeted: Yes No

Budget Unit: 2852 (PS) and 2910 (DR)

Line Item: 862189

Grant: Yes No

Grant No.: 20-LEAP-15354

CONTRACTOR/COMPANY NAME

By: Paul Meschino

Date: 08/24/2021

NAME AND ADDRESS OF CONTRACTOR:

Paul Meschino, Vice President of Operations

1613 Santa Clara Drive, Suite 100

Roseville, CA 95661

COUNTY OF MENDOCINO

By: Dan Gjerde
DAN GJERDE, Chair
BOARD OF SUPERVISORS

Date: SEP 15 2021

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

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: Amap
Deputy

SEP 15 2021

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

CARMEL J. ANGELO, Clerk of said Board

By: Amap
Deputy

SEP 15 2021

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County Counsel

By: Matthew Kiedrowski
Deputy

Date: 08/23/2021

INSURANCE REVIEW:

By: Carmel J. Angelo
Risk Management

Date: 08/23/2021

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]
Deputy CEO

Date: 08/23/2021

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors
Exception to Bid Process Required/Completed REP 21-013 PBS
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
Department of Planning and Building Services
860 North Bush Street
Ukiah, CA 95482
ATTN: Ignacio Gonzalez, Interim Director

To CONTRACTOR: INTERWEST
1613 Santa Clara Drive, Suite 100
Roseville, CA 95661
ATTN: Paul Meschino

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 to Update the Mendocino County Zoning Code shall not exceed \$196,500.00 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 or 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 services:

A. Preparation of a Land Use and Development Code for the County of Mendocino.

- **Implementation of the County's 2009 General Plan Update**

Significant changes include new land use designations, economic development, resource management, visual character, and community planning area policies. The Zoning Ordinance language will need to be amended for consistency with land uses, goals and polices and standards of the 2009 General Plan. This will be achieved by creating a comprehensive updated Zoning Code that will take the Zoning Ordinance of the County Code and create a more comprehensive, systematic approach to development.

- **Incorporate provisions of the 2019 – 2027 Housing Element**

Maintaining an adequate supply of appropriately zoned sites in order to meet the County's housing needs, including the needs of low and moderate income households, as well as those with special needs is an overarching goal for the County. Key aspects of the 2019 Housing Element include strengthening action items to address lower income housing needs, increased collaboration efforts between local agencies and providers, and better integration with recently updated General Plan provisions for mixed use development.

Key housing targets would be to include recent changes and amendments to include the County's Accessory Dwelling Unit (ADU) Ordinance in to the Code Update and provide appropriate revisions to the Inclusionary Housing Ordinance, including modifications to the Zoning Ordinance to increase the land available for affordable housing development. Other changes to be addressed include amending the Zoning Ordinance to conform with state law by allowing mobile home parks in all residential zones, making revisions to permit supportive housing by right where multi-family housing is currently permitted, and addressing low barrier navigation centers for the homeless per Government Code Section 65660 – 65668, as well as other provisions contained in the 2019 Housing Element.

- **Update Regulations pursuant to State and Federal laws**

The County of Mendocino seeks to ensure that the updated Zoning Code is in compliance with applicable provisions of State and Federal laws. The updated Zoning Code may need to be amended to ensure consistency with State and Federal laws for special uses (i.e. wireless communication facilities, adult businesses, alcohol sales, etc.), development standards/incentives (i.e. ADA

standards, water efficient landscape ordinance, lighting, signage, State Density Bonus Law, etc.), and /or permit findings.

- **Create flexible regulations as appropriate, implementable, and easy to understand.**

In order to recognize the limitation of private land and diversity of existing uses, the County (Department of Planning and Building Services) proposes to incorporate flexible use provisions and development regulations. However, flexible regulations should only be created where flexibility makes sense and the particular solution is easy to understand, administer, and enforce. Other potential improvements to the existing Zoning Ordinance and Subdivision Regulations that can be addressed with a zoning code and subdivision regulations are: streamlining of permit processing for development project review, including affordable housing projects, and the clarification of specialized or technical terms and conditions, to minimize non-conformity. This would be coordinated with other County and State agencies prior to incorporation into the Code.

- **Reorganize and reformat the Zoning and Subdivision Regulations to be use friendly.**

The County proposes to reorganize and reformat the County's Inland Zoning Ordinance (Title 20) and Subdivision Regulations (Title 17) to be user friendly. The goal would be to create an updated set of land use development regulations that are easy to read and use. The Code update would be organized and formatted in a simple and visually pleasing layout with liberal use of tables, illustrations, and other graphics for clear concise communication. The document would need to be internally consistent with sound method of cross-referencing to eliminate repetition. The Code update would also include provisions for community character, including design analysis, which is also called out in the General Plan, as well as incorporating the County's Community Character Combing District.

- **Public Participation and Public Hearings**

Public Participation: Because the County had extensive public participation for its current General Plan Update, it is anticipated that several community meetings are necessary, which will provide for public participation where the County would seek general input on key zoning and development issues, as well as "stakeholder" meetings targeted at business and developers. It is anticipated that there will be a maximum of four public out-reach meetings that will need to occur prior to the preparation of the draft code.

Public Review of Draft Document: After receiving input from other County agencies, including Health and Human Services Agency, Department of Transportation, Air Quality Management District, Environmental Health, Planning and Building Services will post the draft document on the County's web page for public review of the electronic file.

Public Hearings: It is anticipated that a total of two public hearings with the Planning Commission and two with the Board of Supervisors will be necessary to consider and finalize the draft regulations.

- **Environmental Documentation/CEQA Compliance**

Contractor shall prepare the appropriate California Environmental Quality Act (CEQA) documentation for the Zoning and Subdivision Regulations Update, which may include the preparation of a Negative Declaration or an Exemption pursuant to CEQA if appropriate.

Deliverables:

Task 1 Project Initiation

The purpose of this task is to establish a solid program for successful update of the County's Zoning and Subdivision Regulations. The task would involve holding two separate staff meetings. The initial meeting will be held with Planning and Building Services staff. The second meeting would involve Planning and Building staff along with staff from Department of Transportation, Health and Human Services Agency, Air Quality Management District, Environmental Health, County Counsel and County Executive Office. This task will involve staff to brainstorm and begin the data collection that will be utilized for the preparation of the County Code Update. This task will also involve the development of a plan and schedule for public participation and document review, including specific workshop issues and agendas.

Task 2 Review Background Materials

The consultant will do a comprehensive review of the General Plan, the Ukiah Valley Area Plan (UVAP), Zoning Code, County Division of Land Regulations, Surface Mining Ordinance, Resource Preserves Section of Code, Cultural Resources Section of County Code, and other relevant policies and plans adopted by the County. This review will assess the adequacy of the existing language in the Zoning Ordinance (Title 20) and the Division of Land Regulations (Title 17) of the Mendocino County Code in terms of:

- Structure and organization
- Regulatory purpose
- Existing Zoning districts, use, and development standards
- General development standards
- Special use provisions
- Permit procedures
- Definitions
- General Plan compliance
- Compliance with State and Federal laws

Task 3 Public Participation

The consultant will conduct workshops with stakeholders to solicit input on the range and scope of zoning and subdivision issues. The purpose of these meetings is to

inform the public about the Zoning Code and Subdivision Regulations update process and solicit input relative to the community's concerns related to development issues, constraints, opportunities, and possible policies and programs. Under this task, consultant will develop appropriate hand outs and background presentation materials for the workshops. Details of the workshop formats will be decided as noted in Task 1 above. It is assumed that a total of four public outreach meetings through a combination of community workshops and stakeholders meetings will be held.

Under this task, consultant will begin the development of a web page link for project information, participation opportunities, and access to the public draft documents once they become available.

Task 4 Administrative Draft Land Use Development Code

Based on the results of the work in Tasks 1, 2 and 3, the consultant will prepare the administrative draft Zoning and Subdivision Code Update. The Draft Code Update will be prepared in component parts or modules to simplify the staff and public review of the document. It is recommended that the preparation of modules as follows:

- Article I Title, Purpose, and Authority
- Article II Zoning Districts, Permitted Land Uses, and Permit Requirements
- Article III Development Standards/Regulations
- Article IV Special Use Districts/Overlay and Combining Districts*
- Article V Permit Procedures
- Article VI Definitions

Under this task, specifically under Article IV, the following will be incorporated as subsections:*

- Accessory uses
- Hillside development criteria
- Home occupations
- Recycling facilities
- Accessory dwelling units within parameters of state law
- Amendment to Inclusionary Housing Ordinance
- Community Character development criteria
- Airport Height and Airport Combining Districts
- Clustering
- Planned Development
- Specific Plan Areas
- Special Hazards Combining Districts
- Seismic Hazards
- Commercial Resorts
- Wireless Communication facilities within parameters of Federal Law;
and
- General Provisions Section

As appropriate, tables and graphics will be utilized to simplify permit requirements and use provisions. Graphics will also be used to represent unique development standards for special uses.

Task 5 Preparation of Environmental Documentation

The consultant will prepare an Initial Study in accordance to California Environmental Quality Act (CEQA). The Initial Study will evaluate all potential environmental impacts associated with proposed language amendments. The County assumes that the Initial Study findings will result in the preparation of a Negative Declaration.

Under this task the Initial Study will be prepared and posted for public review, and Negative Declaration would need to be adopted by the Board of Supervisors when the Land Use Code is adopted. Subsequent to the Board of Supervisors adoption of the Negative Declaration and the updated Zoning Code, a Notice of Determination will be posted with the County Clerk and filed with the State Clearinghouse, along with the payment of the appropriate filing fees to both the County Clerk and the Department of Fish and Game. However, the appropriate environmental determination will be left to the consultant.

Task 6 Review Draft Land Use and Development Code

Upon completion of stakeholder workshops, the consultant will incorporate staff and stakeholder input into the Draft Zoning and Subdivision Code Update for public review. The County will post the public Draft Zoning and Subdivision Code Update on the County's project web page, along with public workshop dates and tentative public hearing dates. Additionally, copies of the Draft Zoning Code will be made available to the public in hard copy format and placed in the Library for public access.

Task 7 Public Hearings and Adoption

It is anticipated that there will be two public hearings before the Planning Commission and two public hearings before the Board of Supervisors. At the conclusion of its deliberations and as part of any approval action, the Board of Supervisors will be requested to direct County staff to incorporate any final changes to the Draft Updated Zoning Code – and prepare the Final Zoning Code for adoption. It is assumed that the consultant will attend all meetings.

Task 8 Final Updated Zoning Code

The consultant will prepare the final updated Zoning Code, complete with changes approved during the public hearing process. A master copy in camera ready format will be produced from which copies may be made. Additionally, the code will be reproduced in an electronic PDF format and placed on the County's web site for download. The consultant will also provide the County of Mendocino with a version of the Code Update in MS Word.

Task 9 Electronic/Online Land Use Code

The consultant will prepare an electronic version of the updated Zoning Code for posting on the County's web page for public access. This will be done as either a PDF of the entire code, or a segmented (chapter by chapter) version depending on the size

of the code for easy viewing, considering that many of the County's residents utilize dial-up internet service and may be difficult for all to access at this point.

Task 10 Project Completion

The County is requesting that all tasks, including final adoption of the updated regulations be completed by December 31, 2023.

[END OF DEFINITION OF SERVICES]

EXHIBIT B
PAYMENT TERMS

CONTRACTOR shall submit invoices for services at least monthly detailing the dates and services provided. Billable rates are delineated below in the Schedule of Rates. Complete invoices shall be processed for payment within 30 days of the invoice received date by County.

Role	Interwest Consulting Group			PlaceWorks			Lou's Design Garage	Hours Per Task and % of Total Hours	Cost Per Task
	Eric Norris	Nick Pergakes	Laurel Mathews	Gina Ciappa	Mark Teague	Miles Barker	Lou Dillegrad		
	Project Director	Project Manager	Associate Planner	Admin Support	Principal	Associate Planner	Graphic Designer		
Hourly Rate	\$ 165	\$ 150	\$ 120	\$ 60	\$ 215	\$ 130	\$ 55		
Task 1. Project Administration									
Hours Per Task	120	120	40	0	8	0	0	288	\$ 44,320
Reimbursable Expenses				1,500				21%	\$ 1,500
								<i>Task Total</i>	\$ 45,820
Task 2. Review of Existing Planning Documents and Zoning Code									
Hours Per Task	80	80	40	8	4	0	8	220	\$ 31,780
Reimbursable Expenses				2,000				16%	\$ 2,000
								<i>Task Total</i>	\$ 33,780
Task 3. Administrative Draft Zoning Code									
Hours Per Task	100	120	80	40	8	16	80	444	\$ 54,700
Reimbursable Expenses				500				33%	\$ 500
								<i>Task Total</i>	\$ 55,200
Task 4. Public Review Draft Zoning Code									
Hours Per Task	80	80	40	16	8	16	20	260	\$ 35,860
Reimbursable Expenses				500	500			19%	\$ 1,000
								<i>Task Total</i>	\$ 36,860
Task 5. Zoning Code Adoption									
Hours Per Task	60	40	8		16	8	0	132	\$ 21,340
Reimbursable Expenses				3,000	500			10%	\$ 3,500
								<i>Task Total</i>	\$ 24,840
Grand Total Hours	440	440	208	64	44	40	108	1,344	
Grand Total Reimbursables				7,500	1,000				\$ 8,500
Labor Total by Person/Firm	\$ 72,600	\$ 66,000	\$ 24,960	\$ 3,840	\$ 9,460	\$ 5,200	\$ 5,940		\$ 196,500
Labor Total by Firm				Interwest \$ 167,400	PlaceWorks \$ 14,660	LDG \$ 5,940			
Grand Total by Firm (Labor + Reimbursables)				\$ 174,900	\$ 15,660	\$ 5,940			\$ 196,500

See full sized page attached.

[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.org.

Additional information regarding the Bank of America Program is also available at:

http://corp.bankofamerica.com/business/ci/landing/epayables-vendors?cm_mmc=sb-general_-vanity_-sg01vn000r_epayablesvendors_-na