

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
KEN BROWN STRATEGIC CONSULTING**

This Agreement is entered this 13th day of January, 2022 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 KEN BROWN STRATEGIC CONSULTING, hereinafter called “Consultant.”

WHEREAS, C/CAG, is the Congestion Management Agency for San Mateo County, which includes identifying and securing of funding for C/CAG programs, planning and projects for the region and its members in San Mateo County; and

WHEREAS, C/CAG has determined that consultant services are needed to assist C/CAG and its 21 member agencies with federal advocacy services; and

WHEREAS, the purpose of leveraging federal advocacy services is to pursue C/CAG’s funding and other advocacy needs; and

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

WHEREAS, the total amount available to Consultant under this Agreement is not to exceed \$235,000; and

WHEREAS, by adoption of RESOLUTION No. 22-02, the C/CAG Board of Directors approved the need for federal advocacy services and authorized the C/CAG Executive Director to execute agreements with Consultant to provide said services to assist C/CAG and its 21 member agencies through January 12, 2024, and further authorized the C/CAG Executive Director to negotiate final terms, subject to legal counsel review prior to execution by the C/CAG Chair, in a cumulative amount not to exceed \$235,000.

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

1. **Services to be provided by Consultant.** In consideration of the payments set forth in this Agreement and in Exhibit A, Consultant will provide the services identified in Exhibit B – Scope of Services in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit B. As additional needs are identified that are not already included in Exhibit B – Scope of Services, C/CAG staff will present Consultant with a proposed scope of work for a specific task, such as grant writing, and request a cost proposal. Consultant will provide C/CAG with a cost proposal for the specific task, applying a total cost within the range shown in Exhibit A attached

hereto. The specific work scope and payment may be negotiated between the parties and a final task order defining cost and schedule (a “Task Order”) will be prepared for execution. The C/CAG Executive Director must approve and execute the Task Order before it becomes effective, and Consultant shall perform the Task Order work for the cost specified therein. Consultant shall provide services consistent with Exhibit B, herein incorporated by reference, and with specific Scopes of Services to be contained in Task Orders issued under this Agreement. Specific tasks that may be performed under this contract are limited to Consultant’s areas of qualified expertise.

2. **Payments.** In consideration of the services rendered with all terms, conditions, and specifications set forth herein, in Exhibit A and Exhibit B, and in any subsequent task orders executed under the governance of this Agreement, C/CAG shall reimburse Consultant on a time and materials basis based on the executed task orders and cost proposal set forth in Exhibit A as applicable. The aggregate total amount of payment by C/CAG to Consultant services shall not exceed two-hundred thirty-five thousand dollars (\$235,000) for Services provided during the Contract Term set forth below; \$192,000 for two years’ annual monthly retainer fee, plus \$43,000 for on call task orders. It is understood and agreed that there is no guarantee, either expressed or implied that this total dollar amount will be authorized under this Agreement through task orders. Payments shall be made to Consultant monthly based on an invoice submitted by Consultant that has been reviewed and approved by the C/CAG project manager and identifies expenditures and describes services performed in accordance with the Agreement or task order, as applicable. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
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.
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 not included in Consultant’s original Request For Proposals leading to this Agreement, 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 January 13, 2022 and shall terminate on January 12, 2024 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 Section, 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 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.

- 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) 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 any pending change in the limits of liability or of non-renewal, cancellation, 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. 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. 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. **Electronic Signature.** Both C/CAG and Contractor wish to permit this Agreement and future documents relating to this Agreement to be electronically signed in accordance with California law. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.
18. **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: Sean Charpentier

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

Ken Brown Strategic Consulting
4713 Trent Court
Chevy Chase, MD 20815
Attention: Ken Brown

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

Ken Brown Strategic Consulting (Consultant)

By _____

Date

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

By _____

Sean Charpentier
C/CAG Executive Director

Date

C/CAG Legal Counsel

By _____

Melissa Andrikopoulos, C/CAG Counsel

Exhibit A

CONSULTANT FEE SCHEDULE

Fees for CONSULTANT and SUBCONSULTANT(S) are included below:

Monthly Retainer Fee

Consultant will invoice for a monthly retainer fee: \$8,000 per month, \$96,000 annually, plus reasonable out-of-pocket expenses pre-approved by the C/CAG Executive Director in writing, prior to being billed on a monthly or quarterly basis. Total amount not to exceed \$192,000.

On Call Task Orders

Additional costs related to grant writing in the range of \$5,000 to \$20,000 per grant, depending on the complexity of the requested grant application support. These grant writing or other professional services are beyond the Scope of Services in Exhibit B, which are compensated by the monthly retainer fee; these grant writing or other professional services are considered "On Call" services, which require both a formal quote and execution of a "Task Order" for the requested services between the Consultant and the C/CAG Executive Director. Total amount not to exceed \$43,000.

In no case shall the total amount payable under the terms of this Agreement exceed two-hundred thirty-five thousand dollars (\$235,000) without the prior written consent of C/CAG in the form of an amendment to this Agreement.

Exhibit B

SCOPE OF WORK

The Consultant shall:

1. Develop an annual strategy and monitor funding opportunities in C/CAG's areas of interest and review pending legislation, policies, and regulations, and
2. Advocate for C/CAG's interests and funding applications with Congress and its members and other parties as appropriate, and
3. During the active legislative session, the Consultant will bring to attention specific bills that could have a significant impact on funding for C/CAG's projects and programs.

Typical Consultant activities included in this Scope of Work:

1. General
 - a. Assist in the development of strategies for advancing funding opportunities at the federal level that are beneficial to C/CAG and its member agencies.
 - b. Represent and advocate on behalf of C/CAG in its dealings with relevant federal agencies.
2. Facilitate Communication
 - a. Develop and maintain contact with members of Congress and necessary agencies to facilitate communication with and about C/CAG.
 - b. Arrange appointments with Congresspersons and relevant federal staff to meet with C/CAG representatives as requested or recommended by Consultant.
3. Monitor and Evaluate
 - a. Identify and evaluate the potential impact of proposed legislation, policies, and regulations on C/CAG and its member agencies.
 - b. Bring to C/CAG's attention, bills that could have a significant impact on funding for C/CAG's projects and programs.
4. Initiate and Advocate
 - a. Advise C/CAG on opportunities to pursue C/CAG objectives through Congress and other agencies.
 - b. Assist with grant and funding application reviews, including obtaining Letters of Support for C/CAG federal funding or other grant proposals.
5. Report and Respond
 - a. Work with C/CAG Board Leadership and Staff to prepare an annual strategy for federal funding.
 - b. Provide regular reports summarizing the activities under this Agreement with C/CAG.
 - c. Appear before the C/CAG Board and/or Legislative Committee, as requested, to provide an overview and summary of current and future activities or to report on an item of interest to C/CAG.
 - d. Provide an annual informational summary of upcoming federal funding and context to the C/CAG TAC Committee (Public Works Directors).
 - e. Respond to C/CAG's requests for information about pending federal funding, legislation, regulations, or policies.
 - f. Provide bi-annual Advocacy/Funding review and a quarterly program and priorities review with C/CAG staff; C/CAG staff to provide Consultant an update of funding priorities.