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County of Santa Cruz

GENERAL SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

(831) 454-2718 FAX: (831) 454-2710 TDD: (831) 454-2123

ROY HOLMBERG, DIRECTOR

January 12, 2000

AGENDA: January 252000

. Board of Supervisors
County-of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

APPROVE CONTRACT AMENDMENT EXTENDING THE AGREEMENT WITH ROBERT OLSON ASSOCIATES, INC. FOR PREPARATION OF THE FIVE-YEAR COUNTY FIRE MASTER PLAN

Members of the Board:

On June 8, 1999, your Board approved an agreement with Robert Olson Associates, Inc. for preparation of a Five-Year County Fire Master Plan. At that time, your Board directed the General Services Department and County Fire to return on or before January 25, 2000 with a final draft of the Plan.

The County Fire Department Advisory Commission (FDAC) has reviewed three increasingly detailed draft documents. Following the last review meeting on November 15, 1999 the FDAC directed the contractor to make further changes and incorporate recommendations from the County Administrative Officer on format presentation. The contractor will return the final draft on March 1, 2000 for the FDAC review on April 12, 2000. Anticipating approval by the FDAC, the General Services Department and County Fire will present the plan to your Board for adoption in May 2000.

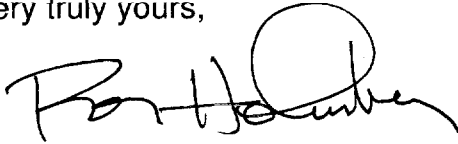
Since the contract expires on January 15, 2000, it is necessary to extend the agreement to meet the revised review schedule.

It is therefore RECOMMENDED that your Board take the following actions:

1. Approve an amendment extending the agreement with Robert Olson Associates, Inc. to prepare a five-year County Fire Master Plan through June 30, 2000; and,

2. Authorize the Director of General Services to sign the amendment on behalf of the County.

Very truly yours,

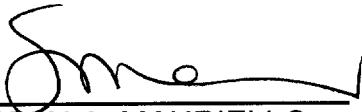


ROY K. HOLMBERG
Director

Attachment(s)

RH:JP:mmc

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: County Administrative Office
General Services
County Fire
Auditor Controller
General Services Fiscal

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0203

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: General Services (Dept.)

[Signature] (Signature) _____ (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the County of Santa Cruz/County Fire (Agency)
and Robert Olson Associates, Inc., 4164 Los Cochass Way, Sacramento CA 95864-5273 (Name&Address)

2. The agreement will provide development of a Five-year County Fire Master Plan

3. The agreement is needed as work can be completed more expediently by contract

4. Period of the agreement is from January 15, 2000 to June 30, 2000

5. Anticipated cost is \$ N/A (Fixed amount; Monthly rate; Not to exceed)

6. Remarks:

7. Appropriations are budgeted in 304100 (Index#) 3 6 6 5 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered.
are not will be

Contract No. CO 81851

Date 1/13/00

GARY A. KNUTSON, Auditor - Controller

By [Signature] Deputy.

N/A TIME EXTENTION ONLY

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the _____ to execute the same on behalf of the _____

(Agency).

County Administrative Officer

Remarks:

(Analyst)

By [Signature] Date 1-13-00

Agreement approved as to form. Date _____

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - pink
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

ADM - 29 (6/95)

State of California)
County of Santa Cruz) ss

I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement **was** approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____

_____ 19 _____

By _____ Deputy Clerk

24

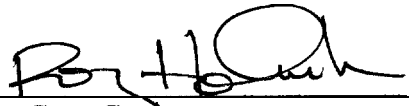
AMENDMENT TO AGREEMENT

The parties agree to amend that certain Agreement (contract 8 185 1) dated June 8, 1999, by and between the County of Santa **Cruz** and Robert Olson Associates, Inc by extending the term of the agreement through June 30, 2000.

All other provisions of said Agreement shall remain the same.

Dated: _____

COUNTY OF SANTA CRUZ

By: 
Santa Cruz County General Services Director

CONTRACTOR

By: 

Address: 100 Egloff Circle
Folsom, CA 95630

Telephone: 916-989-6201

Approved as to form:


County Counsel

DISTRIBUTION: County Administrative Officer
Auditor-Controller
county Counsel
Risk Management
Contractor

9/95
mtica

0205

Contract No.

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 8th day of June, 1999, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and Robert Olson Associates, Inc, hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result:
Develop a "Five Year County Fire Master Plan" including an "Implementation Plan" and meeting criteria as detailed in the proposal submitted to the County Fire Advisory Commission dated March 5, 1999. Plan to include specific guidelines and funding resources for meeting the future fire protection needs of Santa Cruz County.
Attachment A (Master Plan Development Schedule) and attachment B (Robert Olson's proposal for Santa Cruz County Fire Department Master Planning Project, dated March 5, 1999) are incorporated herein as references.

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows:
A total amount not to exceed \$15,000, payments as work progresses upon approval of submitted invoices. _____

3. TERM. The term of this contract shall be:
_June 8, 1999 through January 15, 2000. _____

4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such in-

B. Other Insurance Provisions

0206

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

(3) All required insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:"
 Jenny Pederson, Sr Dept Admin Analyst_____
 County Fire_____
 P.O. Drawer F-2_____
 Felton, Ca 95018_____

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

____Jenny Pederson, Sr Dept Admin Analyst_____
 ____County Fire_____
 ____P.O. Drawer F-2_____
 ____Felton, CA 95018_____

démnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here / .

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutory required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here LAG /

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$ combined single limit. This insurance coverage shall not be required if both the CONTRACTOR AND COUNTY acknowledge to this fact by initialing here LAG /

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/ Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY Equal Employment Opportunity Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority-Women/Disabled Business Enterprises.

(3) In the event of the CONTRACTOR's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and

agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. CONTRACTOR shall not assign this Agreement without the prior written consent of the COUNTY.

10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

12. ATTACHMENTS. This Agreement includes the following attachments (identify by name or write "NONE"):

- A. County Fire Master Plan Development Progress Schedule_____
 - B. Proposal (dated March 5, 1999) submitted by Robert Olson Associates, Inc
-

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. CONTRACTOR

By: Robert Olson

Address: Robert Olson Associates
4164 Los Coches Way
Sacramento, CA 95864-5273

Telephone: (916) 978-7300_____

4. COUNTY OF SANTA CRUZ

By: [Signature]

2. APPROVED AS TO INSURANCE:

By: Janet McKinley 5-20-99
Risk Management

3. APPROVED AS TO FORM:

By: Marie Costa 5-20-99
County Counsel

DISTRIBUTION: County Administrative Office
Auditor-Controller
County Counsel
Risk Management
Contractor

FMTICA

**-2000-2005 SANTA CRUZ COUNTY FIRE MASTER PLAN DEVELOPMENT
PROGRESS SCHEDULE**

0211

~~274~~

6/8/99	Board of Supervisors - approve contract agreement.
6/15-6/31/99	Project initiation. meeting and in-office review of documentary data. Preparation of data collection and interview guides and identification of preliminary sources of information and individuals to be interviewed.
6/31-9/1/99	Team field work, detailed data collection, preliminary findings and recommendations.
7/15/99	Progress report to County Fire Advisory Commission - oral presentation
9/15/99	Preparation and delivery of first draft containing principal findings and conclusions Distribute to County Advisory Commission for review.
10/15/99	Advisory Commission discussion of first draft. (Consultant present at meeting)
11/1/99	Revisions - delivery of second draft. Distribute to County Advisory Commission for review.
11/15/99	Special County Fire Advisory Commission meeting for discussion of second draft.
12/5/99	Deliver Final Draft. Distribute to County Fire Advisory Commission.
12/7/99	Fire Advisory Master Plan Subcommittee review final draft/verify changes identified 11/15/99
1/2000	Board of Supervisors approve Fire Master Plan. Implementation.