

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	100-2940	\$14,135	100-416-4237	\$14,135
<input type="checkbox"/> Budget Transfer	281-2909	14,135	281-430-4237	14,135

Explain the reason for the budget change:

Background: On September 21, 2010, the City Council directed staff to seek consultant proposals for a study of a polystyrene disposable food container ban. Staff included single-use grocery bags in the scope of the proposal to follow through on previous Council direction. For both commodities, the proposed consultant scope of work includes identifying stakeholders impacted by product bans, evaluating the economic impact to these stakeholders, evaluating preferred alternative materials for polystyrene food containers and single-use bags, recommending the types of specific containers and products to including the types of organizations/businesses, potential as well as alternatives to product bans. This combined study includes interviews with stakeholder groups, a statistically reliable phone survey of Milpitas residents, and support for work products presented at City Council and Commission meetings.

Staff recommends a sole source award to Cascadia Consulting Group, based on the relevant knowledge and experience of its Principal, Richard Gertmann, who will serve as project manager. On June 26, 2009, staff issued a request for Statements of Qualification for activities to develop a Solid Waste Master Plan and recommended Environmental Planning Associates, a firm founded and managed by Mr. Gertmann, as one of three firms qualified to perform solid waste management and planning activities for the City. This qualification was approved by the City Council on August 4, 2009. Mr. Gertmann subsequently sold his firm to Cascadia Consulting Group and accepted the position of Principal. Staff recommends entering into an agreement with Cascadia Consulting Group for an amount not to exceed \$38,270, which is considered reasonable for this level of work. Staff considers this work to equally benefit the City's urban runoff compliance program and its solid waste reduction goals and therefore recommends that it be funded by equal appropriations from the general and solid waste reduction funds. Appropriation of funds is needed because this activity is not included in the fiscal year 2010-2011 budget. The proposed expenditure of \$38,270 for the consultant study and public outreach will be funded by equal appropriations from the general and solid waste reduction funds.

Fiscal Impact: Funding of \$14,135 is available from the General Fund Undesignated Reserve and \$14,135 is available from the Solid Waste Reduction Fund Reserve.

Check if City Council Approval required.

Meeting Date: November 16, 2010

Itemization of funds, if needed:			Amount
Requested by:	Division Head:	Date:	
	Department Head:	Date:	11/4/10
Reviewed by:	Finance Director:	Date:	11/4/10
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:		Confirmed by:	

DRAFT
CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF MILPITAS AND
CASCADIA CONSULTING GROUP

THIS AGREEMENT for consulting services is made by and between the City of Milpitas ("City") and Cascadia Consulting Group, Inc. ("Consultant") as of November 16, 2010.

AGREEMENT

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the date first noted above and shall end on June 30, 2011, the date of completion specified in Exhibit A, and Consultant shall complete all the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. Exhibit A shall name any specific personnel who shall be performing services. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to complete Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant a guaranteed maximum price not to exceed \$38,270 for all services to be performed and reimbursable costs incurred under this Agreement. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in

the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Hourly rates for personnel performing services shall be as shown in Exhibit B. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 **Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred during the billing period. Invoices shall contain the following information:

- Serial identification of bills;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion, if applicable;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
- The Consultant's signature.

2.2 **Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above and is otherwise acceptable to the City to pay Consultant. In the event that an invoice is not acceptable to the City, said invoice shall be returned to Consultant within thirty (30) days of the City's receipt of the invoice with a detailed explanation of the deficiency. City's obligation to pay a returned invoice shall not arise earlier than thirty (30) days after resubmission of the corrected invoice.

2.3 **Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment. In the event that Consultant identifies additional work outside the scope of services specified in Exhibit A that may be required to complete the work required under this Agreement, Consultant shall immediately notify the City and shall provide a written not-to-exceed price for performing this additional work.

- 2.4 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on Exhibit B.
- 2.5 **Reimbursable Expenses.** Reimbursable expenses are shown on Exhibit B, and shall not exceed \$38,270.00. Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total not-to-exceed amount of compensation provided under this Agreement.
- 2.6 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any other applicable federal or state taxes.
- 2.7 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date. The City shall have no obligation to compensate Consultant for work not verified by logs or timesheets.
- 2.8 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of a written Notice to Proceed from the City.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, cellular telephone, long-distance telephone, or other communication charges, vehicles, and reproduction facilities.

If the performance of the work specified in Exhibit A requires destructive testing or other work within the City's public right-of-way, Consultant, or Consultant's subconsultant, shall obtain an encroachment permit from the City.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant shall procure "occurrence coverage" insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement and shall produce said policies to the City upon demand. The cost of such insurance shall be included in the Consultant's price. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the City Attorney. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising

from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or Insurance Services Office form number GL 0002 (ed. 1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1 ("any auto"). No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:

- a. City and its officers, officials, agents and employees shall be covered as insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City and its officers, officials, agents and employees.
- b. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- c. An endorsement must state that coverage is primary insurance with respect to the City and its officers, officials, agents and employees, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.
- d. Any failure of CONSULTANT to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, officials, agents and employees.
- e. An endorsement shall state that coverage shall not be suspended, voided, or canceled by either party, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

4.3 Professional Liability Insurance. If Consultant shall be performing licensed professional services, Consultant shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in

an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions.

- 4.3.1 Any deductible or self-insured retention shall not exceed \$150,000 per claim.
- 4.3.2 An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
- 4.3.3 The policy must contain a cross liability clause.
- 4.3.4 The following provisions shall apply if the professional liability coverages are written on a claims-made form:
 - a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
 - b. Insurance must be maintained and evidence of insurance must be provided for at least three years after completion of the Agreement or the work, unless waived in writing by the City.
 - c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
 - d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 Requirements for All Policies.

- 4.4.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A.
- 4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with certificates of insurance and with original endorsements effecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

4.4.3 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.4.4 **Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of the City, Consultant may increase such deductibles or self-insured retentions with respect to City and its officers, officials, agents and employees. The City may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to the City.

4.4.5 **Notice of Reduction in Coverage.** In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than five days after Consultant is notified of the change in coverage.

4.5 **Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Declare Consultant in material breach of the Agreement and terminate the Agreement.

4.6 **Waiver.** The Risk Manager of the City has the authority to waive or vary any provision of Sections 4.2 through 4.5. Any such waiver or variation shall not be effective unless made in writing.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall indemnify, defend with counsel reasonably acceptable to the City, and hold harmless the City and its officials, officers, employees, agents, contractors, consultants, and volunteers from and against any and all

losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City and its officers, officials, agents and employees and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3. Otherwise, City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 **Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant 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. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions and to perform this Agreement. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid business license from City.
- 7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the City or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 **Termination.** City may terminate this Agreement at any time and without cause upon written notification to Consultant.

In the event of termination, Consultant shall be entitled to compensation for services performed prior to the effective date of termination as provided in Section 2. City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other

materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 8.4 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors listed in the Consultant's proposal, without prior written approval of the City.
- 8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, any or all of the following:
- 8.6.1 Immediate cancellation of the Agreement;
 - 8.6.2 Retention of the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement prior to cancellation; and
 - 8.6.3 Retention of a different consultant at Consultant's cost to complete the work described in Exhibit A not finished by Consultant.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City at any time upon demand of the City. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. Failure by Consultant to deliver these documents to the City within the time period specified by the City shall be a material breach of this Agreement. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are preliminary drafts not kept by the City in the ordinary course of business and will not be disclosed to third parties without prior written consent of both parties.
- 9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Santa Clara or in the United States District Court for the Northern District of California.
- 10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so

adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

- 10.4 **No Implied Waiver of Breach.** The waiver of performance or any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant were an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, may be disqualified from holding public office in the State of California.

Consultant certifies that it has not paid any direct or contingent fee, contribution, donation or consideration of any kind to any firm, organization, or person (other than a bona fide employee of Consultant) in connection with procuring this Agreement, nor has Consultant agreed to employ or retain any firm, organization, or person in connection with the performance of this Agreement as a condition for obtaining this Agreement.

- 10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

- 10.9 **Contract Administration.** This Agreement shall be administered by Leslie Stobbe who is authorized to act for, and on behalf of, City. All correspondence shall be directed to or through the Contract Administrator or his or her designee.
- 10.10 **Notices.** Any written notice to Consultant shall be sent to:
Richard Gertmann, Principal
Cascadia Consulting Group, Inc.
1046 W. Taylor St. Suite 208
San Jose, Ca. 95126
- Any written notice to City shall be sent to:
Leslie Stobbe, Public Information Specialist
City of Milpitas, Utility Engineering
455 East Calaveras Boulevard
Milpitas, California 95035
- 10.11 **Professional Seal.** Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.
- 10.12 **Integration.** This Agreement, including the exhibits, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.
- 10.13 **Exhibits.** All exhibits referenced in this Agreement are incorporated by reference herein.

CITY OF MILPITAS

CONSULTANT

Thomas C. Williams, City Manager

Richard Gertmann, Principal

APPROVED AS TO CONTENT:

Taxpayer Identification Number

Leslie Stobbe,
Public Information Specialist

City of Milpitas Business License Number

APPROVED AS TO FORM:

Michael J. Ogaz, City Attorney

APPROVED:

Emma Karlen,
Finance Director/Risk Manager

PREPARED BY:

Chris Schroeder, City Purchasing Agent

ATTEST:

Mary Lavelle, City Clerk

EXHIBIT A SCOPE OF SERVICES

Task 1 – Polystyrene Issues

Objective: Conduct research to identify key components to a food service polystyrene ban, and evaluate the economic and stakeholder impacts.

SUBTASK 1.1 CATEGORIES OF STAKEHOLDERS IMPACTED BY A BAN

Perform research to collect information about Cities in the Bay Area and California that currently have polystyrene food service bans in place. Focus research on key stakeholders who would be impacted, types of outreach each city has developed and managed, measurable outcomes of the bans, and any other historical results that will provide the City of Milpitas with guidance. Consultant will create a suggested structure, based on an aggregation of researched bans for consideration by the City.

Deliverables:

- List of cities in the Bay Area and California that currently have a Polystyrene Ban.
- Detailed information regarding outreach materials and efforts, measurable outcomes of the ban, and any other data from 10 cities listed to inform Milpitas' ban development.
- List if categories of stakeholders that will be impacted by this ban.

SUBTASK 1.2 EVALUATE THE ECONOMIC IMPACT TO THESE STAKEHOLDERS

Research the economic impact of the ban on stakeholders identified in Subtask 1.1. These impacts may include costs to replace polystyrene products (i.e. cups, plates, utensils), with alternative products. Meet with a limited number of individual businesses or trade associations as part of this research.

Deliverables:

- List of economic impacts identified by variables and stakeholder categories.

SUBTASK 1.3 IDENTIFY AND EVALUATE IMPACTS OF PREFERRED ALTERNATIVE MATERIALS FOR FOOD SERVICE

Identify and evaluate alternative food containers, including companies, styles, materials and costs. Review the impacts of using the alternative containers on the products being placed inside these containers and on the stakeholders' business, time invested in employee education regarding the impact of using polystyrene products, timeframe for full implementation, stakeholder expectations and any other impacts identified during research.

Deliverables:

- A List of alternative food containers, including materials, costs, affect on food products.
- An evaluation of alternative food containers.
- An overall review of the stakeholder process for container switch.

SUBTASK 1.4 RECOMMENDATIONS ON THE TYPES OF POLYSTYRENE PRODUCTS TO REGULATE AND THE BUSINESSES / ORGANIZATIONS THAT SHOULD BE COVERED BY A BAN

Identify the key polystyrene products that would be regulated by a ban in Milpitas. This research will include evaluating bans adopted by other cities, reviewing Environmental documents completed regarding polystyrene bans, and reviewing the State of California's CalRecycle websites to identify alternative materials that are recyclable. Identify businesses and organizations within the City of Milpitas that typically use polystyrene products; Consultant will identify these as businesses to work with through the outreach process.

Deliverables:

- List of polystyrene products that could be included under a ban.
- List of businesses and organizational types that use these products.

SUBTASK 1.5 EVALUATE ENFORCEMENT PROCEDURES AND PENALTIES FOR VIOLATION

Compile a list of different enforcement opportunities, including procedures, key penalties for a violation, the cost of enforcement, and the overall impact on City personnel involved in enforcement activities.

Deliverables:

- Documentation of enforcement options, protocols, and costs.

SUBTASK 1.6 ALTERNATIVES TO POLYSTYRENE BAN

Outline alternatives to a polystyrene ban, including the benefits and barriers of each option. Consider recycling options available for polystyrene, voluntary movements towards reduction of polystyrene within businesses, outreach and stakeholder meetings that may work for behavioral change, and any other items that appear to be a viable option for reduction in polystyrene use.

Deliverables:

- Identification of alternative methods to reduce polystyrene use, including a description of each method, its pros and cons, and the probability of its success in achieving the City's goals.

SUBTASK 1.7 INTERVIEWS OF KEY STAKEHOLDERS

Conduct interviews with key stakeholders (i.e. Restaurant Association, Chamber of Commerce, American Chemistry Council, Save the Bay, Sierra Club and other environmental groups) to understand: the concerns over a potential polystyrene ban; stakeholders overall feelings regarding the ban; actions that stakeholders would consider to reduce polystyrene use; and positive ways to achieve the City's resource management goals.

Deliverables:

- Identify key stakeholders.
- Develop a list of questions to discuss with the stakeholders during interviews.
- Compile a list of concerns identified during the interviews.
- Compile a list of solutions that could work for both the City and stakeholders in pursuing the desired polystyrene reductions.

SUBTASK 1.8 SURVEY OF RESIDENTS

Conduct telephone interviews with residents of Milpitas. Consultant will prepare a set of questions to be asked and submit those questions to the City for approval. Consultant will attempt to complete a minimum of 300 telephone surveys by contacting up to 450 residents. Residents surveyed will be randomly selected from available lists. The survey will address residents concerns over a potential polystyrene ban; actions that residents would consider to reduce polystyrene use; and positive ways to achieve the City's resource management goals.

Deliverables:

- Develop a phone survey and call residents.

SUBTASK 1.9 DEVELOP A PLAN FOR STAKEHOLDER OUTREACH AND PUBLIC AWARENESS CAMPAIGN

Review the outreach performed by other Cities and the effectiveness of this outreach relative to the City of Milpitas' goals. Identify alternatives for business outreach. Develop a plan of action that considers different outreach options for different stakeholder groups (i.e. restaurants, fast food, etc).

Deliverables:

- Develop a plan of action and public awareness campaign.
- Develop outreach materials as needed.

SUBTASK 1.10 PREPARE REPORT

Prepare and submit a Draft Report to the City. Incorporate comments received from the city and submit a Final Report.

Deliverables:

- Submit a Draft Report and a Final Report

Task 2 – Single-use Bag Issues

Objective: Identify key components to a plastic bag ban and evaluate the economic and stakeholder impacts of such a ban.

SUBTASK 2.1 CATEGORIES OF STAKEHOLDERS IMPACTED BY A BAN

Perform research to collect information about Cities in the Bay Area and California that currently have plastic bag bans in place. Consultant will focus research on key stakeholders impacted, types of outreach each city has developed and managed, measurable outcomes of the bans, and any other historical results that will provide the City of Milpitas with guidance. Create a general structure, based on an aggregation of researched bans for consideration by the City.

Deliverables:

- List of cities in the Bay Area and California that currently have a plastic bag ban.
- List of top 10 cities paired with information regarding outreach materials and efforts, measurable outcomes of the ban, and any other data to inform Milpitas' ban development.
- Categories of stakeholders that will be impacted by this ban.

SUBTASK 2.2 EVALUATE THE ECONOMIC IMPACT TO THESE STAKEHOLDERS

Research the economic impact of the plastic bag ban on stakeholders as identified in Subtask 2.1.

Deliverables:

- List of economic impacts identified by variables and stakeholder categories

SUBTASK 2.3 IDENTIFY AND EVALUATE IMPACTS OF PREFERRED ALTERNATIVE MATERIALS

Identify and evaluate alternatives to plastic bags including companies, styles, materials, and costs. Review the impacts of using the alternative containers on the products being placed inside these containers and on the stakeholders' business, time invested in employee education regarding the impact of using plastic bags, timeframe for full implementation, stakeholder expectations, and any other impacts identified during research.

Deliverables:

- A list of alternative bags, including materials, costs, results of the cost differential, and an overall review of the stakeholder process for bag switch.
- An evaluation of bag alternatives.
- An overall review of the stakeholder process for bag ban.

SUBTASK 2.4 RECOMMENDATIONS ON THE TYPES OF BUSINESSES / ORGANIZATIONS THAT SHOULD BE COVERED BY A BAN

Identify the key businesses that a plastic bag ban in Milpitas would regulate. This research will include evaluating bans adopted by other cities, reviewing Environmental Impact Reports completed regarding plastic bag bans, and reviewing the State of California's CalRecycle websites to identify recyclable and reusable alternatives. Identify businesses and organizations within the City of Milpitas that typically provide plastic bags to customers; identify these as businesses to work with through the outreach process.

Deliverables:

- List of businesses and organization types that will fall under the ban's domain.

SUBTASK 2.5 EVALUATE ENFORCEMENT PROCEDURES AND PENALTIES FOR VIOLATION

Compile a list of different enforcement opportunities including procedures, key penalties for a violation, the cost of enforcement, and the overall impact on City personnel involved in enforcement activities.

Deliverables:

- Documentation of enforcement options, protocols, and costs.

SUBTASK 2.6 ALTERNATIVES TO PLASTIC BAG BAN

Outline methods of reducing plastic bag use besides a plastic bag ban, including the benefits and barriers of each option. In compiling this list, consider recycling options available for plastic bags, voluntary movements towards reduction of bag use, outreach and stakeholder meetings that may work for behavioral change, and any other items that appear to be a viable option for reduction in plastic bag use.

Deliverables:

- Identification of alternative methods to reduce plastic bags, including a description of each method, its pros and cons, and the probability of its success.

SUBTASK 2.7 INTERVIEWS OF KEY STAKEHOLDERS

Conduct interviews with key stakeholders (i.e. Grocers and Retailers Associations, Chamber of Commerce, American Chemistry Council, Save the Bay, Sierra Club and other environmental groups) to understand: the concerns over a potential plastic bag ban; stakeholders overall feelings regarding the ban; actions that stakeholders would consider to reduce plastic bag use; and positive ways to achieve the City of Milpitas' desired plastic bag use reduction.

Deliverables:

- Identify key stakeholders.
- Develop a list of questions to discuss with the stakeholders during interviews.
- Compile a list of concerns identified during the interviews.
- Compile a list of solutions that could work for both the City and stakeholders in pursuing the desired plastic bag use reductions.

SUBTASK 2.8 SURVEY OF RESIDENTS

Conduct telephone interviews with residents of Milpitas. Consultant will prepare a set of questions to be asked and submit those questions to the City for approval. Consultant will attempt to complete a minimum of 300 telephone surveys by contacting up to 450 residents. Residents surveyed will be randomly selected from available lists. The survey will address residents concerns over a potential plastic bag ban; actions that residents would consider to reduce polystyrene use; and positive ways to achieve the City's resource management goals.

Deliverables:

- Develop a phone survey and call residents.

SUBTASK 2.9 DEVELOP A PLAN FOR STAKEHOLDER OUTREACH AND PUBLIC AWARENESS CAMPAIGN

Review the outreach performed by other Cities and the effectiveness of this outreach relative to the City of Milpitas' goals. Identify alternatives for business outreach. Develop a plan of action that considers different outreach options for different stakeholder groups (i.e. Grocers and Retailers, Chamber of Commerce).

Deliverables:

- Develop a plan of action and public awareness campaign.
- Develop outreach materials as needed.

SUBTASK 2.10 PREPARE REPORT

Consultant will prepare and submit a Draft Report to the City. We will incorporate comments received from the city and submit a Final Report.

Deliverables:

- Submit a Draft Report and a Final Report.

Task 3. Meetings

Objective: Conduct meetings with the City of Milpitas

Attend up to two meetings, including participation in presentations to the Milpitas City Council and Recycling & Source Reduction Advisory Commission, to assist with the project goals, outcomes, and recommendations. Attend up to two meetings with City Staff.

Deliverables:

- Two meetings with Council and Commission
- Two meeting with City Staff

PROJECT SCHEDULE:

Notice to Proceed	November 17, 2010
Draft Study Submitted	January 7, 2011
City comments to Cascadia	January 14, 2011
Final Draft to City	January 19, 2011
RSRAC Meeting	January 27, 2011
Submit Final Report	February 4, 2011
City Council Meeting	February 15, 2011

**EXHIBIT B
COMPENSATION SCHEDULE**

COSTS

Tasks 1 & 2 Combined

	Principal	Associate	Assistant	
STAKEHOLDERS IMPACTED BY A BAN	2	4	0	
ECONOMIC IMPACT TO STAKEHOLDERS	4	8	0	
IMPACTS OF PREFERRED ALTERNATIVES	4	4	8	
RECOMMENDATIONS ON PRODUCTS TO REGULATE	4	4	0	
EVALUATE ENFORCEMENT PROCEDURES	4	8	8	
BAN ALTERNATIVES	2	6	8	
INTERVIEW KEY STAKEHOLDERS	4	8	16	
SURVEY OF RESIDENTS	8	24	150	
DEVELOP A PLAN FOR STAKEHOLDER OUTREACH	4	4	4	
PREPARE REPORT	8	8	4	
	44	78	198	320
	\$7,260	\$8,580	\$16,830	\$32,670
TASK 3. MEETINGS	8	4	4	16
	\$1,320	\$440	\$340	\$2,100
SUBTOTAL				\$34,770
Contingency (10%)				\$3,500
TOTAL				\$38,270

Hourly fees used to calculate the cost of services.

Team Member	Role	Hourly Fee
Richard Gertman	Principal in Charge and Project Manager	\$165
Tracie Bills & Maija McDonald	Project Associate and Outreach	\$110
John Mulrow, Natalee Henry & Jessica Coe	Project Assistant	\$85