



## Land Use and Natural Resource Committee

Item #17-11-2  
Action

October 26, 2017

### **Release of Request for Proposal for Mather Airport Land Use Compatibility Plan Update**

**Issue:** Should the Sacramento County Airport Land Use Commission (ALUC) Board approve the release of the Request for Proposal (RFP) and authorize a contract?

**Recommendation:** That the Committee recommend to the Board, serving as the Sacramento County ALUC, to authorize that SACOG staff release the RFP for the Mather ALUCP and authorize the SACOG CEO to negotiate and sign a contract with the selected consultant.

**Discussion:** At its October 19, 2017 meeting, the SACOG Board, serving as the ALUC, authorized the SACOG CEO to sign a Memorandum of Understanding with Sacramento County to update the Mather ALUCP. Sacramento County would pay for SACOG staff time and a selected consultant to update the ALUCP. In return, SACOG would oversee the RFP selection process, consultant contract negotiations, and contract administration.

Periodically, SACOG, serving as the ALUC, may update an ALUCP if the airport operator wants an update and is able to fund it. ALUCPs are regulatory plans that address safety, noise and height-related compatibility of land uses surrounding publicly owned and publicly used airports within California. Sacramento County, through its Sacramento County Airport System, is the operator of the Mather Airport and has requested SACOG to update the ALUCP for that airport.

Sacramento County has offered to fund a first installment of \$125,000 for SACOG to start the ALUCP update process. Of this amount, SACOG would receive \$45,000 to cover staff time, and up to \$80,000 would be for the selected consultant to conduct Phase 1 of the project as identified in the RFP. As more funding becomes available, the selected consultant would continue work on the ALUCP until its completion.

Approved by:

James Corless  
Chief Executive Officer

JC:GC:ck

Attachment: Request for Proposals

Key Staff: Kirk E. Trost, Chief Operating Officer/General Counsel, (916) 340-6210  
Kacey Lizon, Planning Manager, (916) 340-6265  
Greg Chew, Senior Planner, (916) 340-6227

**REQUEST FOR *PROPOSALS***  
**(RFP # \_\_\_\_)**

**MATHER AIRPORT LAND USE COMPATIBILITY PLAN UPDATE**

**RELEASE DATE DECEMBER 6, 2017**



**SACRAMENTO AREA COUNCIL OF GOVERNMENTS**  
**1415 L STREET, SUITE 300**  
**SACRAMENTO, CALIFORNIA 95814**  
**(916) 321-9000**

SACRAMENTO AREA COUNCIL OF GOVERNMENTS

REQUEST FOR *PROPOSALS*  
(RFP # \_\_\_\_)

MATHER AIRPORT LAND USE COMPATIBILITY PLAN UPDATE

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**EXHIBIT LIST:**

PART A: STANDARD AGREEMENT BETWEEN SACOG AND CONSULTANT

## **I. INTRODUCTION**

The Sacramento Area Council of Governments (SACOG) is a voluntary association of governments. Member jurisdictions include: the County of Sacramento (including the cities of Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento); the County of Yolo (including the cities of Davis, West Sacramento, Winters, and Woodland); the County of Sutter (including the cities of Live Oak and Yuba City); the County of Yuba (including the cities of Marysville and Wheatland); Placer County (including the cities of Auburn, Colfax, Lincoln, Rocklin, Roseville and Town of Loomis) and El Dorado County (including the City of Placerville).

SACOG is the federally designated Metropolitan Planning Organization (MPO) for the six-county Sacramento region, including the counties of Sacramento, Sutter, Yolo, Yuba, El Dorado and Placer. SACOG is also the state designated Regional Transportation Planning Agency (RTPA) for the counties of Sacramento, Yolo, Sutter and Yuba.

As designated the Airport Land Use Commission (ALUC) for Sacramento, Sutter, Yolo and Yuba Counties by the State of California, SACOG's responsibilities are to:

- 1) Adopt the Airport Land Use Commission Policy Plan;
- 2) Adopt land use plans for individual airports, called the Airport Land Use Compatibility Plan (ALUCP), which contain land use compatibility guidelines for height, noise and safety;
- 3) Incorporate land use compatibility guidelines contained in the ALUCP into the general plan and land use regulations by cities and counties with jurisdiction over any geographic area subject to the ALUCP; and
- 4) Review and make determinations of compatibility of individual development proposals, general plan amendments, and other land use plans and regulations around airport.

## **II. BACKGROUND**

The Airport Land Use Compatibility Plan (ALUCP) is the key to performing the requirements of the Airport Land Use Commission. The plan provides compatibility guidelines on which compatibility of land uses are determined. It also establishes the planning boundaries around the airport. Planning boundaries are determined for height, noise and safety.

The ALUCP (then called Comprehensive Land Use Plan or CLUP) for Mather Airport was last updated in May, 1997. Since that time, Sacramento County Department of Airports (Department of Airports) has developed a new Master Plan for the airport, and the Sacramento County Board of Supervisors have adopted a new set of noise contours for the Airport. The selected consultant is to assume that these noise contours will be used for the ALUCP.

The new ALUCP will be based on the guidance of the California Airport Land Use Planning Handbook (January 2011 version). In addition, the selected consultant will need to track the update to the Handbook and consider whether the potential updated guidance should be reflected in the ALUCP update.

The current ALUCP (May 1997) may be downloaded at <https://www.sacog.org/post/sacramento-county>

The Sacramento County Department of Airports is a full partner with SACOG for this project. The Department of Airports is the owner and operator of Sacramento International Airport. The Department of Airports is funding the update. SACOG and the Department of Airports have signed an MOU that has SACOG as the lead jurisdiction in the development of the updated plan, but provides the Department of Airports play a significant role in the technical development and policy implications of the plan.

### **III. PROJECT SUMMARY AND DESCRIPTION**

The contract for the Mather Airport Land Use Compatibility Plan (ALUCP) will be an agreement between SACOG and the consultant. SACOG will provide contract administration services. The consultant will invoice SACOG for services rendered and SACOG will compensate the consultant for these services as set forth in the agreement. Funding for the consultant services will be provided by SACOG. The SACOG Board of Directors will award the contract and project deliverables will be reviewed by the SACOG Project Manager.

The Sacramento County Department of Airports owns and operates Mather Field. The Department of Airports has an agreement with SACOG, serving as the Airport Land Use Commission (ALUC) for Sacramento County, for SACOG to develop the ALUCP update. The selected consultant will be hired to complete the tasks in Phases 1 and 2 below. The selected contractor will be offered a contract to perform Phase 1 first, and then, if sufficient additional funding becomes available, the contract may be amended to include Phase 2 Scope of Work and funding.

### **IV. SCOPE OF WORK/SERVICES**

The scope of work is described below. The selected consultant or consulting team will be expected to perform all technical and other analyses necessary to complete the scope of work. The consultant will receive general direction from the SACOG Project Manager with input from the Department of Airports staff. Tasks will include the following:

#### Tasks:

1. Phase 1: Prepare Draft Airport Land Use Compatibility Plan for Mather Airport
  - a. Refine Phase 1 scope of work for phase 1 (month 1)  
The consultant will review discuss with SACOG and SCAS the project and make refinements to the scope of work
  - b. Compile Base Data Mapping (months #1-2)  
Prepare base maps for interim ALUCP planning areas; compile local agency plans and zoning designations; compile data on existing land uses; compile existing Master Plan and Layout Plan; and prepare aerial photographs if already not available.
  - c. Review Existing Conditions (months #1-3)  
Review Airport Land Use Planning Handbook; analyze planning designations and related land use information; and obtain local agency staff review and comment.
  - d. Define Structural Height Limit Surfaces (months #1-4). Define technical parameters for airports (e.g., runway category, approach type, traffic patterns); define Approach,

Transitional, Horizontal, and Conical imaginary airspace surfaces; examine instrument procedures in relation to FAR Part 77; and evaluate land use implications.

- e. Define Potential for Aircraft Accidents and Related Risk to Public Safety (months #2-5). Identify risk of accident potential near airport; evaluate land use implications for aircraft accident potential and determine acceptable level of risk; and define airport safety zones.
- f. Define Noise Implications and Impacts on Existing and Proposed Land Uses (months #2-5). Develop noise plan based on appropriate threshold using Community Noise Equivalent Level and land use versus CNEL matrix.

**Deadline: All consultant work in Phase 1 must be completed and invoiced to SACOG by no later than June 30, 2018.**

#### **Future Phases of ALUCP Update**

**(Note; Scope below should be included as part of the Proposal but will not be included as part of the initial Agreement Scope of Work.** The following are potential future scope activities that will be included only after an Amendment is executed that includes these items and the associated budget).

#### 2. Phase 2 Anticipated Tasks

- a. Refine Phase 2 Scope of Work: Contractor, SACOG and SCAS will review the needs to complete the ALUCP and refine the consultant's Phase 2 Scope of Work and timeline below as needed.
- b. Define Overflight Compatibility Issues  
Review overflight compatibility concerns from Airport Land Use Planning Handbook; obtain information on complaints about airport operations; evaluate development of appropriate policies on compatibility.
- c. Prepare Airport Land Use Compatibility Plan  
Develop goals, objectives and policies to guide development around airports basis using current Airport Layout from Master Plan; define Structural Height Limit; define proposed Planning Area for each airport; prepare text and maps to define recommended land use patterns; and coordinate with ALUC, Caltrans, and Sacramento County Department of Airports.
- d. Conduct Public Meetings on Draft Plan  
Conduct at least one public meeting (or more, as negotiated) regarding Mather to provide information to the public about the ALUCP updates and seek feedback on issues of concern.
- e. Implementation Program  
Compile prior tasks into overall ALUCP; recommend potential actions by local jurisdictions to address ALUC concerns; develop tools for effective implementation; develop a "combining" zoning district ordinance which incorporates zoning and goals and includes a list specifying required development application information; and develop proposed grant deed instrument.

- f. Prepare draft Plan for Adoption of Airport Land Use Compatibility Plan for Mather Airport.  
Consultant will prepare all materials necessary for SACOG and SCAS to present to their respective governing bodies regarding adoption of the ALUCP.
- g. Prepare CEQA Environmental Documentation  
Prepare an Initial Study of the recommended ALUCP in accordance with CEQA and County CEQA Guidelines; prepare draft report recommendations to fully comply with CEQA for this project; and prepare ALUC report comparing existing and proposed policies.
- h. Draft Airport Land Use Commission Staff Report  
Prepare draft report for submittal to Airport Land Use Commission
- i. Review and Adoption Process  
Coordination with Caltrans if needed, and Sacramento County Department of Airports throughout the project; hold public meetings to discuss project recommendations and obtain key input from public on the project; brief ALUC on project; ALUC adoption of ALUP.

## V. CONTRACT DELIVERABLES

### **Phase 1 Deliverables: Existing Conditions elements portion of the draft Airport Land Use Compatibility Plan:**

- Final Scope of Work for Phase 1
- Review Existing Conditions in relation to Airport Land Use Compatibility Handbook
- Compiled Base Data Mapping
- Defined Structural Height Limit Surfaces
- Defined Potential for Aircraft Accidents and Related Risk to Public Safety
- Define Noise Implications and Impacts on Existing and Proposed Land Uses

### **Phase 2 Deliverables are not included in the initial Agreement and may be added to the Scope of Work by later amendment**

- Phase 2 scope of work
- Defined Overflight Compatibility Issues Section
- Draft ALUCP
- Conduct public meeting on Draft ALUCP
- Implementation Program
- Preparation for Adoption of ALUCP
- Preparation of CEQA document
- Draft Staff Report to ALUC
- Adopted ALUCP with all associated electronic files.



**VI. CONTACT PERSONS**

All questions must be directed to SACOG's Contracts Administrator and submitted via [www.publicpurchase.com](http://www.publicpurchase.com):

Lillian Casipit  
Sacramento Area Council of Governments  
1415 L Street, Suite 300  
Sacramento, CA 95814  
Telephone: (916) 319-5194  
Email: [lcasipit@sacog.org](mailto:lcasipit@sacog.org)

Please register through SACOG's procurement portal at [www.PublicPurchase.com](http://www.PublicPurchase.com) and submit questions regarding this RFP no later than **January 3, 2018**. Any responses and/or changes to the RFP will be published on [www.PublicPurchase.com](http://www.PublicPurchase.com) as an addendum. Interested parties MUST register on [www.PublicPurchase.com](http://www.PublicPurchase.com) to receive notification of any addenda or updates to the RFP.

**VII. PROJECT TIMETABLE**

December 6, 2017	Issue Request for <i>Proposals</i>
January 3, 2018	Vendor Deadline to Submit RFP Questions
January 12, 2018	SACOG Deadline to Answer Vendor RFP Questions via an Addendum
<b>January 22, 2018, 4:00 p.m. PST</b>	<b>Closing date for receipt of <i>Proposals</i></b>
January 26, 2018	Finalists contacted to schedule interviews
February 2, 2018	Conduct interviews; recommend consultant
February 9-16, 2018	Contract award, execute contract
	February 26, 2018 Start of Project/Begin Work
June 30, 2018	Contractor completes all work in Phase 1 and SACOG receives invoice for all completed Phase 1 work.

*Proposals* must be received by SACOG, in both hard copy and electronic (e-mail) form as further described below, no later than **4:00 pm. PST on Monday, January 22, 2018**. If mail delivery is used, the proposer should mail the proposal early enough to provide for arrival by this deadline. Proposer uses mail or courier service at their own risk. SACOG will not be liable or responsible for any late delivery of *Proposals*. Proposers shall submit one originally signed proposal and five (5) copies in a sealed envelope or package clearly marked "Proposal for Mather ALUCP Update." The Proposal must also be submitted in electronic version via e-mail to the Project Manager, as further specified in Section IX below.

## VIII. GENERAL CONDITIONS

### A. Limitations

This request for proposal (RFP) does not commit SACOG to award a contract, to pay any costs incurred in the preparation of *Proposals* in response to this request, or to procure or contract for services or supplies. SACOG expressly reserves the right to reject any and all *Proposals* or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. SACOG reserves the right to withdraw this RFP at any time without prior notice. Further SACOG reserves the right to modify the RFP schedule described above.

Until award of a contract, the *Proposals* shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the opening thereof. All *Proposals* become the property of SACOG. Upon award of a contract to the successful proposer, all *Proposals* shall be public records.

### B. Award

SACOG may ask RFP finalists to present oral briefings of their *Proposals*. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their *Proposals* as may result from negotiations. SACOG also reserves the right to award the contract without oral briefings or discussion, based upon the initial written *Proposals*. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

### C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda issued by SACOG and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

### D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of SACOG shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

### E. Precontractual Expense

Precontractual expenses include any expenses incurred by proposers and selected contractor in:

1. Preparing *Proposals* in response to this RFP
2. Submitting *Proposals* to SACOG
3. Negotiations with SACOG on any matter related to *Proposals*
4. Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, SACOG shall not be liable for any precontractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. SACOG shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F. Signature

The proposal will also provide the following information: name, title, address and telephone number of individual with authority to bind the consultant or consultant firm and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the consultant or consulting firm and shall contain a statement to the effect that the proposal is a firm offer for at least a sixty (60) day period. Execution of the contract is expected by April 6, 2018.

G. Contract Arrangements

The successful consultant is expected to execute a contract similar to SACOG's Standard Agreement, which meets the requirements of all applicable laws, regulations and ordinances. A copy of SACOG's Standard Agreement is attached as Part A. While \$1 million per occurrence in commercial general liability coverage is required, under special circumstances SACOG may consider a lesser amount of insurance coverage, but not an amount less than \$500,000 per occurrence.

The consultant must agree to comply with all the requirements imposed by all applicable laws, regulations, and ordinances.

Equal Employment Opportunity: In connection with the performance of the contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each proposal, to be considered responsive, must include the following:

Conflict of Interest

Consultants and consultant firms submitting *Proposals* in response to this RFP must disclose to SACOG any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFP.

If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the proposal.

**IX. PROPOSAL CONTENT AND ORGANIZATION**

*Proposals* should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements, and which propose the best methods to accomplish the work within the stated budget.

The organization of the proposal should follow the general outline below. Each proposal should consist of a technical proposal (items 1-7 below) and a cost proposal (item 8).

**Form of Proposals:** *Proposals* must be submitted in both hard copy and electronic form to SACOG, attn. Greg Chew, 1415 L Street, Suite 300, Sacramento CA 95814, no later than the closing date and

time and with the proper number of copies, all as specified in Section VII above. The electronic form shall be a PDF version of the fully signed Proposal and shall be e-mailed to the Project Manager

1. Transmittal Letter

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant or consulting firm, and who may be contacted during the period of proposal evaluation. The letter must also include a statement acknowledging that the consultant or consulting firm has reviewed and accepted SACOG's Standard Agreement (attached as Part A) with or without qualifications. Only one transmittal letter need be prepared to accompany all copies of the technical and cost *Proposals*.

2. Table of Contents

A listing of the major sections in the proposal and the associated page numbers.

3. Introduction

In this section, the proposer should demonstrate an adequate understanding of the role and relationships of SACOG.

4. Technical Approach

This should include:

- a. A summary of the proposed approach for both Phase 1 and Phase 2
- b. An explanation of the consultant's intended role as related to the role of SACOG
- c. A thorough explanation of the consultant's proposed course of action. References should be made to RFP requirements and the consultant's plans for meeting those requirements. If the consultant proposes major changes to the RFP approach, those changes should be specified clearly. The consultant should specify its technical approach, especially data elements to be sampled, staff to be interviewed, and documents to be reviewed, etc. Responses should highlight Proposer's unique knowledge, skills and experience associated with the particular tasks set forth in the proposed approach.
- d. An itemized description of the proposed project schedule (including visits, draft and final deliverables) and the deliverables to be produced

5. Project Management

The proposer must prepare an explanation of the project management system and practices to be used to assure that the project is completed within the scheduled time frame and that the quality of the required products will meet SACOG's requirements.

6. Consultant and Subcontractor Staff

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff must be included. A matrix must be presented indicating the effort, either in percentage of the total project or in person-hours, which will be contributed by each professional, during each phase or task

making up the project. If a subcontractor will be used, the proposer must include a letter from the subcontractor committing to perform at least the work shown for subcontractor professional in the above-described matrix.

#### 7. Consultant Qualifications and References

The proposal must describe the nature and outcome of projects previously conducted by the consultant which are related to the work described within the RFP. Descriptions should include client contact names, address, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor. Up to two samples of the consultant's work on closely related projects can also be included with the proposal, if available. Additionally, the proposer must complete the Levine Act Disclosure statement attached hereto as Exhibit "B."

#### 8. Cost Proposal

The cost proposal shall describe both the total and the detailed price for which the consultant will commit to complete the total scope of work and end products separately for both Phase 1 and Phase 2. The cost proposal detail shall describe estimated costs (only the total amount is a binding offer) for each professional's time, for the completion of each proposed task, for travel and per-diem (if applicable), and for materials and supplies. Failure to provide adequate cost data will result in the proposal rejection as unresponsive.

### **X. PROPOSAL EVALUATION AND SELECTION**

A proposal review panel made up of members of SACOG and Sacramento County Department of Airports staff will evaluate the *Proposals*. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews. Previous clients may also be called. The panel will make recommendations to the SACOG Chief Executive Officer on the basis of the proposal, oral interview, and reference check. SACOG reserves the right to select a consultant based solely on written *Proposals* and not convene oral interviews.

Upon receipt of the *Proposals*, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as:

- Understanding of the background and requirements of the project.
- The overall and technical approaches to be followed and the tasks to be performed, including detailed steps and resources required and proposed project schedule.
- The relative allocation of resources, in terms of quality and quantity, to key tasks including the time and skills of personnel assigned to the tasks and consultant's approach to managing resources and project output.
- Cost analysis and justification.
- Education and experience of proposed personnel.

### **XI. PAYMENT SCHEDULE**

The consultant will be paid in arrears, based upon the payment schedule agreed to in the contract. The consultant should forward a copy of all invoices for payment for work performed and associated expenses by the 15th day of the following month. At SACOG's discretion, SACOG may withhold ten percent (10%) of the payments until the successful completion of the project and the delivery and acceptance of all final products.

PART A

SACOG STANDARD NON-FEDERAL AGREEMENT TEMPLATE

**(SPECIFIC EXCEPTIONS TO THIS AGREEMENT MUST BE NOTED AND INCLUDED IN YOUR PROPOSAL)**

**SACRAMENTO AREA COUNCIL OF GOVERNMENTS  
STANDARD AGREEMENT**

THIS AGREEMENT, is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, at Sacramento, California, by and between the Sacramento Area Council of Governments, a joint powers agency (hereinafter "SACOG"), through its duly appointed Chief Executive Officer, and \_\_\_\_\_, a \_\_\_\_\_ (type of entity goes here) (hereinafter "Contractor").

**RECITALS:**

1. Contractor represents that it is specially trained and/or has the experience and expertise necessary to competently perform the services set forth in this Agreement; and
2. Contractor is willing to perform the services and work described in this Agreement under the terms and conditions set forth in this Agreement; and
3. SACOG desires to contract with Contractor to perform the services and work described in this Agreement under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. Time of Performance: Contractor shall commence work upon execution of this Agreement and in accordance with the Scope of Work, attached hereto as Exhibit "A" and incorporated herein. Contractor shall complete work as expeditiously as is consistent with generally accepted standards of professional skill and care and the orderly progress of work. Work shall be completed and this Agreement shall expire on \_\_\_\_\_, unless otherwise terminated as provided for in this Agreement or extended by written agreement between the parties.
2. Scope of Work: Contractor agrees to fully perform the work described in Exhibit "A" - Scope of Work. In the event of any inconsistency between Exhibit "A" and other terms and conditions of this Agreement, Exhibit "A" shall control. SACOG reserves the right to review and approve all work to be performed by Contractor in relation to this Agreement. Any proposed amendment to the Scope of Work must be submitted by Contractor in writing for prior review and approval by SACOG's Chief Executive Officer. Approval shall not be presumed unless such approval is made by SACOG in writing.
3. Standard of Quality: All work performed by Contractor under this Agreement shall be in accordance with all applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Contractor's field of expertise.
4. Compliance with Laws: Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, regulations, orders and decrees. Contractor warrants and represents to SACOG that Contractor shall, at its own cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals that are legally

required for Contractor to practice its profession or are necessary and incident to the performance of the services and work Contractor performs under this Agreement. Contractor shall provide written proof of such licenses, permits, insurance and approvals upon request by SACOG. SACOG is not responsible or liable for Contractor's failure to comply with any or all of the requirements contained in this paragraph.

5. Consideration: Payment to Contractor by SACOG shall be made as set forth in Exhibit "A." The total amount to be paid to Contractor under this Agreement shall not exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_), unless expressly authorized in writing by the SACOG Chief Executive Officer. In no instance shall SACOG be liable for any payments or costs for work in excess of this amount, nor for any unauthorized or ineligible costs. Contractor shall be paid at the times and in the manner set forth in this Agreement. The consideration to be paid Contractor, as provided in this Agreement, shall be in compensation for all of Contractor's expenses incurred in the performance of work under this Agreement, including travel and per diem, unless otherwise expressly so provided.

6. Invoicing, Costs and Payment:

- a. Contractor shall submit monthly invoices in arrears to SACOG no later than the 15th of each month and in accordance with the Scope of Work. Each invoice shall include the following: (i) prepared on Contractor's letterhead; (ii) signed by Contractor's Project Manager; (iii) contain a unique invoice number; (iv) attach appropriate documentation; (v) invoice each milestone separately; and (vi) if subcontractors are used, include a separate invoice for each subcontractor in the required format and include a summary of all subcontractors' invoices. Contractor shall submit written invoices in triplicate to SACOG. Contractor shall submit invoices in triplicate electronically to [invoice@sacog.org](mailto:invoice@sacog.org). Contractor shall be notified within fifteen (15) working days following receipt of its invoice by SACOG of any circumstances or data identified by SACOG in Contractor's written billing which would cause withholding of approval and subsequent payment. Contractor shall be paid within thirty (30) days after SACOG approval of each billing; however, SACOG, at its own discretion, may withhold at least ten percent (10%) of each invoice until the successful completion of the scope of work and the delivery and acceptance by SACOG of all final products. Said invoices shall indicate the number of hours worked by each of Contractor's personnel and reimbursable costs incurred to the date of such billing since the date of the preceding billing, if any. The invoices shall include documentation of reimbursable expenses and other invoiced items sufficient for SACOG, in its opinion, to substantiate billings. SACOG reserves the right to withhold payment of disputed amounts.
- b. Contractor shall comply with, and shall require its subcontractors to comply with, the requirements for non-state employee travel and subsistence (per diem) expenses found in the California Department of Transportation ("Caltrans") Travel Guide, Non-State Employee Travel (referencing the current California Department of Personnel Administration rules) at the following link: <http://www.dot.ca.gov/hq/asc/travel/index.htm>. Lodging rates shall not exceed rates authorized to be paid non-state employees unless written verification is supplied that such rates are not commercially available to Contractor and/or its subcontractors at the time and location required as specified in the Caltrans Travel Guide Exception Process.

7. Independent Contractor: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act as and be independent contractors and not officers or employees or agents of SACOG. Contractor, its officers, employees, agents, and subcontractors, if



any, shall have no power to bind or commit SACOG to any decision or course of action, and shall not represent to any person or business that they have such power. Contractor has and shall retain the right to exercise full control of the supervision of the services and work and over the employment, direction, compensation and discharge of all persons assisting Contractor in the performance of services under this Agreement. Contractor shall be solely responsible for all matters relating to the payment of its employees, including but not limited to compliance with social security and income tax withholding, workers' compensation insurance and all regulations governing such matters.

8. Termination:

- a. SACOG shall have the right to terminate this Agreement for any reason, with or without cause, at any time, by giving Contractor fifteen (15) days written notice. The notice shall be deemed served and effective for all purposes on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to Contractor at the address indicated in Section 17.
- b. If SACOG issues a notice of termination:
  - (1) Contractor shall immediately cease rendering services pursuant to this Agreement.
  - (2) Contractor shall deliver to SACOG copies of all Writings, whether or not completed, which were prepared by Contractor, its employees or its subcontractors, if any, pursuant to this Agreement. The term "Writings" shall include, but not be limited to, handwriting, typesetting, computer files and records, drawings, blueprints, printing, photostating, photographs, and every other means of recording upon any tangible thing, any form of communication or representation, including, letters, works, pictures, sounds, symbols computer data, or combinations thereof.
  - (3) SACOG shall pay Contractor for work actually performed up to the effective date of the notice of termination, subject to the limitations in Section 5, less any compensation to SACOG for damages suffered as a result of Contractor's failure to comply with the terms of this Agreement. Such payment shall be in accordance with Section 6. However, if this Agreement is terminated because the work of Contractor does not meet the terms or standards specified in this Agreement, then SACOG shall be obligated to compensate Contractor only for that portion of Contractor's services which is of benefit to SACOG.

9. Assignment: The parties understand that SACOG entered into this Agreement based on the professional expertise and reputation of Contractor. Therefore, without the prior express written consent of SACOG, this Agreement is not assignable by Contractor either in whole or in part.

10. Binding Agreement: This Agreement shall be binding on the parties hereto, their assigns, successors, administrators, executors, and other representatives.

11. Time: Time is of the essence in this Agreement.

12. Amendments: No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

13. Contractors and Subcontractors: Contractor shall not subcontract any portion of the work without the prior express written authorization of SACOG. If SACOG consents to a subcontract, Contractor shall be fully responsible for all work performed by the subcontractor.

- a. SACOG reserves the right to review and approve any contract or agreement to be funded in whole or in part using funds provided under this Agreement.
- b. Any contract or sub-contract shall require the contractor and its subcontractors, if any, to:
  - (1) Comply with applicable State and Federal laws that pertain to, among other things, labor standards, Non-Discrimination, the Americans with Disabilities Act, Equal Employment Opportunity, and the Drug-Free Workplace Act.
  - (2) Maintain at least the minimum State-required Workers' Compensation Insurance for those employees who will perform the work or any part of it.
  - (3) Maintain unemployment insurance and disability insurance as required by law, along with liability insurance in an amount to be determined by SACOG that is reasonable to compensate any person, firm, or corporation who may be injured or damaged by Contractor or any subcontractor in performing work associated with this Agreement or any part of it.
  - (4) Retain all books, records, computer records, accounts, documentation, and all other materials pertaining to the performance of this Agreement for a period of three (3) years from the date of termination of this Agreement, or three (3) years from the conclusion or resolution of any and all audits or litigation relevant to this Agreement and any amendments, whichever is later.
  - (5) Permit SACOG and/or its representatives, upon reasonable notice, unrestricted access to any or all books, records, computer records, accounts, documentation, and all other materials pertaining to the performance of this Agreement for the purpose of monitoring, auditing, or otherwise examining said materials.

14. Indemnity: Contractor specifically agrees to indemnify, defend, and hold harmless SACOG, its directors, officers, members, agents, and employees (collectively the "Indemnitees") from and against any and all actions, claims, demands, losses, costs, expenses, including reasonable attorneys' fees and costs, damages, and liabilities (collectively "Losses") arising out of or in any way connected with the performance of this Agreement, excepting only Losses caused by the sole, active negligence or willful misconduct of an Indemnitee. Contractor shall pay all costs and expenses that may be incurred by SACOG in enforcing this indemnity, including reasonable attorneys' fees. The provisions of this Section shall survive the expiration, termination, or assignment of this Agreement.

*For contracts with "Design Professionals," including architects, landscape architects, professional engineers, or land surveyors, the following language will be used:*

14. Indemnity: Contractor specifically agrees to indemnify, defend, and hold harmless SACOG, its directors, officers, members, agents, and employees, from and against any and all actions, claims, demands, losses, costs, expenses, including reasonable attorneys' fees and costs, damages, and liabilities arising out of or in any way connected with the performance of this Agreement and arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Contractor. Contractor shall pay all costs and expenses that may be incurred by

SACOG in enforcing this indemnity, including reasonable attorneys' fees. The provisions of this Section shall survive the expiration, termination, or assignment of this Agreement.]

15. Insurance Requirements: Contractor hereby warrants that it carries and shall maintain, at its sole cost and expense, in full force and effect during the full term of this Agreement and any extensions to this Agreement, the following described insurance coverage:

POLICY	MINIMUM LIMITS OF LIABILITY
(1) Workers' Compensation; Employer's Liability.	Statutory requirements for Workers' Compensation; \$ 1,000,000 Employers' Liability.
(2) Comprehensive Automobile: Insurance Services Office, form #CA 0001 (Ed 1/87) covering Automobile Liability, code 1 (any auto).	Bodily Injury/Property Damage \$1,000,000 each accident.
(3) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form #CG 0001).	\$1,000,000 per occurrence. If Commercial General Liability Insurance or other form with a general aggregate limit, such limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
(4) Errors and Omissions/Professional Liability (errors and omissions liability insurance appropriate to the Contractor's profession as defined by SACOG).	\$1,000,000 per claim.

a. Deductibles and Self-insured Retentions: Any deductibles or self-insured retentions in excess of \$5,000 must be declared to and approved by SACOG.

b. Required Provisions: The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- (1) For any claims related to this Agreement, Contractor's insurance coverage shall be primary insurance as respects SACOG, its directors, officers, employees and agents. Any insurance or self-insurance maintained by SACOG, its directors, officers, employees or agents shall be in excess of Contractor's insurance and shall not contribute to it.
- (2) Any failure by Contractor to comply with reporting or other provisions of the policies including breaches of warrants shall not affect coverage provided to SACOG, its directors, officers, employees or agents.
- (3) Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- (4) Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested has been given to SACOG.
- c. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by SACOG.
- d. Certificate of Insurance and Additional Insured Requirement: Contractor shall furnish to SACOG an original Certificate of Insurance on a standard ACORD form, or other form acceptable to SACOG, substantiating the required coverages and limits set forth above and also containing the following:
- (1) Thirty (30) days prior written notice to SACOG of the cancellation, non-renewal or reduction in coverage of any policy listed on the Certificate; and
  - (2) The following statement with respect to the Commercial General Liability policy: "SACOG and its directors, officers, agents and employees, are made additional insureds, but only insofar as the operations under this Agreement are concerned."
- e. Certified Copies of Policies: Upon request by SACOG, Contractor shall immediately furnish a complete copy of any policy required hereunder, including all endorsements, with said copy certified by the insurance company to be a true and correct copy of the original policy.
- f. Contractor's Responsibility: Nothing herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for damages resulting from Contractor's operations, acts, omissions, or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve Contractor of liability in excess of such minimum coverage, nor shall it preclude SACOG from taking other actions available to it under this Agreement or by law, including but not limited to, actions pursuant to Contractor's indemnity obligations.
16. Audit, Retention and Inspection of Records:
- a. SACOG or its designee shall have the right to review, obtain, and copy all books, records, computer records, accounts, documentation and any other materials (collectively "Records") pertaining to performance of this Agreement, including any Records in the possession of any subcontractors, for the purpose of monitoring, auditing, or otherwise examining the Records. Contractor agrees to provide SACOG or its designee with any relevant information requested and shall permit SACOG or its designees access to its premises, upon reasonable notice, during normal business hours, for the purpose of interviewing employees and inspecting and copying such Records to determine compliance with any applicable federal and state laws and regulations. Contractor further agrees to maintain such Records for a period of three (3) years after final payment under the Agreement or three (3) years from the conclusion or resolution of any and all audits or litigation to this Agreement and any amendments, whichever is later.
  - b. If so directed by SACOG upon expiration of this Agreement, Contractor shall cause all Records relevant to the Scope of Work to be delivered to SACOG as depository.
17. Project Manager:

SACOG's project manager for this Agreement is \_\_\_\_\_, unless SACOG otherwise informs Contractor. Any notice, report, or other communication required by this Agreement shall be mailed by first-class mail to the SACOG Project Manager at the following address:

*Greg Chew, Senior Planner*  
Sacramento Area Council of Governments  
1415 "L" Street, Suite 300  
Sacramento, CA 95814  
Telephone: 916-340-6227  
Email: gchew@sacog.org

Contractor's project manager for this Agreement is \_\_\_\_\_. No substitution of Contractor's project manager is permitted without the prior written agreement of SACOG, which agreement shall not be unreasonably withheld. With the exception of notice pursuant to Section 8(a) above, any notice, report, or other communication to Contractor required by this Agreement shall be mailed by first-class mail to:

*Name, Title*  
*Contractor*  
*Address*  
*Address*  
*Telephone:*  
*Email:*

18. Successors: This Agreement shall be binding on the parties hereto, their assigns, successors, administrators, executors, and other representatives.

19. Waivers: No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of SACOG to enforce at any time the provisions of this Agreement or to require at any time performance by Contractor of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of SACOG to enforce these provisions.

20. Litigation: Contractor shall notify SACOG immediately of any claim or action undertaken by it or against it that affects or may affect this Agreement or SACOG, and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of SACOG.

21. National Labor Relations Board Certification: Contractor, by signing this Agreement, does swear under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a federal court which orders Contractor to comply with an order of the National Labor Relations Board (Public Contract Code § 10296).

22. Americans with Disabilities Act (ADA) of 1990: By signing this Agreement, Contractor assures SACOG that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101, et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA, including but not limited to those found within the Code of Federal Regulations, title 49, parts 27, 37, and 38.

23. Compliance with Non-Discrimination and Equal Employment Opportunity Laws:

It is SACOG's policy to comply with state and federal laws and regulations including Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990 (ADA) and other federal discrimination laws and regulations (including 49 CFR Part 21 through Appendix C, 23 CFR part 200, 23 CFR part 230, 49 U.S.C. 5332, and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794), as well as the Unruh Civil Rights Act of 1959, the California Fair Employment and Housing Act, and other California State discrimination laws and regulations. SACOG does not discriminate on the basis of race, color, sex, creed, religious creed, national origin, age, marital status, ancestry, medical condition, disability (including HIV and AIDS), sexual orientation or gender identity in conducting its business. SACOG prohibits discrimination by its employees, contractors and consultants.

Contractor assures SACOG that it complies with, and that Contractor will require that its subcontractors comply with, the following non-discrimination and equal opportunity laws. Any failure by Contractor to comply with these provisions shall constitute a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as SACOG may deem appropriate.

- a. Contractor and its subcontractors shall comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000d et seq., with U.S. D.O.T. regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act", 49 C.F.R. Part 21, and with any applicable implementing federal directives that may be issued.
- b. Contractor and its subcontractors shall comply with all applicable equal employment opportunity (EEO) provisions of 42 U.S.C. §§ 2000e, implementing federal regulations, and any applicable implementing federal directives that may be issued. Contractor and its subcontractors shall ensure that applicants and employees are treated fairly without regard to their race, color, creed, sex, disability, age, or national origin.
- c. Contractor and its subcontractors will not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religion, national origin, physical disability, mental disability, medical condition, age or marital status. Contractor and its subcontractors will ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment, including the improper denial of family and medical care leave and pregnancy disability leave. Contractor and its subcontractors will comply with all applicable federal and state employment laws and regulations including, without limitation, the provisions of the California Fair Employment and Housing Act (Government Code § 12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, § 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code §§ 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- d. Contractor shall also comply with the Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age, Section 324 of title 23 U.S.C., prohibiting discrimination based on gender, and section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

- e. Contractor will include the provisions of this Section 23 in all contracts to perform work funded under this Agreement.

24. Drug-Free Certification: By signing this Agreement, Contractor hereby certifies under penalty of perjury under the laws of the State of California that Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code § 8350, et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited, and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The person's or the organization's policy of maintaining a drug-free workplace;
  - (3) Any available counseling, rehabilitation, and employee assistance programs; and
  - (4) Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee of Contractor who works under this Agreement shall:
  - (1) Receive a copy of Contractor's Drug-Free Workplace Policy Statement; and
  - (2) Agree to abide by the terms of Contractor's Statement as a condition of employment on this Agreement.

25. Union Organizing: By signing this Agreement, Contractor hereby acknowledges the applicability of Government Code § 16645 through § 16649 to this Agreement, excluding § 16645.2 and § 16645.7.

- a. Contractor will not assist, promote, or deter union organizing by employees performing work on this Agreement if such assistance, promotion, or deterrence contains a threat of reprisal or force, or a promise of benefit.
- b. Contractor will not meet with employees or supervisors on SACOG or state property if the purpose of the meeting is to assist, promote, or deter union organizing, unless the property is equally available to the general public for meetings.
- c. No funds received from SACOG under this Agreement shall be used to assist, promote, or deter union organizing.

26. Other Responsibilities:

- a. Conflicts of Interest: Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with SACOG's interest. During the term of this Agreement, Contractor shall not accept any employment or engage in any consulting work that would create a conflict of interest with SACOG or in any way compromise the services to be performed under this Agreement.

Contractor shall immediately notify SACOG of any and all potential violations of this paragraph upon becoming aware of the potential violation.

- b. Political Reform Act Compliance: Contractor is aware and acknowledges that certain contractors that perform work for governmental agencies are "consultants" under the Political Reform Act (the "Act") (Government Code § 81000, et seq.) and its implementing regulations ( 2 California Code of Regulations § 18110, et seq.). Contractor agrees that any of its officers or employees deemed to be "consultants" under the Act by SACOG, as provided for in the Conflict of Interest Code for SACOG, shall promptly file economic disclosure statements for the disclosure categories determined by SACOG, to be relevant to the work to be performed under this Agreement and shall comply with the disclosure and disqualification requirements of the Act, as required by law.
- c. Campaign Contribution Disclosure. Contractor has complied with the campaign contribution disclosure provisions of the California Levine Act (Government Code § 84308) and has completed the Levine Act Disclosure Statement attached hereto as Exhibit "B."
- d. Covenant Against Contingent Fees: Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage, fee, gift, or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation of this warranty, SACOG shall have the right to annul this Agreement without liability, or at its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

27. Costs and Attorneys' Fees: If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and reasonable attorneys' fees.

28. Governing Law and Choice of Forum: This Agreement shall be administered and interpreted under California law as if written by both parties. Any litigation arising from this Agreement shall be brought in the Superior Court of Sacramento County.

29. Integration: This Agreement represents the entire understanding of SACOG and Contractor as to those matters contained herein and supersedes all prior negotiations, representations, or agreements, both written and oral. This Agreement may not be modified or altered except in accordance with Section 12.

30. Severability: If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and shall be enforced to the fullest extent permitted by law, unless the exclusion of such term or provision, or the application of such term or provision, would result in such a material change so as to cause completion of the obligations contemplated herein to be unreasonable.



31. Headings: The headings of the various sections of this Agreement are intended solely for convenience of reference and are not intended to explain, modify, or place any interpretation upon any of the provisions of this Agreement.

32. Authority: Each person signing this Agreement on behalf of a party hereby certifies, represents, and warrants that he or she has the authority to bind that party to the terms and conditions of this Agreement.

33. Ownership; Permission:
- a. Contractor agrees that all work products, including but not limited to, notes, designs, drawings, reports, memoranda, and all other tangible personal property produced in the performance of this Agreement, shall be the sole property of SACOG, provided that Contractor may retain file copies of said work products. Contractor shall provide said work products to SACOG upon request.
  - b. Contractor represents and warrants that: (i) all materials used or work products produced in the performance of this Agreement, including, without limitation, all computer software materials and all written materials, are either owned by or produced by Contractor or that all required permissions and license agreements have been obtained and paid for by Contractor; and (ii) SACOG is free to use, reuse, publish or otherwise deal with all such materials or work products except as otherwise specifically provided in Exhibit "A." Consultant shall defend, indemnify and hold harmless SACOG and its directors, officers, employees, and agents from any claim, loss, damage, cost, liability, or expense to the extent of any violation or falsity of the foregoing representation and warranty.
34. Counterparts: This Contract may be signed in one or more counterparts, each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.
35. Prohibition of Expending State or Federal Funds for Lobbying:
- a. Contractor certifies, to the best of his or her knowledge or belief, that:
    - (1) No State or Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any State or Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan, or cooperative agreement.
    - (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
  - b. This certification is a material representation of fact upon which reliance was placed when this Agreement was entered into. Submission of this certification is a prerequisite for making or entering into this Agreement imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
  - c. Contractor also agrees by signing this Agreement that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

36. Payee Data Record Form: Contractor shall complete the Payee Data Record form attached to this Agreement as Exhibit "C", in lieu of IRS W-9, so that SACOG may submit payment information to its auditor/treasurer (Sacramento County).

37. State Prevailing Wage Rates: If the Scope of Work is for a public works project pursuant to California Labor Code Section 1720, *et seq.*, including surveying work, then the following provisions apply:

- a. Contractor shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all State and local laws and ordinances applicable to the work.
- b. Any subcontract entered into as a result of this contract, if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Section.
- c. When prevailing wages apply to the services described in the Scope of Work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination. See <http://www.dir.ca.gov>.

IN WITNESS WHEREOF, THE PARTIES HAVE ENTERED INTO THIS AGREEMENT AS OF THE DATE HEREIN ABOVE APPEARING:

**SACRAMENTO AREA COUNCIL OF GOVERNMENTS**

\_\_\_\_\_  
JAMES CORLESS  
Chief Executive Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Renne Sloan Holtzman Sakai LLP  
Legal Counsel to SACOG

**CONTRACTOR COMPANY:**

\_\_\_\_\_  
*Name, Title*

## EXHIBIT "A"

### Scope of Work

*(Include detailed description of tasks to be performed and timing)*

*(Include detailed description of terms of payment, e.g., specify fixed amount with no reimbursable costs, specify hourly rate with identified reimbursable costs up to a "not to exceed" figure)*

The scope of work is identified in Section IV of the main body of this RFP; please refer to that section.

Payment for work completed by the consultant will be paid on an hourly basis based on the costs schedule provided by the proposer in the costs proposal identified in Section IX. .

**EXHIBIT "B"**  
**LEVINE ACT DISCLOSURE STATEMENT**

*(To be completed by all proposers on SACOG consultant contracts)*

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an Officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the Officer, or received by the Officer on behalf of any other Officer, or on behalf of any candidate for office or on behalf of any committee. The Levine Act also requires disclosure of such contributions by a party to be awarded a specified contract. Please refer to the attachment for the complete statutory language.

Current members of the SACOG Board of Directors are:

Brian Veerkamp	Lucas Frerichs	Ricky Samayoa
Jay Schenirer	Sue Frost	David Sander
Jason Banks	Greg Janda Robert Jankovitz	Don Saylor
John Buckland	Paul Joiner	Jeff Slowey
Christopher Cabaldon	Patrick Kennedy	Matt Spokely Tom Stallard
John Clerici	Steve Miklos	Darrel Steinberg
Mark Crews	Pierre Neu	Darren Suen
Kim Douglass	Tim Onderko	Andy Vasquez, Jr.
Jack Duran	Susan Peters	Rick West
Dan Flores	Susan Rohan	Amarjeet Benipal
		James Corless

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any SACOG Director(s) in the 12 months preceding the date of the issuance of this request for proposal or request for qualifications?

\_\_\_ YES      \_\_\_ NO

If yes, please identify the Director(s): \_\_\_\_\_

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than \$250 to any SACOG Director(s) in the three months following the award of the contract?

\_\_\_ YES      \_\_\_ NO

If yes, please identify the Director(s): \_\_\_\_\_

Answering yes to either of the two questions above does not preclude SACOG from awarding a contract to your firm. It does, however, preclude the identified Director(s) from participating in the contract award process for this contract.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(SIGNATURE OF AUTHORIZED OFFICIAL)

---

(TYPE OR WRITE APPROPRIATE NAME, TITLE)

---

(TYPE OR WRITE NAME OF COMPANY)

California Government Code Section 84308

- (a) The definitions set forth in this subdivision shall govern the interpretation of this section.
- (1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.
  - (2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.
  - (3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of government, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.
  - (4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.
  - (5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.
  - (6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.
- (b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.
- (c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7. If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.



- (d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.
- (e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

For more information, contact the Fair Political Practices Commission, 428 J Street, Suite 800, Sacramento, CA 95814, (916) 322-5660.

# EXHIBIT C

## County of Sacramento PAYEE DATA RECORD

(Required in lieu of IRS W-9 when doing business with the County of Sacramento)

1	<b>INSTRUCTIONS</b> Complete all information requested on this form. Sign, date, and return to the Department requesting this information. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by the Department of Finance to prepare Information Returns (1099) and fulfill reporting obligations under the California Independent Contractor Reporting Law. Payment will be subject to a combined federal and state income tax backup withholding of 35%, without a valid FEIN/SSN. See next page for more information and Privacy Statement.
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2	<b>Check the boxes that apply to Sacramento County's payments to you</b>
<b>PAYMENT TYPE</b>	<input type="checkbox"/> Goods <input type="checkbox"/> Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Rents/Leases <input type="checkbox"/> Other _____

3	<b>PAYEE INFORMATION</b>  <b>NAME</b> (as shown on your income tax return) <hr/> <b>TRADE NAME OR DBA</b> (if different from line 1) <hr/> <b>MAILING ADDRESS</b> (Number and Street or P.O. Box Number) <hr/> (City, State and Zip Code) <hr/> <b>PAYMENT REMITTANCE ADDRESS</b> (Number and Street or P.O. Box Number) <hr/> (City, State and Zip Code)
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4	<table border="0" style="width: 100%;"> <tr> <td style="width: 45%; vertical-align: top;">           CHECK ONE BOX ONLY   <input type="checkbox"/> PARTNERSHIP (FEIN)  <input type="checkbox"/> ESTATE OR TRUST (FEIN)  <input type="checkbox"/> LIMITED LIABILITY COMPANIES (LLC):  <input type="checkbox"/> CORPORATION (FEIN)  <input type="checkbox"/> PARTNERSHIP (FEIN)  <input type="checkbox"/> SOLE PROPRIETORSHIP (SSN)  <input type="checkbox"/> GOVERNMENT ENTITIES – Federal, State, and Local (including School Districts)  <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR (MUST PROVIDE SSN)         </td> <td style="width: 55%; vertical-align: top;">           CORPORATION (FEIN) (MARK ONLY ONE TYPE):  <input type="checkbox"/> MEDICAL (e.g. dentistry, chiropractic, etc.)  <input type="checkbox"/> LEGAL (e.g. attorney services)  <input type="checkbox"/> EXEMPT (nonprofit) Exempt payee code if any _____ (see next page)  <input type="checkbox"/> ALL OTHERS         </td> </tr> </table> <p><small>NOTE: SSN is mandatory of all Individuals/Sole Proprietors by authority of CA. Revenue and Taxation Code Section 18645 and CA Independent Contractor Reporting Section 1088.8.</small></p>	CHECK ONE BOX ONLY  <input type="checkbox"/> PARTNERSHIP (FEIN) <input type="checkbox"/> ESTATE OR TRUST (FEIN) <input type="checkbox"/> LIMITED LIABILITY COMPANIES (LLC): <input type="checkbox"/> CORPORATION (FEIN) <input type="checkbox"/> PARTNERSHIP (FEIN) <input type="checkbox"/> SOLE PROPRIETORSHIP (SSN) <input type="checkbox"/> GOVERNMENT ENTITIES – Federal, State, and Local (including School Districts) <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR (MUST PROVIDE SSN)	CORPORATION (FEIN) (MARK ONLY ONE TYPE): <input type="checkbox"/> MEDICAL (e.g. dentistry, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g. attorney services) <input type="checkbox"/> EXEMPT (nonprofit) Exempt payee code if any _____ (see next page) <input type="checkbox"/> ALL OTHERS
CHECK ONE BOX ONLY  <input type="checkbox"/> PARTNERSHIP (FEIN) <input type="checkbox"/> ESTATE OR TRUST (FEIN) <input type="checkbox"/> LIMITED LIABILITY COMPANIES (LLC): <input type="checkbox"/> CORPORATION (FEIN) <input type="checkbox"/> PARTNERSHIP (FEIN) <input type="checkbox"/> SOLE PROPRIETORSHIP (SSN) <input type="checkbox"/> GOVERNMENT ENTITIES – Federal, State, and Local (including School Districts) <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR (MUST PROVIDE SSN)	CORPORATION (FEIN) (MARK ONLY ONE TYPE): <input type="checkbox"/> MEDICAL (e.g. dentistry, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g. attorney services) <input type="checkbox"/> EXEMPT (nonprofit) Exempt payee code if any _____ (see next page) <input type="checkbox"/> ALL OTHERS		

TIN	Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For Individuals or sole proprietorship, this is your social security number (SSN).				
	<b>FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)</b> <input style="width: 30px;" type="text"/> - <input style="width: 50px;" type="text"/>				
	<table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><b>SOCIAL SECURITY NUMBER OF OWNER</b></td> <td style="width: 60%;"><b>OWNER'S FULL NAME (Print)</b></td> </tr> <tr> <td style="vertical-align: bottom;"> <input style="width: 30px;" type="text"/> - <input style="width: 30px;" type="text"/> - <input style="width: 40px;" type="text"/> </td> <td style="text-align: center; vertical-align: bottom;">           _____  <i>First                      Middle Initial                      Last</i> </td> </tr> </table>	<b>SOCIAL SECURITY NUMBER OF OWNER</b>	<b>OWNER'S FULL NAME (Print)</b>	<input style="width: 30px;" type="text"/> - <input style="width: 30px;" type="text"/> - <input style="width: 40px;" type="text"/>	_____ <i>First                      Middle Initial                      Last</i>
<b>SOCIAL SECURITY NUMBER OF OWNER</b>	<b>OWNER'S FULL NAME (Print)</b>				
<input style="width: 30px;" type="text"/> - <input style="width: 30px;" type="text"/> - <input style="width: 40px;" type="text"/>	_____ <i>First                      Middle Initial                      Last</i>				

5	<b>PAYEE RESIDENCY STATUS</b>  <input type="checkbox"/> <b>California Resident</b> – Qualified to do business in California or maintains a permanent place of business in California. If California Resident and P.O. Box provided in "3" above, provide physical California address:  <input type="checkbox"/> <b>California Nonresident</b> – Payments to nonresidents for services may be subject to State income tax withholding. (See Nonresident Withholding on next page) <input type="checkbox"/> No Services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.	<b>NOTE:</b> (SEE NEXT PAGE)
	<b>CALIFORNIA SELLER'S PERMIT NUMBER – If applicable</b> <input style="width: 50px;" type="text"/>	

6	<b>CERTIFYING SIGNATURE</b>  Under penalty of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number, and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest of dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a United States person (including a United States resident alien), and 4. The FATCA codes(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Exemption from FATCA reporting code (if any) _____ (see next page).						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">AUTHORIZED PAYEE REPRESENTATIVE'S NAME &amp; TITLE (Type or Print)</td> <td style="width: 40%;">E-MAIL ADDRESS</td> </tr> <tr> <td>SIGNATURE OF U.S. PERSON</td> <td>DATE</td> </tr> <tr> <td></td> <td>TELEPHONE NUMBER</td> </tr> </table>	AUTHORIZED PAYEE REPRESENTATIVE'S NAME & TITLE (Type or Print)	E-MAIL ADDRESS	SIGNATURE OF U.S. PERSON	DATE		TELEPHONE NUMBER
AUTHORIZED PAYEE REPRESENTATIVE'S NAME & TITLE (Type or Print)	E-MAIL ADDRESS						
SIGNATURE OF U.S. PERSON	DATE						
	TELEPHONE NUMBER						

(REV November 2013)

700 H Street, Room 3650 • Sacramento, CA 95814 • Phone (916) 874-7411 • Fax (916) 874-6182 • email: W9@saccounty.net

## County of Sacramento

County of Sacramento  
Payee Data Record  
(REV November 2013)

### PURPOSE OF FORM

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you for real estate transaction.

### ARE YOU A RESIDENT OR A NONRESIDENT?

Each corporation, individual/sole proprietor, partnership, estate or trust doing business with the County of Sacramento must indicate their residency status along with their taxpayer identification number.

A corporation will be considered a "resident" if it has a permanent place of business in California. The corporation has a permanent place of business in California if it is organized and existing under the laws of this state or, if a foreign corporation has qualified to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in this state only if it maintains a permanent office in this state that is permanently staffed by its employees.

For individual/sole proprietorship, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose an any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For withholding purposes, a partnership is considered a resident partnership if it has a permanent place of business in California. An estate is considered a California estate, if the decedent was a California resident at the time of death and a trust is considered a California trust if at least one trustee is a California resident.

More information on residency status can be obtained by calling the Franchise Tax Board at the numbers listed below:

From within the United States, call.....1-800-852-5711  
From outside the United States, call.....1-916-845-6500  
For hearing impaired with TDD, call.....1-800-822-6268

### EXEMPTIONS

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemption box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code on page 3 of IRS Form W-9 (Rev. 8-2013) for the codes.

### ARE YOU SUBJECT TO NONRESIDENT WITHHOLDING?

Payments made to nonresident payees, including corporations, individuals, partnerships, estates, and trusts, are subject to withholding. Nonresident payees performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the payee are \$1500 or less for the calendar year.

A nonresident payee may request that income taxes be withheld at a lower rate or waived by sending a completed form FRB 588 to the address below. A waiver will generally be granted when a payee has a history of filing California returns and making timely estimated payments. If the payee activity is carried on outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

State of California  
Franchise Tax Board  
Nonresident Withholding Section  
Attention: State Agency Withholding Coordinator  
P.O. Box 651 Sacramento, CA 95812-0651  
Telephone: (916) 845-4900  
FAX: (916) 845-4831

WEB SITE: [www.ftb.ca.gov](http://www.ftb.ca.gov)

If a reduced rate of withholding or waiver has been authorized by the Franchise Tax board, attach a copy to this form.

### PRIVACY STATEMENT

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

The County of Sacramento requires that all parties entering into business transactions that may lead to payment(s) from the County must provide their valid Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code, Section 18646 to facilitate tax compliance enforcement activities and to facilitate the preparation of Form 1099 and other information returns as required by the Internal Revenue Code, Section 6109(a). The TIN for an individual and a sole proprietorship is the Social Security Number (SSN). The Internal Revenue Service (IRS) considers a TIN as incorrect if either the name or the number shown on an account does not match a name and number combination in their files or the files of the Social Security Administration (SSA). Section 3406 of the Internal Revenue Code requires that we withhold 28% in tax, called backup withholding, if the correct Payee name/TIN combination is not provided.

It is mandatory to furnish the information required. Federal law requires that payments for which the requested information is not provided be subject to a 28% withholding and state law imposes noncompliance penalties of up to \$20,000.

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## EXHIBIT D – SACOG’S REQUIRED SUPPORTING DOCUMENTATION FOR INVOICES

Type of Expense	Required Supporting Documentation for <u>Sub-Recipient</u> Invoices	Required Supporting Documentation for <u>Contractor/ Sub-Contractor</u> Invoices
Labor Costs	<input type="checkbox"/> Approved timesheets and/or itemized financial/payroll system report providing: + names + dates + hours worked toward specific tasks/ deliverables + hourly rate	<input type="checkbox"/> Approved timesheets and/or itemized financial/payroll system report providing: + names + dates + hours worked toward specific tasks/ deliverables + hourly rate
Travel Costs	<input type="checkbox"/> Travel request approval/details and appropriate documentation for type of travel expense below:	<input type="checkbox"/> Travel request approval/details and appropriate documentation for type of travel expense below:
Mileage	<input type="checkbox"/> Date, miles driven, addresses traveled from and to, purpose of travel.  <input type="checkbox"/> Map preferred.	<input type="checkbox"/> Date, miles driven, addresses traveled from and to, purpose of travel.  <input type="checkbox"/> Map preferred.
Meals, Incidentals, Transportation & Lodging	<input type="checkbox"/> <a href="#">Itemized receipts for all meals/incidentals. Will only reimburse up to state per diem rates.</a>  <input type="checkbox"/> If any charges are for more than one person, names of all parties and purpose of charge must be provided.	<input type="checkbox"/> <a href="#">Itemized receipts for all meals/incidentals. Will only reimburse up to state per diem rates.</a>  <input type="checkbox"/> If any charges are for more than one person, names of all parties and purpose of charge must be provided.
Indirect/Overhead Charge	<input type="checkbox"/> Approval of indirect rate from cognizant agency	<input type="checkbox"/> Approval of indirect/overhead rate from cognizant agency  or  <input type="checkbox"/> <a href="#">Form 10-K (Consultant certification of Contract Costs and Financial Management System.)</a>
Meetings Related Expenses	<input type="checkbox"/> Purpose of meeting, agenda, list of attendees. Typically not eligible for grant reimbursement.	<input type="checkbox"/> Purpose of meeting, agenda, list of attendees. Typically not eligible for grant reimbursement.
Other Expenses	<input type="checkbox"/> Detailed receipts	<input type="checkbox"/> Detailed receipts
In-Kind/Match	<input type="checkbox"/> Documentation supporting in-kind or other match.  <input type="checkbox"/> If staff time is used for match, follow "labor costs" documentation requirements.  <input type="checkbox"/> If other costs are used, follow the rules for other types of expenses and provide details on procurement process used. In order to be allowable for match, any costs incurred must have been procured following same rules SACOG is subject to based on type of grant funding.  <input type="checkbox"/> If providing actual funds, identify what type of funds are being provided (local, state, federal, federal aid) and/or source of funds (granting agency.)	N/A
Procurement Documentation	<input type="checkbox"/> Copy of procurement documentation showing compliance with procurement regulations for type of funding passed through.	N/A
Proof of Payment	<input type="checkbox"/> Copy of cancelled check showing proof of cleared payment	N/A