



NOTICE OF REQUEST FOR PROPOSAL

Yountville, California

Parks & Recreation Department 5-Year Strategic Plan

INTRODUCTION:

The Town of Yountville, California has budgeted \$30,000 to seek a qualified consultant, or team of consultants, to facilitate a comprehensive public process and prepare a Parks & Recreation Department 5-Year Strategic Plan.

The goals of this Strategic Plan would be to identify the needs and expectations of our community as they relate to Parks and Recreation Services and set a roadmap for how to meet those expectations. The end plan should assist Town government leaders and staff in administering resources and better understanding the community's priorities when planning and offering services and programs. The updated plan will act as a roadmap to enable the Town Parks & Recreation Department to finalize its mission and goals for the next 5 years and ensure we are meeting the needs of our residents to the best of our ability.

This Request for Proposals (RFP) is both being advertised and forwarded to select firms who have been involved with or expressed interest in these issues in the past. Interested firms should submit a detailed scope of work, summary of their qualifications, resumes of key personnel assigned to this project, and a summary of recent related experiences by **January 20, 2017**. Please submit two (2) copies of your proposal, along with an electronic copy (either e-mailed or on a flash drive) to: Samantha Holland, Parks & Recreation Director 6516 Washington Street Yountville, Ca 94599 or sholland@yville.com.

Up to three firms may be selected to attend an interview with the Town of Yountville Parks & Recreation Advisory Commission on **March 16, 2017** to discuss your proposal and your approach to the project. Selected firms will be notified no later than February 10, 2017 if they are to be interviewed.

Selected firms should bring the key personnel that will be assigned and committed to working with Town of Yountville staff on the project. A copy of the Town's standard consultant services contract is provided as an attachment to this packet. The Town anticipates awarding the contract in April 2017 with the Strategic Plan process beginning June 2017 and finalizing by December 2017.

OVERVIEW:

The Town of Yountville's Parks & Recreation Department has grown exponentially in programs and services provided and number of people served over the past 6 years. With the opening of a new Community Center in 2009 and new department management, we are achieving a level of service not offered before in Yountville.

In 2010, the department participated in a Town wide Strategic Planning Process and achieved the items laid out in that plan with one item left on the list. A 5-Year department focused Strategic Plan. We see a strong need for a guiding document that shows clear goals to meet our communities changing and growing recreation and social service needs. **The Town of Yountville is at 99% build out and there are no plans or land for developing additional park or indoor recreation spaces.** As such, this plan will focus on **programming and services** and will include how to better utilize our existing facilities to meet the needs of our community and those we serve.

The Town of Yountville continues to be a high end tourist destination and the home of a California State Veterans Home. As such, we have many second home owners as well as a 1,000 person population at the Veterans Home participating in our census data. The population living on the Veterans Home property receive services on site to meet their recreation and social service needs. Because of our built out status, we do not anticipate much more growth as it relates to our population. That being said, we are experiencing some change to our demographics with many more retirement age individuals, more second home owners and less families in Town. We do however have an elementary school and those families are looking for traditional services that would be offered for youth in the community where they go to school and work.

SCOPE OF WORK:

Master Plan had the following major elements:

- ✓ Executive Summary with overview and recommendations
- ✓ Planning Context with related planning efforts
- ✓ Community Input and Needs Assessment
- ✓ Inventory and Assessment of Existing Recreation Programs and Services
- ✓ Assessment of Programs and Marketing Efforts
- ✓ Assessment of current fees and charges in relation to industry and area standards
- ✓ Assessment of Finances and Funding Options
- ✓ Recommendations, Implementation Strategies and Action Plans

The 2010 Town of Yountville Strategic Plan is available online at:

<http://www.townofyountville.com/town-council/mayor-and-council-members/strategic-plan>

The consultant team hired shall use a comprehensive public process during preparation of the Strategic Plan, including a statistically valid survey, an on-line survey, public meetings, workshops, and stakeholder meetings. This community input will be utilized in creating the framework needed for future planning of projects and programs.

The consultant team shall work with Town staff; Parks & Recreation Advisory Commissioners; and Yountville Arts Commissioners. The consultant team shall prepare a draft plan and implementation

strategy, utilizing information provided and through further analysis, for final review and adoption by the Town Council.

Several phases of work by the consultant team should be considered when submitting your proposal. These include the following:

Evaluation, Research & Analysis Phase

- Inventory, collect and compile data on existing programming and services currently provided
- Through town staff interviews, site visits, and through reading and compiling information contained within existing plans and documentation, develop a profile of existing and projected community recreational and social service needs, and provide an analysis which compares these needs to where future national trends in parks, recreation and trail development is headed in the future.
- Provide an inventory and evaluation of existing recreation programs and services provided by the Parks and Recreation Department and compare with citizen findings of level of service and needs from community survey results.
- Evaluate funding needs, staffing needs, maintenance and operational needs of the Parks and Recreation Department.

Community Needs Assessment Phase

- Develop a strong public involvement and outreach campaign to maximize citizen participation in the decision-making process, and to ensure that the final recommendations are consistent with community needs and desires. This could include:
 - ✓ Interviews with key interest groups and stakeholders to conduct an analysis of their recreational desires and needs, and to determine Yountville's current trends and needs as they pertain to services and programs.
 - ✓ Developing and compiling the results of a "Community Needs Assessment Survey", with the results considered statistically valid. Results compiled and recorded by the consultant, will be used to evaluate and assess community needs and citizen recreation user perceptions of facilities and programs.
 - ✓ Hosting and facilitating Citizen Public Open House Workshops and/or Community Neighborhood Forums, as determined within proposal, to survey and/or gather information from citizens, and to share/update/present the Plan process and findings to date.
 - ✓ Develop and facilitate a citizen public outreach program to inform area residents about the open house workshops or neighborhood forums, and the master plan process, key decisions and recommendations being made, and any other research findings. Ensure public meeting notifications through local "Yountville Sun" newspaper, featured newspaper articles and press releases, PSA announcements through local community access radio, flyers, posters, and Town web site and social media updates.

Engaging the community in the needs assessment phase should include reaching out to stakeholders and groups & organizations that have Parks, Recreation and Trail interests and needs to express. Below are many of these stakeholders that should be considered for engagement:

- Yountville Town Council
- Parks & Recreation Advisory Commission
- Yountville Arts Commission
- Zoning Design Review Board
- Parks & Recreation Department staff
- Local 55 and older housing communities (Rancho de Napa, Adventist Estates and Gateway)
- Veterans Home of California at Yountville Staff
- Town of Yountville Town Manager & Department Heads
- Chamber of Commerce & Visitors Center Director and Board
- Yountville Elementary School Principal
- Vine Trail Coalition
- Napa Valley Museum

Others as may be identified later.

Funding/Financing Needs Assessment Phase

Prepare report on existing and future Parks and Recreation Department budget needs for recreation programs, recreation center operations, and other recreation facility amenities. Include annual operating budget needs to maintain existing and future service levels. Report should include present and future operations and maintenance needs, and present and future capital improvement needs if applicable. This could include adding amenities to already existing facilities. Report should develop cost estimate for recommendations.

5-Year Strategic Plan & Executive Summary Report Phase

The Executive Summary Report is to allow town staff, elected officials, advisory commissions, and the public to take an abbreviated “snap-shot” look and review of the recommendations of the Town of Yountville’s Parks and Recreation Department 5 year Strategic Plan.

The summary should include:

- ✓ Consultant analysis of needs
- ✓ Information obtained from town staff, elected officials and town commissions.
- ✓ Community Stakeholder & Special Interest group interviews and input
- ✓ Information and analysis acquired from the Community Needs Assessment Survey
- ✓ Information and analysis acquired from the Citizen Public Open House Workshop(s)
- ✓ Parks and Recreation facilities inventory & evaluation.
- ✓ Recreation program and service inventory & evaluation.

Consultant will then present the Draft Master Plan, with Executive Summary Report, to Town staff; the Parks & Recreation Commission; and to the Town Council at separate meetings.

PRODUCTS & RESULTS FROM PARKS AND RECREATION 5-YEAR STRATEGIC PLAN

A Comprehensive 5-Year (2018-2023) Parks and Recreation Strategic Plan that includes:

- ✓ Results from the Community Needs Assessment Survey
- ✓ Demographic & Trends Analysis of the Yountville community
- ✓ Recreation Services and Programming Assessment including recommendations and identifying potential partners and funding methods.

FINAL DELIVERABLES:

Following any recommended revisions and requested changes to the 5-Year Strategic Plan, the consultant team shall provide to the Town of Yountville:

- ✓ An Electronic Copy of the 5-Year Strategic Plan via Dropbox
- ✓ Three (3) binder bound hard copies
- ✓ One (1) unbound hard copy

REQUEST FOR PROPOSAL ELEMENTS:

1. Provide a cover letter with a statement to your qualifications that should contain firm name; business address; telephone/Fax number; email address/Web site address; and related types of services your firm is qualified to perform.
2. Provide a list of personnel assigned to the project team, including a list of firms or individuals you are subcontracting with. Please include their resumes and prior related work experiences.
3. Provide a project list of similar work completed, and names and phone numbers of references for similar projects.
4. Provide a detailed scope of work that clearly and specifically illustrates the tasks that you will be completing and accomplishing to reach and develop the final 5- Year Strategic Plan.
5. Provide an estimated time line for completion of the Plan.
7. Provide an estimated breakdown of costs for each phase of the project that you have outlined within your detailed scope of work, and provide the “not to exceed” final total project cost for completing the Plan.

CONDITIONS OF PROPOSAL SUBMITTAL

1. A duly authorized official of the proposing firm must sign the proposal.
2. The total project cost quoted within your proposal must be firm for a period of ninety (90) days following the opening of the proposal.
3. All costs, including travel expenses, incurred in the preparation of this proposal shall be borne solely by the proposing firm.
4. The Town of Yountville reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or information contained in any proposal, and to award the proposal to the most responsive and responsible firm as deemed in the best interest of the Town.
5. All proposals and examples of previous work shall become the property of the Town of Yountville.

EVALUATION CRITERIA:

An evaluation team consisting of the Parks and Recreation Director, Town Manager, Public Works (Parks) Director, and a member the Parks & Recreation Commission will evaluate and short-list the proposals against the following criteria:

1. Degree to which the proposal meets or exceeds the terms of the Request for Proposals.
2. Experience of key personnel assigned to the project.
3. Quality, clarity, and understanding of the detailed scope of work outlined by consultant that clearly and specifically illustrates the tasks that will be completed and accomplished to reach and develop the final
4. Strategic Plan work product.
5. Results of reference checks and past performance for other clients.
6. Proposing firm's fee structure ("not to exceed cost") based on the services to be provided including all expenses.
7. Consultant's approach to their project time-line as it relates to their proposed tasks and scope of work outlined within their submitted proposal. Project must be completed no later than November 1, 2016.

GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM:

1. Successful proposing firm shall enter into a contract with the Town of Yountville that will be prepared by the Town Attorney.
2. Successful proposing firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without prior written consent of the Town of Yountville. This does not include the Needs Assessment Survey work that may require a subcontract with another firm.
3. Work should be completed according to the proposed timeline, but no later than November 1, 2016 unless modifications are agreed to by the Town of Yountville.

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(Town of Yountville / [Company or Individual])

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the Town of Yountville, a California municipal corporation (“Town”), and _____, a _____ (“Consultant”).

2. RECITALS

- 2.1. Town has determined that it requires the following professional services from a consultant: **[enter description of consultant’s services]**
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, Town Council members, or employees of Town which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, Town and Consultant agree as follows:

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s **[enter consultant’s proposal date]** proposal to Town attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is **[Name and title]**. The Agreement Administrator shall be the principal point of contact at the Town for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. Town reserves the right to change this designation upon written notice to Consultant.

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by Town under this Agreement. The Maximum Amount under this Agreement is _____ Dollars (\$_____).
- 3.5. “Commencement Date”: [date].
- 3.6. “Termination Date”: [date]

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by Town in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. Town shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with Town.** In performing services under this Agreement, Consultant shall coordinate all contact with Town through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a Town business license for the duration of this Agreement.

- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to Town. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, Town may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. [Name of Project Manager] shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without Town's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the Town that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of Town. If Town and Consultant cannot agree as to the substitution of key personnel, Town may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to Town under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such

documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of Town. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of Town or as part of any audit of Town, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to Town for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.
- 6.4. **Compensation for Subcontractors.** Town shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. Town shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

- 7.1. **General.** Town agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by Town in advance.
- 7.2. **Invoices.** Consultant shall submit to Town an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours

worked, a description of each labor charge, and the total amount due for labor charges.

- 7.3. **Taxes.** Town shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the Town through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the Town.
- 7.6. **Town Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until Town is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, Town shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Consultant shall defend, indemnify, and hold the Town, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Consultant in the performance of this Agreement shall be and remain the property of Town without restriction or limitation upon its use or dissemination by Town except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to Town, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of Town or otherwise to act on behalf of Town as an agent. Neither Town nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of Town.
- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the Town as an employer. Consultant shall not be entitled to any benefits. Town makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the Town, Consultant shall indemnify, defend, and hold harmless Town for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of Town.

11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "Town" shall include Town, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify Town.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend Town from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify Town for such loss or damage as is caused by the sole active negligence or willful misconduct of the Town.
- 11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of Town's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5 **Defense Deposit.** The Town may request a deposit for defense costs from Consultant with respect to a claim. If the Town requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to Town.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** Town does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the Town shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** Town will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with Town:

- Certificate of Insurance, indicating companies acceptable to Town, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: [insert project name]
- Documentation of Best's rating acceptable to the Town.
- Original endorsements effecting coverage for all policies required by this Agreement.
- Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$1,000,000 per claim, \$2,000,000 aggregate
- General Liability:
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Fire Damage (any one fire) \$ 50,000
 - Medical Expense (any 1 person) \$ 5,000
- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000
- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the Town as additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage shall include contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable. The General Liability policy shall cover inter-insured suits and include a "separation of insureds" or

“severability” clause which treats each insured separately. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

- 12.5. **Worker’s Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.
- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include all vehicles used in connection with the performance of this Agreement, including owned, non-owned, and hired automobiles and trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Additional Insured Endorsements.** The Town, its Town Council, Commissions, officers, and employees of Yountville must be endorsed as an additional insured for each policy required herein — other than Auto, Workers Compensation and Professional Errors and Omissions — for liability arising out of ongoing and completed operations by or on behalf of the Consultant. The Town must be named as an additional insured for Auto Insurance policies for ongoing operations. Consultant’s insurance policies shall be primary as respects any claims related to or as the result of the Consultant’s work. Any insurance, pooled coverage or self-insurance maintained by the Town, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant’s insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.9. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, Town has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by

this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

- 12.10. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: Town of Yountville, Attn: [insert department or individual], 6550 Yount Street, Yountville, CA 94599.
- 12.11. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to Town. Any insurance or self-insurance maintained by Town and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.12. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the Town. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.13. **Report of Claims to Town.** Consultant shall report to the Town, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.14. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, Town must approve all such amounts prior to execution of this Agreement.
- Town has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to Town's approval.
- 12.15. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify Town under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

- 13.1. **Town Cooperation in Performance.** Town shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against Town relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that Town may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and Town's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to Town

[Name]
Town of Yountville
[Department/Division]
6550 Yount St.
Yountville, CA 94599
Telephone: (707) 944-8851

If to Consultant

[Name]
[Address]
[Address]
Telephone:
Facsimile: (XXX)

With courtesy copy to:

Gary B. Bell
Yountville Town Attorney
Colantuono, Highsmith & Whatley, PC
420 Sierra College Dr., Ste. 140
Grass Valley, CA 95945-5091
Telephone: (530) 432-7357

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Professional Services Agreement – Consultant Services

Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

- 16.1. **Town Termination.** Town may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All Town data, documents, objects, materials or other tangible things shall be returned to Town upon the termination or expiration of this Agreement.
- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The Town shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** Town retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between Town and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by Town and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **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, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by Town. Town shall grant such consent if disclosure is legally required. All Town data shall be returned to Town upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the Town's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, Town shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of Town, during the term of his or her service with Town, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without Town's prior written consent, and any attempt to do so shall be void and of no effect. Town shall not be obligated or liable under this Agreement to any party other than Consultant.

- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies 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; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by Town or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by Town or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in Town's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

18.12. **Venue.** The venue for any litigation shall be Napa County, California and Consultant hereby consents to jurisdiction in Napa County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“Town”
Town of Yountville

“Consultant”
[Name of Company or Individual]

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Michelle Dahme, Town Clerk

Date: _____

Approved as to form:

By: _____
Gary B. Bell, Town Attorney

Date: _____