

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
TOOLE DESIGN GROUP, LLC**

This Agreement entered this October 26, 2021, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency whose members include the County of San Mateo and the twenty incorporated cities and towns within San Mateo County, hereinafter called “C/CAG,” and Toole Design Group, LLC, hereinafter called “Consultant.”

WHEREAS, the joint Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) adopted Resolution No. 4035 outlining the One Bay Area Grant 2 policies and procedures to be used in the selection of projects to be funded with Surface Transportation Planning (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds for the Cycle 2 STP/CMAQ Program (23 U.S.C. Section 133); and

WHEREAS, local responsibility for the implementation of MTC Resolution 4035 has been assigned to the Bay Area Congestion Management Agencies (CMAs); and

WHEREAS, C/CAG is the Congestion Management Agency for San Mateo County; and

WHEREAS, MTC Resolution 4035 requires the CMAs to develop and implement an investment and growth strategy to inform future transportation investments; and

WHEREAS, C/CAG has developed the San Mateo County Priority Development Area Investment and Growth Strategy; and

WHEREAS, C/CAG will update, revise and annually submit to the Metropolitan Transportation Commission (MTC) the San Mateo County Priority Development Area Investment and Growth Strategy as required by MTC Resolution 4035.

WHEREAS, C/CAG has determined that Consultant has the requisite qualifications to perform this work; and

WHEREAS, consistent with C/CAG’s Procurement Policy, the Consultant was selected based on the results of a previous C/CAG selection process of similar outreach and technical assistance of data collection and mapping; and

WHEREAS, the C/CAG Procurement Policy authorizes the C/CAG Executive Director to execute agreements \$25,000 and below, and further authorizes the C/CAG Executive Director to negotiate final terms, subject to legal counsel review prior to execution by the C/CAG Executive Director; and

WHEREAS, the total amount available to Consultant under this Agreement is not to exceed \$25,000.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **Services to be provided by Consultant.** In consideration of the payments hereinafter set forth, Consultant agrees to perform the services described in Exhibit B, attached hereto (the “Scope of Work”).
2. **Payments.** In consideration of Consultant providing the Services, C/CAG shall reimburse Consultant based on the fee schedule set forth in Exhibit A up to a maximum amount of twenty-five thousand dollars (\$25,000) for Services provided during the Contract Term as set forth below. Payments shall be made to Contractor monthly based on an acceptable invoice submitted by Contractor that identifies expenditures and describes services performed in accordance with the Agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG. Payment shall be made to Consultant within thirty (30) days of receipt of Consultant’s invoice.
3. **Contract Materials.** At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as “contract materials”) prepared by Consultant under this Agreement shall become the property of C/CAG and shall be promptly delivered to C/CAG. Upon termination, Consultant may make and retain a copy of such contract materials if permitted by law. Ownership shall not extend to Consultant’s underlying means and methods used to create work product. Additionally, any images, graphics, photographs contained within Consultant’s deliverables belonging to Consultant shall remain the property of Consultant unless otherwise indicated in the Scope of Services. However, Consultant grants C/CAG a perpetual, worldwide, non-exclusive, non-assignable, royalty-free, irrevocable license to use said images, graphics, photographs, etc. should these be contained within Consultant’s deliverables.
4. **Relationship of the Parties.** It is understood that Consultant is an Independent Consultant and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Consultant.
5. **Non-Assignability.** Consultant shall not assign this Agreement or any portion thereof to a third party, or subcontract with a third party, without the prior written consent of the C/CAG Executive Director. Any such assignment or subcontract without the C/CAG Executive Director’s prior written consent shall give C/CAG the right to automatically and immediately terminate this Agreement without penalty or advance notice.
6. **Contract Term/Termination.** This Agreement shall be in effect as of October 26, 2021 and shall terminate on January 31, 2022; provided, however, the C/CAG Chairperson may terminate this Agreement at any time for any reason by providing 30 days’ notice to

Consultant. Termination will be effective on the date specified in the notice. In the event of termination under this paragraph, Consultant shall be paid for all services provided to the date of termination, subject to availability of funding. Such payment shall be that prorated portion of the full payment determined by comparing the work actually completed to the work required by the Agreement.

7. **Hold Harmless/Indemnity.**

- a. *General.* Consultant shall indemnify and save harmless C/CAG and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Consultant under this Agreement, or payments made pursuant to this Agreement to the extent brought for, or on account of, any of the following: (A) injuries to or death of any person, including Consultant or its employees/officers/agents; (B) damage to any property of any kind whatsoever and to whomsoever belonging; (C) any sanctions, penalties, or claims of damages resulting from Consultant's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of C/CAG and/or its officers, agents, employees, or servants. However, Consultant's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which C/CAG has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct. The duty of Consultant to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

The duty to indemnify and save harmless as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

- b. *Intellectual Property.* Consultant hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as "IP Rights") except as otherwise noted by this Agreement.

Consultant warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Consultant shall defend, indemnify, and hold harmless C/CAG from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) to the extent arising out of or related to any claim by a third party that the services provided under this

Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Consultant's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) C/CAG notifies Consultant promptly in writing of any notice of any such third-party claim; (b) C/CAG cooperates with Consultant, at Consultant's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Consultant retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Consultant shall not have the right to settle any criminal action, suit, or proceeding without C/CAG's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on C/CAG, impair any right of C/CAG, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of C/CAG without C/CAG's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Consultant's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes C/CAG's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Consultant shall, at Consultant's option and expense, either: (i) procure for C/CAG the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Consultant will have no obligation or liability to C/CAG under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for C/CAG (other than modification performed by, or at the direction of, Consultant) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by C/CAG in a manner prohibited by this Agreement.

The duty of Consultant to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. **Insurance.**

- a. *General Requirements.* Consultant or its subconsultants performing the services on behalf of Consultant shall not commence work under this Agreement until all insurance required under this section has been obtained. Consultant shall use diligence to obtain such insurance. Consultant shall furnish C/CAG with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending Consultant's coverage to include the contractual liability assumed by Consultant pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to C/CAG of non-renewal or cancellation, Consultant shall provide thirty (30) days' notice of any pending

change to the limits of liability or modification of the policy.

- b. *Workers' Compensation and Employer Liability Insurance.* Consultant shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, Consultant certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.
- c. *Liability Insurance.* Consultant shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect Consultant, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage that may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by any sub-consultant or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.
- d. *Insurance Limits; Insured Entities; Breach.* Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
1. Comprehensive General Liability	\$ 1,000,000	_____
2. Workers' Compensation	\$ Statutory	_____
3. Professional Liability	\$1,000,000	_____
4. Motor Vehicle Liability	\$1,000,000	_____

C/CAG and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers, agents, employees, and servants have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the C/CAG Chairperson, at his/her option, may,

notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

9. **Compliance with All Laws.** Consultant shall at all times comply with all applicable federal, state, San Mateo County, and municipal laws, ordinances, and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, San Mateo County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement. Consultant will timely and accurately complete, sign, and submit all necessary documentation of compliance.
10. **Non-discrimination.** Consultant and any subconsultants performing the services on behalf of Consultant shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
11. **Substitutions.** If particular persons or classifications are identified in Exhibit A as working on this Agreement, Consultant will not assign others to work in their place without the prior written consent of the C/CAG Executive Director, which shall not be unreasonably withheld. Any substitution shall be with a person or classification of commensurate experience and knowledge unless otherwise authorized by the C/CAG Executive Director.
12. **Sole Property of C/CAG.** Work products of Consultant which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Ownership shall not extend to Consultant's underlying means and methods used to create work product. Additionally, any images, graphics, photographs contained within Consultant's deliverables belonging to Consultant shall remain the property of Consultant unless otherwise indicated in the Scope of Services. However, Consultant grants C/CAG a perpetual, worldwide, non-exclusive, non-assignable, royalty-free, irrevocable license to use said images, graphics, photographs, etc. should these be contained within Consultant's deliverables. Consultant shall not be liable for C/CAG's use, modification or re-use of products without Consultant's participation or for purpose other than those specifically intended pursuant to this Agreement.
13. **Record Retention; Right to Monitor and Audit.**
 - a. Consultant shall maintain all required records relating to services provided under this Agreement for three (3) years after C/CAG makes final payment and all other pending matters are closed, and Consultant shall be subject to the examination and/or audit by C/CAG, a Federal grantor agency, and the State of California.

- b. Consultant shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by C/CAG.
 - c. Consultant agrees upon reasonable notice to provide to C/CAG, to any Federal or State department having monitoring or review authority, to C/CAG's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.
14. **Permits/Licenses.** If any license, permit, or approval is required to perform the work or services required by this Agreement, Consultant bears the responsibility to obtain said license, permit, or approval from the relevant agency at Consultant's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.
15. **Merger Clause; Amendments.** This Agreement, including Exhibits A and B attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this Agreement are not binding. All subsequent amendments shall be in writing and signed by the C/CAG Chair. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A or B attached hereto, the terms, conditions or specifications set forth herein shall prevail.
16. **Governing Law.** This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules, and any suit or action initiated by either party shall be brought in the County of San Mateo, California.
17. **Notices.** All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: Jeffrey Lacap

Notices required to be given to Consultant shall be addressed as follows:

Toole Design Group, LLC
8484 Georgia Avenue, Suite 800
Silver Spring, MD 20910

Attention: Belinda Judelman

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

Toole Design Group, LLC (Consultant)

By  _____

Oct 25, 2021 _____

Date

City/County Association of Governments of San Mateo County (C/CAG)

By _____
Sean Charpentier
C/CAG Executive Director

October 26, 2021

Date

C/CAG Legal Counsel


By  _____
Melissa Andrikopoulos, C/CAG Counsel

Exhibit A

CONSULTANT BILLING RATES

Hourly billing rates and staff for CONSULTANT and SUBCONSULTANT(S) are included on the following pages.

Role	Principal-in-Charge	Technical Advisor	Project Manager	Planner I	GIS Analyst III	GIS Analyst/Web Map
Staff Name	Brooke DuBose	Jessica Zdeb	Belinda Judelman	Kerry Aszklar	Jacob Nigro	Hugh Kelly
Rate	\$271	\$145	\$105	\$88	\$106	\$105

Exhibit B

SCOPE OF WORK

Toole Design will compile projects within Priority Development Areas (PDAs) in San Mateo County and create both a web map and spreadsheet version of these projects.

Projects to include within this process will come from:

- C/CAG Countywide Bicycle and Pedestrian Plan
- Plan Bay Area 2050 (*projects to be provided by C/CAG*)
- Priority Development Area Plans (*plans to be provided by C/CAG*)
- Affordable Housing (*projects to be provided by C/CAG*)
- Green Infrastructure (*projects to be provided by C/CAG*)

Toole Design staff will spend up to 50 hours reviewing PDA Plans provided by C/CAG and geolocating transportation and infrastructure projects and obtaining project cost information. In addition to the above projects, Toole Design will solicit project information (e.g., costs) from C/CAG and member jurisdiction staff (“staff”).

The information collected for each project will include:

- Name
- Description
- Source Plan (e.g., Plan Bay Area 2050)
- Cost (approximate)
- Funding Gap (approximate)

This information (where available) will be associated with each project in the project list, GIS dataset, and web map. Only projects with definable and discrete spatial information will be included in the map. More general policies or initiatives that affect the area but do not have set extents will not be included. However, if C/CAG would like to include these types of projects in the map, we can assign one point within a PDA to symbolize the location of these projects.

Toole Design assumes that all project cost information will be provided by C/CAG or member jurisdictions; Toole Design will not develop cost estimates as part of this project.

Toole Design will coordinate up to five virtual meetings with C/CAG as needed to report on project status and ensure that the project is completed by mid-December.

An interactive web map will be used during the contract period to allow C/CAG staff and member jurisdictions to review and provide input on the project list. This web map will be similar to the one created for the Countywide Bicycle and Pedestrian Plan. Before the web map is shared with member jurisdictions, Toole Design will submit a draft for C/CAG staff to review. Toole Design will make one set of revisions to this web map before sharing it with staff from member jurisdictions. Staff will be able to add additional projects to the web map that were not identified by Toole Design staff, as well as provide feedback on the details of the projects that were identified. This input will be collected during period of outreach to staff. Once staff input from member jurisdictions is received and the project list is finalized, Toole Design staff will make one final update to the web map.

Upon project completion, Toole Design staff will provide C/CAG with a project list in the form of a spreadsheet and a GIS package with all datasets created for this project.

In order not to exceed \$25,000 Toole Design will be unable to produce a web map that C/CAG staff could update after the contract for this project expires. However, if C/CAG is interested in having an online map that they can update in the future, Toole Design has identified a few options to help address this need that would fit within the project budget. For example, Toole Design can set up an easy-to-use, interactive, and editable Google Map which non-technical C/CAG staff can revise in the future. Or, Toole Design staff can set up an online map using ArcGIS Online, assuming C/CAG provides account information for their ArcGIS Online portal. The fee for either of these options will fit within the project budget.





F0112 CCAG Toole PDA IGS Agreement FINAL

Final Audit Report

2021-10-25

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