

**MARIN GENERAL SERVICES AUTHORITY**  
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**MEMORANDUM**

**DATE:** May 12, 2016

**TO:** MGSA Board of Directors

**FROM:** Christine O'Rourke, MCEP Sustainability Coordinator

**SUBJECT:** Professional Service Contract with Marin County for Marin Climate and Energy Partnership (MCEP) funds

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**Recommendation**

- 1) Authorize the Executive Officer to execute the professional services contract with the County of Marin for MCEP Program funding.
- 2) Increase the FY 2015/16 MCEP expenditures and revenues budget by \$2,000.

**Discussion**

In March 2016 the MCEP program coordinator, Christine O'Rourke, and County staff worked out a grant for part of the 2015-2016 work program in the amount of \$35,160, which will come from the Marin Energy Watch Partnership program. The money will be used to partially fund the MCEP staff's work from May 2016 through June 2017. The work program calls for MCEP to provide technical services relating to climate inventory tracking and reporting. Specifically, MCEP will develop annual community greenhouse gas inventories for all Marin jurisdictions for years 2005 through 2013 (or 2014 if data is available) to supplement the existing 2005 and 2010 inventories, providing a better picture of how emissions have changed over the years. MCEP will prepare and present a report for jurisdictions identified in the scope of work. Finally, MCEP will update and promote the MCEP website and Sustainability Tracker.

Under the new contract, MGSA will again function as a service provider to the County. The actual work will be provided by Christine O'Rourke, the MCEP Sustainability Coordinator, under contract to MGSA. This contract has been reviewed by Dave Byers, who has approved the contract as to form.

The draft professional services contract with the County of Marin and a draft resolution are attached to this staff report.

Attachments

1. Contract
2. Resolution

**COUNTY OF MARIN  
PROFESSIONAL SERVICES CONTRACT  
2012 - Edition 1**

**THIS CONTRACT** is made and entered into this 19th day of May, 2016, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and MARIN GENERAL SERVICES AUTHORITY, hereinafter referred to as "Contractor."

**RECITALS:**

**WHEREAS**, County desires to retain a person or firm to provide the following service: technical services relating to climate inventory tracking and reporting as part of the Marin Energy Watch Partnership; and

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

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

**1. SCOPE OF SERVICES:**

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

**2. FURNISHED SERVICES:**

The County agrees to:

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

**3. FEES AND PAYMENT SCHEDULE:**

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

**4. MAXIMUM COST TO COUNTY:**

In no event will the cost to County for the services to be provided herein exceed the maximum sum of **\$35,160** including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

**5. TIME OF CONTRACT:**

This Contract shall commence on May 19, 2016, and shall terminate on June 30, 2017. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

**6. INSURANCE:**

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

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

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

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

**7. ANTI DISCRIMINATION AND ANTI HARASSMENT:**

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

**8. SUBCONTRACTING:**

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

**9. ASSIGNMENT:**

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

**10. LICENSING AND PERMITS:**

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

**11. BOOKS OF RECORD AND AUDIT PROVISION:**

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

**12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:**

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

**13. TERMINATION:**

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

**14. APPROPRIATIONS:**

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

**15. RELATIONSHIP BETWEEN THE PARTIES:**

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

**16. AMENDMENT:**

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

**17. ASSIGNMENT OF PERSONNEL:**

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

**18. JURISDICTION AND VENUE:**

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

**19. INDEMNIFICATION:**

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

**20. COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.
2. Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.
3. For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at [www.sam.gov](http://www.sam.gov).

**Exhibit D - Debarment Certification**

**By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.**

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
- Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
- Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

**21. NOTICES:**

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

Contract Manager: Dana Armanino  
 \_\_\_\_\_  
 Dept./Location: Community Development Agency, Room 308  
 Telephone No.: 415-473-3292  
 \_\_\_\_\_

Notices shall be given to Contractor at the following address:

Contractor: Marin General Services Authority  
 555 Northgate Drive, Suite 230  
 Address: San Rafael, CA 94903  
 Telephone No.: 707-217-8616  
 \_\_\_\_\_

**22. ACKNOWLEDGEMENT OF EXHIBITS**

***Check applicable Exhibits***

**CONTRACTOR'S INITIALS**

<b><u>EXHIBIT A.</u></b>	<input checked="" type="checkbox"/> <b>Scope of Services</b>	
<b><u>EXHIBIT B.</u></b>	<input checked="" type="checkbox"/> <b>Fees and Payment</b>	
<b><u>EXHIBIT C.</u></b>	<input checked="" type="checkbox"/> <b>Insurance Reduction/Waiver</b>	
<b><u>EXHIBIT D.</u></b>	<input checked="" type="checkbox"/> <b>Contractor's Debarment Certification</b>	
<b><u>EXHIBIT E.</u></b>	<input checked="" type="checkbox"/> <b>Subcontractor's Debarment Certification</b>	

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

**CONTRACTOR:**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**APPROVED BY  
 COUNTY OF MARIN:**

By: \_\_\_\_\_

**COUNTY COUNSEL REVIEW AND APPROVAL (required if template content has been modified)**

County Counsel: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT "A"**  
**SCOPE OF SERVICES (required)**

**Services to be provided by Contractor:**

Services to be provided by Contractor relate to the Strategic Plan element of the PG&E - Marin Energy Watch Partnership (Partnership). Contractor is also subject to all requirements of the Master Contract and Specific Conditions between the County of Marin and PG&E for the 2016-18 Marin Energy Watch Partnership (including but not limited to the Customer Confidentiality, Document Retention and Background Check requirements, where applicable).

The Partnership Strategic Plan element includes assisting the Marin cities/towns with completion of the Climate Inventories and assisting Marin jurisdictions in development and implementation of their Climate Action Plan programs. These projects are implemented by the Marin Climate and Energy Partnership (MCEP) a program of the Marin General Services Authority and comprised of members from all Marin cities/towns and the County of Marin.

Activities under this contract will include, but not be limited to:

**TASK 1. DEVELOP ANNUAL COMMUNITY GHG INVENTORY TOOL FOR EACH JURISDICTION**

Utilizing an existing community GHG inventory workbook template initially developed for the cities of San Rafael and Corte Madera, MCEP will customize the workbook for the remaining MCEP member jurisdictions. The workbooks for Corte Madera and San Rafael will also be updated for calendar year 2014 as data becomes available. The workbooks will include charts that may be inserted into presentations and reports. This task includes obtaining consumption data and emission factors, as appropriate, from the following sources:

- PG&E
- Marin Clean Energy
- Caltrans Highway Performance Maintenance System
- CalRecycle Disposal Reporting System
- Marin Municipal and North Marin Water Districts
- California Air Resources Board
- U.S. Energy Information Administration
- U.S. Department of Commerce National Climactic Center
- U.S. Census, American Community Survey
- California Department of Finance
- California Employment Development Department

*Deliverable: Annual Community GHG Inventory Tool for each jurisdiction (Excel workbook)*

**TASK 2. UPDATE MCEP WEBSITE AND SUSTAINABILITY TRACKER**

The annual GHG inventory results will be used to update the MCEP Website and to create a new GHG emission metric for the Sustainability Tracker to replace the existing Greenhouse Gas Reduction metric. The other 11 Tracker metrics will be updated to include recent annual data and updated information on existing conditions. Additional modifications include:

- Most recent year data for each jurisdiction will be identified on the toggle box.
- Bay Area or State averages will be added to appropriate metrics, if data is readily available and provides an apples-to-apple comparison.
- A downloadable summary sheet containing the most recent year data for all metrics will be added.
- A link to the Plan Bay Area Vital Signs website will be added to relevant metrics (e.g., the Vehicle Miles Travelled metric)

*Deliverable: Updated MCEP Website (Greenhouse Gas Inventories page) and Sustainability Tracker.*

### **TASK 3. DEVELOP ANNUAL GHG INVENTORY REPORT AND POWERPOINT PRESENTATION TEMPLATE**

MCEP will create an Annual GHG Inventory Report and PowerPoint presentation template that presents trends in community GHG emissions in total, within the major sectors (Residential, Commercial, Transportation, Waste) and by energy source (electricity and natural gas) between 2005 and 2013 (or 2014 if data becomes available). The report and presentation template will include information on how much additional reductions are needed to reach 2020, 2030 and 2050 goals.

*Deliverable: Annual GHG Inventory Report and Powerpoint presentation templates (Word document and PowerPoint files).*

### **TASK 4. CUSTOMIZE REPORT AND PRESENTATION TEMPLATE FOR JURISDICTION**

MCEP will customize the Annual GHG Inventory Report and PowerPoint presentation for Fairfax, Larkspur, Mill Valley, Novato, San Anselmo, San Rafael, Sausalito, and Tiburon present the report to one legislative body in each jurisdiction.

*Deliverable: Customized community GHG Annual Report and Presentation for selected Jurisdictions (Word document and PowerPoint files).*

### **TASK 5. MARIN TRACKER UPDATE OUTREACH AND PROMOTION**

MCEP will publicize the updated Marin Sustainability Tracker through the following activities:

- Preparation and distribution of a press release to local media, agencies, and community and professional organizations identified in the MCEP Stakeholder Communications Plan.
- Preparation and distribution of an informational item that can be used in members' websites, newsletters, and internal communications.
- Preparation and submittal of a Marin Voice article to the Marin Independent Journal.

**EXHIBIT "B"**  
**FEES AND PAYMENT SCHEDULE (required)**

The maximum compensation for labor, travel and materials is not to exceed \$35,160.

This contract will be billed as a time and materials contract. Billing rates:

Sustainability Coordinator will bill at a rate of \$90.00 per hour  
Sustainability Intern will bill at a rate of \$25.00 per hour

**Budget:**

Strategic Plan Implementation Labor	\$33,660
Website Developer Fee	\$ 1,500
<b>Contract Total</b>	<b>\$35,160</b>

**EXHIBIT "C"**

**INSURANCE REDUCTION/WAIVER (if applicable)**

CONTRACTOR: Marin General Services Authority

CONTRACT TITLE: Marin Energy Watch Partnership 2016-18

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

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

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

Workers Compensation Insurance Waiver: Contractor does not have employees. All work is completed by subcontractors.
Professional Liability Wavier: The contractor is a consultant implementing a climate inventory program for the Marin jurisdictions.

Contract Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Extension: \_\_\_\_\_

Approved by Risk Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT D**

**SAM Search Results**

**List of records matching your search for :**

**Search Term : MARIN\* GENERAL\* SERVICES\* AUTHORITY\***

**Record Status: Active**

**No Search Results**

**EXHIBIT E**

**SAM Search Results**

**List of records matching your search for :**

**Search Term : christine\* "o'rourke"community\* planning\***

**Record Status: Active**

**No Search Results**

**MARIN GENERAL SERVICES AUTHORITY  
PROFESSIONAL SERVICES AGREEMENT  
WITH THE COUNTY OF MARIN**

**RESOLUTION 2016 –**

**WHEREAS**, the County of Marin has agreed to provide funding for technical services relating to climate inventory tracking and planning by the Marin Climate and Energy Partnership (MCEP); and

**WHEREAS**, the MGSA wishes to accept such funding on behalf of the MCEP; and

**WHEREAS**, the MGSA and the County of Marin wish to enter in to an agreement for such funding.

**NOW THEREFORE, BE IT RESOLVED**, that the MGSA Board of Directors authorizes the Executive Officer to execute a professional services agreement with the County of Marin for funding of the technical services relating to climate inventory tracking and planning by the Marin Climate and Energy Partnership in an amount not to exceed \$35,160.

**BE IT FURTHER RESOLVED**, that the FY 2015/16 expenditures and revenue budget for MCEP be increased by \$2,000, the estimated amount of the grant to be utilized during the FY 2015/16 fiscal year.

Adopted this 12<sup>th</sup> day of May 2016.

Ayes:

Noes:

Absent:

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Chair, Dan Schwarz

Attested By:

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Michael S. Frank, Executive Officer