

422



**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FROM: Executive Office

SUBMITTAL DATE:
December 20, 2011

**SUBJECT: APPROVAL OF THE AGREEMENT WITH ALBERT A. WEBB AND ASSOCIATES TO
PROVIDE SPECIAL TAX ASSESSMENT SERVICES**

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the one year personal service agreement with Albert A. Webb and Associates for \$123,000 annually, which contains an option to renew the agreement for four additional one-year periods, in accordance with Ordinance No. 459.4, and;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459.4, to exercise the renewal option, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates, and;
3. Direct the Clerk of the Board to return three original signed agreements to the Executive Office.

(Continued on Page 2)


Stephanie Persi, Sr. Management Analyst

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 123,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	11/12

SOURCE OF FUNDS: CFD/AD Trustee Accounts	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: 
Christopher M. Hans

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: District: **ALL** Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.9

FORM APPROVED COUNTY COUNSEL
 BY:  DATE: 11/21/12
 NEAL R. KIPNIS
 Purchasing:  Departmental Concurrence:

BOARD OF SUPERVISORS

FORM 11: APPROVAL OF THE AGREEMENT WITH ALBERT A. WEBB AND ASSOCIATES TO PROVIDE SPECIAL TAX ASSESSMENT SERVICES

PAGE 2

BACKGROUND

The County requires the use of a Special Tax Consultant to provide direction and guidance for the formation and administration of the County's land secured districts. The Special Tax Consultant performs many duties for the Community Facilities Districts Administration, some of which are the submission and collection of data for the levy of the annual tax assessments, keeping track of delinquencies, maintaining databases, and dealing with the public on special tax assessment issues. The Consultant's services are necessary to comply with Federal and State requirements.

PRICE REASONABLENESS

On September 22, 2011, County Purchasing and Fleet Services released a Request for Proposal (RFP) EOARC-022, mailing solicitations to five companies, and advertising on the County's Internet site. The County received four responses to the RFP. The initial cost for services ranged from \$117,250 to \$1,775,837.

The proposals were reviewed by an evaluation team consisting of personnel from the Executive Office and the Auditor Controller. The evaluation team reviewed and scored each proposal based on the bidder's overall responsiveness to the requirements of the RFP; bidders experience, ability, technical ability, and project methodology; cost and fees; references; financial status; clarification, exceptions or deviations; credentials, resumes, licenses, and certifications. The County requested a best and final offer-pricing clarification from two vendors. Based on the evaluation criteria as outlined in the RFP and the pricing clarification received from the two vendors, Albert A. Webb and Associates, at a cost of \$123,000 has been selected as the most responsive/responsible company for providing these services to the County of Riverside.

The evaluation committee recommends that the award be given to Albert A. Webb and Associates.

REVIEW/APPROVAL

County Purchasing concurs with this request and County Counsel approves the agreement to form.

PROFESSIONAL SERVICE AGREEMENT

for

SPECIAL TAX ASSESSMENT SERVICES

between

COUNTY OF RIVERSIDE

and

ALBERT A. WEBB AND ASSOCIATES



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This Agreement, made and entered into this ____ day of _____, 2012, by and between Albert A. Webb and Associates referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"). The parties agree as follows:

1. Description of Services

1.1 CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Scope of Services, consisting of five (5) pages at the prices stated in Exhibit B, Payment Provisions, consisting of one (1) page.

1.2 CONTRACTOR represents that it has the skills, experience and knowledge necessary to fully and adequately perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 CONTRACTOR affirms this it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

2. Period of Performance

2.1 This Agreement shall be effective upon signature of this Agreement by both parties and continue in effect through December 31, 2012 with the option to renew for four (4) additional years, renewable in one (1) year increments by written amendment, unless terminated earlier. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter.

3. Compensation

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed one hundred twenty three thousand dollars (\$123,000) annually including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

3.2 No price increases will be permitted during the first year of this Agreement. All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to be considered and approved by COUNTY. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items - Greater Los Angeles, Riverside and Orange County areas for special tax assessment services and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors.

3.3 CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each quarter, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to:

Executive Office
4080 Lemon Street, 4th Floor
Riverside, CA 92501
Attn: CFD Admin

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (EOARC-94682-001-12/12); quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- b) Invoices shall be rendered quarterly in arrears.

3.4 The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

4.2 Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within 30 days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

5. Termination

5.1. COUNTY may terminate this Agreement without cause upon 30 days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

5.2 COUNTY may, upon five (5) days written notice, terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress to endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

5.3 After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

5.4 After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement and at the rates set forth in Exhibit B.

5.5 CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by

CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

5.6 The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

6. Ownership/Use of Contract Materials and Products

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY; and may be used by the COUNTY for any purpose COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports or products without prior written authorization of the COUNTY.

7. Conduct of Contractor

7.1 The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

8. Inspection of Service; Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate

cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected, the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

8.2 CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess or evaluate CONTRACTOR's performance under this Agreement at any time upon reasonable notice to CONTRACTOR.

9. Independent Contractor

The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

10. Subcontract for Work or Services

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

13. Use By Other Political Entities

The CONTRACTOR agrees to extend the same pricing, terms and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity in Riverside

County. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

14. Non-Discrimination

CONTRACTOR shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations.

15. Records and Documents

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

16. Confidentiality

16.1 The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

16.2 The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The

CONTRACTOR shall promptly transmit to the COUNTY all third party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.

17. Administration/Contract Liaison

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

18. Notices

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

COUNTY OF RIVERSIDE

Executive Office
County Administration Center
4080 Lemon Street, 4th Floor
Riverside, CA 92501
Attn: Christopher Hans

CONTRACTOR

Albert A. Webb and Associates
3788 McCray Street
Riverside, CA 92506

19. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or

certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at www.edd.ca.gov.

21. Hold Harmless/Indemnification

21.1 CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever arising from the performance of CONTRACTOR, its officers, employees, subcontractors, agents or representatives Indemnitors from this Agreement. CONTRACTOR shall defend, at its sole expense, all costs and fees including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards, the Indemnitees in any claim or action based upon such alleged acts or omissions.

21.2 With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR'S indemnification to Indemnitees as set forth herein. CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

21.3 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

21.4 In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the CONTRACTOR from indemnifying the Indemnitees to the fullest extent allowed by law.

21.5 CONTRACTOR's indemnification obligations shall also apply to any action or claim regarding actual or alleged intellectual property infringement related to any material or product provided to COUNTY pursuant to this Agreement. In the event of any such action or claim, CONTRACTOR shall provide immediate notice to COUNTY of the action or claim. CONTRACTOR may defend or settle the action or claim as CONTRACTOR deems appropriate; however, CONTRACTOR shall be required to obtain for COUNTY the right to continue to use the material or product (or a similar non-infringing material or product with the same function) on terms identical to those stated in this Agreement.

22. Insurance

22.1 Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

22.2 Workers' Compensation: If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the County of Riverside.

22.3 Commercial General Liability: Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

22.4 Vehicle Liability: If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single

limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

22.5 Professional Liability Contractor shall maintain Professional Liability Insurance providing coverage for the Contractor's performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Contractor's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and CONTRACTOR shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that CONTRACTOR has Maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

22.6 General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceed \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the Country's Risk Manager, CONTRACTOR'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or

reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. *CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.*

4) It is understood and agreed to by the parties hereto that the CONTRACTOR'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

23. General

23.1 CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

23.2 Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full and complete compliance with any

terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

23.3 In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

23.4 CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

23.5 CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims or encumbrances.

23.6 Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

23.7 The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

23.8 CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

23.9 CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

23.10 CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

23.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of

competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

23.12 This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

COUNTY:

Board of Supervisors
County Administration Center
4080 Lemon Street, 4th Floor
Riverside, CA 92501

CONTRACTOR:

Albert A. Webb and Associates
3788 McCray Street
Riverside, CA 92506

Signature: _____

Signature: Matthew E. Webb

Print Name _____

Print Name: MATTHEW E. WEBB

Title: Chairman of the Board of Supervisors

Title: PRESIDENT

Dated: _____

Dated: 12-28-11

FORM APPROVED COUNTY COUNSEL
BY: Neal R. Kipnis DATE: 1/3/12

EXHIBIT A
SCOPE OF SERVICE FOR THE AGREEMENT

1. CALCULATION AND LEVY OF SPECIAL TAX OR SPECIAL ASSESSMENT.

On or before the first Tuesday in August, CONTRACTOR will have, in consultation with COUNTY staff assigned to administer the Special Districts, determined the requirement for the current fiscal year for each district for which bonds are outstanding and apportion the special tax or special assessment to each parcel within each particular district consistent with the method of apportionment for each district in a format acceptable to the Auditor-Controller. The requirement will consist of the following:

- A. Parcel Information. CONTRACTOR will maintain current Assessor's Maps for all Special District parcels and shall update annually, prior to enrollment of the current year's levy, any information necessary for use in calculating the special tax or special assessment (i.e. building permit, land use classification). CONTRACTOR shall also maintain a computer database of development and land use information for all Special District parcels where development and land use information is necessary for use in calculation of said special tax or special assessment and for use in the Continuing Disclosure Report.
- B. Debt Service Component. CONTRACTOR will coordinate with COUNTY or with the fiscal agent of each district as necessary to review current debt service schedules and determine the amount needed to pay principal of and interest on the outstanding bonds.
- C. Administrative Expense. CONTRACTOR will determine with COUNTY the amount needed to meet the anticipated administrative expenses for each Special District for the current fiscal year.
- D. Reserve Fund. CONTRACTOR shall provide an update of the Reserve Requirement and determine any surplus or shortfall, as required for each district.
- E. Submittal of Annual Levy. Each fiscal year CONTRACTOR shall prepare the annual levy for each Special District in a format and media acceptable for direct submission to the County Auditor-Controller's office prior to the statutory deadline (August 10th of the fiscal year unless extended by the County Auditor Controller) and shall perform adjustments and corrections to the levies on the property tax rolls as necessary.
- F. Reapportionments. During the period that annual assessment installments are to be levied for each assessment district, CONTRACTOR is to facilitate the preparation of assessment apportionment applications. CONTRACTOR is to, in a timely manner and pursuant to the applicable statutory provisions, prepares assessment apportionments, which shall include: i. preparation of amended assessment diagrams; ii. apportioning the assessment to divided parcels; iii. preparation and delivery of the required notice to the original bond purchaser(s); iv. recordation of required notice and amended assessment diagrams, v. preparation (if necessary) of required disclosure document, as required by the Department of Real Estate (RE624 Forms). Services related to reapportionments shall be at the expense of the affected property, and will be in addition to the fixed annual fees.

G. Direct Payments. CONTRACTOR will maintain a Post Office Box for payment processing of special billings, or district prepayments, and individual installments not collected through the regular property tax bill. CONTRACTOR will forward monies to the appropriate fiscal agent.

2. PRIMARY CONTACT WITH PUBLIC.

A. CONTRACTOR is to serve as the primary contact with the public regarding the levy of the special tax or special assessment. A toll free telephone number of the CONTRACTOR's designation will appear on the regular property tax billing next to the particular special tax or special assessment to facilitate contact with the public. CONTRACTOR is to provide information with regard to formation of the Special District, the facilities to be constructed, the number and maturities of bonds outstanding, the purpose and use of the bond proceeds issued for each District and the method of apportionment.

3. DELINQUENCY MANAGEMENT.

A. Delinquency Policy. CONTRACTOR will review and make recommendations to COUNTY that any policies established related to the collection of delinquent special taxes or special assessments are consistent with the foreclosure covenant and/or with the requirements of the bond issue for each district.

B. Delinquency History. CONTRACTOR will maintain a database that includes a regularly updated delinquency history of the parcels located in each district, as derived from the County property tax system. Delinquency history shall include delinquent amounts for each parcel including penalties and interest due, reference to those parcels that have been referred to Foreclosure Counsel.

C. Delinquency Tracking and Reporting. CONTRACTOR will research the records of the County Tax Collector for payment information to determine which parcels are delinquent after the December 10 and April 10 property tax installment due dates, and prior to the date in which the COUNTY is obligated to initiate foreclosure proceedings under the foreclosure covenant. Delinquency reports will include parcel lists showing the APN, property owner, and delinquent amount for each parcel. Reports will be prepared in February and May to reflect the delinquency status of parcels after each installment due date, and prior to the date foreclosure is required by the foreclosure covenant.

D. Removal from Rolls. CONTRACTOR will prepare correspondence to the Auditor-Controller's Office for removal of special taxes or assessments from the tax rolls in the event these amounts are paid directly to the particular district.

E. Foreclosure Coordination. CONTRACTOR will assist in preparing documents submitted to the Board of Supervisors requesting authorization of foreclosure action. This includes preparation and recordation of the Notice of Intent to Commence Foreclosure (if necessary), preparation of Exhibits for the Resolution to commencing foreclosure, and coordination of the removal of the Special Taxes approved for foreclosure from the tax roll. CONTRACTOR will provide delinquent amounts (including penalty and interest) to Foreclosure Counsel after foreclosure proceedings are initiated. CONTRACTOR will

prepare case files of delinquency data for Special Counsel and provide technical support or act as an expert witness, on behalf of the County and Special Counsel as required in the preparation and litigation of foreclosure cases.

4. ADMINISTRATIVE SERVICES

A. Bond Calls. CONTRACTOR will analyze bond funds to determine the availability of funds that may be used to redeem bonds prior to their stated maturities. If the COUNTY elects to call bonds, CONTRACTOR will determine the par amount of the bonds to be called, calculate any applicable premium, and determine which maturities to call. CONTRACTOR will coordinate the bond call with the Fiscal Agent to ensure that bonds are called according to the redemption provisions of the bond issue. CONTRACTOR shall act on behalf of the County Public Finance Authority as an Independent CONTRACTOR that prepares and signs the appropriate certificates certifying that the principal and interest component of the bond call will not jeopardize the timely payment of the outstanding bonds.

5. DISCLOSURE

CONTRACTOR will provide municipal disclosure services within the following categories:

A. Regulatory Disclosure. CONTRACTOR will review the required enhanced disclosure agreements for district formed subsequent to July 1, 1995 to determine the requirement of continuing disclosure. CONTRACTOR will prepare informational updates that comply with Securities and Exchange Commission Rule 15c2-12(b)(5) and report to the California Debt and Investment Advisory Commission as required annually for bonds issued after January 1, 1993, and for cases in which the County utilizes a Reserve Fund to meet a debt service obligation. This information will be made available via the Internet.

B. Annual Disclosure. CONTRACTOR will prepare annual reports to meet the requirements of continuing disclosure outlined in the covenant with the bondholders. Reports may contain information about district status including development and improvement status, assessed property tax values, tax rate, overlapping bonded debt obligations, bond fund balances, portfolio details, delinquency status, absorption updates, and significant events report. This information will be made available via the Internet.

C. Enhanced Disclosure – Mello-Roos Districts. At the request of a seller of taxable property within a community facilities district, CONTRACTOR will prepare the Notice of Special Tax, as required by the Mello-Roos Community Facilities Act of 1982, as amended, and the Civil Code. Services related to request for disclosure documents from parties other than the City or property owner (e.g. real estate agents and title companies) shall be at the expense of the requesting party pursuant to Article 4, Section 53340.2 of the Government Code.

D. Enhanced Disclosure – Assessment Districts. During the reapportionment process, CONTRACTOR will prepare the required disclosure document (RE624 form), as required by the Department of Real Estate.

6. MISCELLANEOUS

- A. Annual Reports. CONTRACTOR will prepare annual reports for Districts not required by covenants with bondholders to provide annual disclosure; that include information about district status including development and improvement status, assessed property tax value, tax rate, and other characteristics of property that are valuable when determining the security of land-secured bonds.
- B. Notification to Delinquent Property Owners. At the request of COUNTY, CONTRACTOR will prepare and mail letters (on COUNTY letterhead), via first-class mail to property owners at the times and in the format determined by the delinquency provisions for each District. CONTRACTOR will respond to public requests regarding delinquent notices and shall prepare, as necessary, statements to the requesting party of all amounts delinquent including penalties, interest, and roll removal fees.
- C. Bond Payoffs. At the request of any landowner, CONTRACTOR will calculate the bond payoff amount for a parcel(s) and provide any additional information as requested related thereto. Services related to requests for bond payoff information from parties other than COUNTY or property owner (e.g., title companies) shall be at the expense of the requesting party.
- D. Tax Increment. CONTRACTOR will prepare tax increment calculations required for Community Facilities District Nos. 87-1 and 88-8 in a manner consistent with the operative documents, as requested by the COUNTY.
- E. Letters of Credit. 60 days prior to renewal of any existing letter of credit, CONTRACTOR shall prepare a letter for review and signature by COUNTY notifying the responsible party regarding the approaching expiration date and the need to affect such renewal. CONTRACTOR will calculate the amount of the annual renewal based on the criteria outlined in the bond documents.
- F. Payment History. CONTRACTOR will maintain a database of all special tax or special assessment information on each parcel, in each district, including amounts levied and payment history, as derived from the County property tax system.
- G. Special Tax Appeals Board. CONTRACTOR shall review any appeal filed with the County's Community Facilities Special Tax Review Board, prepare any analysis or make any presentation to the Board as deemed necessary by COUNTY to respond to such an appeal, and carry out the direction of the Board of Supervisors.

7. OPTIONAL SERVICES FOR THE AGREEMENT

- A. Credit Enhancements. CONTRACTOR will calculate the initial amount of letter of credit or other credit enhancement that may be required of a particular district.
- B. Boundary Map. CONTRACTOR will, at the request of the COUNTY, file the boundary map of a community facilities district with the State Board of Equalization.

- C. District Retirement. CONTRACTOR will, provide technical support related to retirement or abandonment of proceedings related to existing or proposed special districts.
- D. District Refunding. CONTRACTOR will prepare/update tables for the offering statement with respect to current property ownership and development status, estimated value-to-lien ratios, direct and overlapping debt, delinquency history, and estimated annual special tax/assessment levies. In addition, for Assessment District Refunding, CONTRACTOR will prepare the required Engineer's Report which includes schedules of principal and interest on Original and Refunding Bonds in total and per reassessment, a reassessment diagram, and the proposed maximum annual assessment to pay for the annual administrative costs incurred by the COUNTY.
- E. Special Studies. At the request of the COUNTY, the CONTRACTOR will prepare other studies or services not otherwise addressed by this RFP.
- F. CONTRACTOR shall give the COUNTY a written response to the COUNTY'S request detailing the estimated cost of such Optional Services. The COUNTY, if it elects to proceed with the Optional Services, shall notify the CONTRACTOR in writing that it accepts the CONTRACTOR'S cost and will direct the CONTRACTOR to proceed with the Optional Services.

**EXHIBIT B
PAYMENT PROVISIONS**

- 1. Inclusive Hourly Rates:
 - a. Principal: \$184.00
 - b. Staff: \$124.00
 - c. Support Staff: \$89.00

Districts	Base Fee 2011-2012
CFD 87-1 (South "A" Street)	\$8,000.00
CFD 87-5 (Wild Rose Ranch)	\$8,000.00
CFD 88-4 (Winchester Ranch)	\$13,000.00
CFD 88-8 (North "A" Street)	\$8,000.00
CFD 89-1 (Mountain Cove)	\$8,000.00
CFD 89-4 (Formerly Walsh Medical Center)	\$8,000.00
CFD 03-1 (Newport Road)	\$8,500.00
CFD 04-2 (Lakehills Crest)	\$8,500.00
CFD 05-1 (Salt Creek)	\$4,000.00*
CFD 05-8 (Scott Road)	\$9,000.00
CFD 07-1 (Newport/I-215 Interchange)	\$4,000.00
CFD 07-2 (Clinton Keith Road)	\$3,000.00
AD 159 (Rancho Villages) Original Series D	\$5,000.00
AD 159 Supplemental (Rancho Villages) Series B	\$10,000.00
AD 159 Supplemental (Rancho Villages) Series C	\$5,000.00
AD 167 (No. Palm Springs Business Center)	\$5,000.00
AD 168 (Rivercrest)	\$8,000.00

*Commencing the first quarter after the first levy

Complete Base Fees: \$123,000.00