DEPARTMENT: Public Works
By: Jim Petropulos
Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

(Approve Personal Services Agreement with Fred Solomon in the amount of $9,500. The services to be provided by Mr. Solomon will initiate the process to develop an RFP to be issued to seek a firm to complete a needs assessment for the proposed Human Services facility.

Mr. Solomon will complete the Request for Proposal (RFP), assist in the selection of the successful respondent and coordinate and oversee the space needs program and conceptual floor plan.

Funding for Mr. Solomon's service will be provided by the Human Services Department realignment monies. In the current budget, $50,000 has been set aside for project development.

The proposed Personal Services Agreement is the first among several steps to provide a new consolidated facility for the Human Services Department. Following are the steps necessary required for the referenced project:

1. Develop an RFP for a needs assessment and conceptual floor plan
2. Complete the needs assessment and conceptual floor plan
3. Develop an RFP for potential developers to provide the facility on a long-term lease based on the needs assessment and conceptual floor plan.
4. Solicit proposals from prospective developers.

Mr. Solomon's services have been successfully utilized by the County for other Capital Improvement projects. He has a great deal of experience in project development and construction management which will prove to be invaluable for this project.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The space needs committee has discussed the proposed Human Services facility in the past and recommend that Public Works present the proposed project to the Board. Human Services has set aside $50,000 for the project development in the current budget.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Negative action will delay the project development phase. Public Works could complete the work with current staff. However, due to the large number of projects and the small amount of staff, project delivery will be delayed.

COSTS:

A. Budgeted current FY> $50,000
B. Total anticipated Costs> $9,500
C. Required additional funding> $0
D. Internal transfers> $0

SOURCE:

A. Unanticipated revenues> $0
B. Reserve for contingencies> $0
C. Source description: >

Balance in Reserve Contingencies, If Approved:

$0

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

1. Draft proposal (6 pgs)
Res. No.: 3928  Ord. No.: 
Vote - Ayes: 5  Noes: 
Absent: 0  Abstained: 0

Approved  

Minute Order Attached  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: 

ATTEST: 

MARGIE WILLIAMS, Clerk of the Board

By: 
Deputy

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ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended  

Not Recommended  

For Policy Determination  

Submitted with Comment  

Returned for Further Action

Comment: 

C.A.O. Initials: [Signature]
AGREEMENT

PERSONAL SERVICE AGREEMENT
HUMAN SERVICES BUILDING

THIS AGREEMENT is entered into on the most recent date of execution below by and between the County of Mariposa, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and Fred Solomon, hereinafter referred to as "CONTRACTOR", for services to be provided to COUNTY.

WITNESSETH:

WHEREAS, COUNTY is in need of specialized services to be provided to the County Public Works Department, and

WHEREAS, CONTRACTOR is qualified and desires to provide specialized services to the County Public Works Department;

NOW THEREFORE, in consideration of the sums to be paid hereunder and the mutual covenants and conditions hereinafter contained, the PARTIES hereto agree as follows:

ARTICLE 1. TERM OF CONTRACT

Section 1.01. This AGREEMENT shall become effective on October 4, 2001, and shall terminate on June 30, 2002, unless terminated in accordance with the provisions of Article 7 of this AGREEMENT.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

Section 2.01. It is the express intention of the PARTIES that CONTRACTOR is an independent CONTRACTOR and not an employee, agent, joint venturer or partner of COUNTY. Nothing in this AGREEMENT shall be interpreted or construed as creating or establishing the relationship of employer and employee between COUNTY and CONTRACTOR or any employee or agent of CONTRACTOR. Both PARTIES acknowledge that CONTRACTOR is not an employee for state or federal tax purposes. CONTRACTOR shall retain the right to perform services for others during the term of this AGREEMENT.
ARTICLE 3. SERVICES TO BE PERFORMED BY CONTRACTOR

Section 3.01. CONTRACTOR agrees to develop a Request for Qualifications (RFQ) and assist in the preparation of the preliminary design for the new Human Services Building.

Elevations and development of the preliminary building design will involve meeting with the various Health and Social Services divisions to determine their specific space requirements, development of a preliminary floor plan and preparation of the RFP for design build services.

Method of Performing Services

Section 3.02. CONTRACTOR will determine the method, details, and means of performing the above-described services. COUNTY shall not have the right to, and shall not, control the manner or determine the method of accomplishing CONTRACTOR'S services.

Employment of Assistants

Section 3.03. CONTRACTOR may, at the CONTRACTOR'S own expense, employ such assistants as CONTRACTOR deems necessary to perform the services required of CONTRACTOR by this AGREEMENT. COUNTY may not control, direct, or supervise CONTRACTOR'S assistant employees in the performance of those services. CONTRACTOR assumes full performance of those services. CONTRACTOR assumes full and sole responsibility for the payment of all compensation and expenses of these assistants and for all state and federal income tax, unemployment insurance, Social Security, disability insurance and other applicable withholdings.

ARTICLE 4. COMPENSATION

Section 4.01. In consideration for the services to be performed by CONTRACTOR, COUNTY agrees to pay CONTRACTOR:

The not-to-exceed sum of NINE THOUSAND FIVE HUNDRED DOLLARS ($9,500) for services as described above. The total sum to be paid to CONTRACTOR includes all labor, materials, travel and other expenses to be incurred by CONTRACTOR in the performance of the services described herein. Payment shall be made upon submission of a formal claim approved by the appropriate official of the County Department described in the Preamble of this AGREEMENT, as follows:

[ ] Total sum to be paid upon completion of services,

or

[X] Incremental payments based on the following schedule:
$5,000 TO BE PAID UPON COMPLETION OF Request for Qualifications

$2,000 to be paid upon selection of successful architect

$2,500 to be paid upon completion of space needs program, floor plan and elevations

Plus expenses based on the IRS rate for mileage, phone expense and pre-approved travel expense.

Invoices

Section 4.02. CONTRACTOR shall submit invoices for all services being rendered from the CONTRACTOR to the COUNTY.

Date for Payment of Compensation

Section 4.03. Payment shall be made within 45 days of invoices being submitted from the CONTRACTOR to the COUNTY.

Expenses

Section 4.04. CONTRACTOR shall be responsible for all costs and expenses incident to the performance of services for COUNTY, including but not limited to, all costs of equipment provided by CONTRACTOR, all fees, fines, licenses, bonds or taxes required of or imposed against CONTRACTOR and all other of CONTRACTOR'S costs of doing business. COUNTY shall not be responsible for any expense incurred by CONTRACTOR in performing services for COUNTY.

ARTICLE 5. OBLIGATIONS OF CONTRACTOR

Tools and Instrumentalities

Section 5.01. CONTRACTOR will supply all tools and instrumentalities, required to perform the services under this AGREEMENT. CONTRACTOR is not required to purchase or rent any tools, equipment or services from COUNTY.

Section 5.02. COUNTY shall not provide working space, supplies, materials or other such support to CONTRACTOR in the performance of the services and tasks as described herein.

Indemnification of Liability

Section 5.03. CONTRACTOR shall indemnify and hold COUNTY harmless against any and all liability imposed or claimed, including attorney's fees and other legal
expenses, arising directly or indirectly from any act or failure of CONTRACTOR or CONTRACTOR'S assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property.

Assignment

Section 5.04. CONTRACTOR understands that COUNTY retained the services of CONTRACTOR because of CONTRACTOR'S reputation and expertise in his or her field and, therefore, neither this AGREEMENT nor any duties or obligations under this AGREEMENT may be assigned by CONTRACTOR without the prior written consent of COUNTY.

State and Federal Taxes

Section 5.05. As CONTRACTOR is not COUNTY'S employee, CONTRACTOR is responsible for paying all required state and federal taxes. In particular:

COUNTY will not withhold FICA (Social Security) from CONTRACTOR'S payments;
COUNTY will not make state or federal unemployment insurance contributions on behalf of CONTRACTOR;
COUNTY will not withhold state or federal income tax from payment to CONTRACTOR;
COUNTY will not make disability insurance contributions on behalf of CONTRACTOR;
COUNTY will not obtain workers' compensation insurance on behalf of CONTRACTOR.

ARTICLE 6. OBLIGATIONS OF COUNTY

Cooperation of County

Section 6.01. COUNTY agrees to comply will all reasonable requests of CONTRACTOR (and provide access to all documents reasonably) necessary to the performance of CONTRACTOR'S duties under this AGREEMENT.

ARTICLE 7. TERMINATION OF AGREEMENT

Termination on Occurrence of Stated Events

Section 7.01. This AGREEMENT shall terminate automatically on the occurrence of any of the following events:
1. Bankruptcy or insolvency of CONTRACTOR;
2. Death of CONTRACTOR.
Termination by County for Default of Contractor

Section 7.02. Should CONTRACTOR default in the performance of this AGREEMENT or materially breach any of its provisions, COUNTY, at COUNTY'S option, may terminate this AGREEMENT by giving written notification to CONTRACTOR.

Termination for Failure to Make Agreed Upon Payments

Section 7.03. Should COUNTY fail to pay CONTRACTOR all or any part of the compensation set forth in Article 4 of this AGREEMENT on the date due, CONTRACTOR, at the CONTRACTOR'S option, may terminate this AGREEMENT if the failure is not remedied by COUNTY within thirty (30) days from the date payment is due.

ARTICLE 8. GENERAL PROVISIONS

Notices

Section 8.01. Any notices to be given hereunder by either PARTY to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the PARTIES at the addresses appearing below, but each PARTY may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.

COUNTY: Department of Public Works
4639 Ben Hur Road
Mariposa, CA 95338

CONTRACTOR: Fred Solomon
4561 Bridgeport Drive
Mariposa, CA 95338

Entire Agreement of the Parties

Section 8.02. This AGREEMENT supersedes any and all agreements, either oral or written, between the PARTIES hereto with respect to the rendering of services by CONTRACTOR for COUNTY and contains all the covenants and agreements between the PARTIES with respect to the rendering of such services in any manner whatsoever. Each PARTY to this AGREEMENT acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any PARTY, or anyone acting on behalf of any PARTY, which are not embodied herein, and
that no other agreement, statement, or promise not contained in this AGREEMENT shall be valid or binding. Any modification of this AGREEMENT will be effective only if it is in writing signed by the PARTY to be charged.

Partial Invalidity

Section 8.03. If any provision in this AGREEMENT is held by a court or competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

Attorneys' Fees

Section 8.04. If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this AGREEMENT, the prevailing PARTY will be entitled to reasonable attorneys' fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that PARTY may be entitled.

Governing Law

Section 8.05. This AGREEMENT will be governed by and construed in accordance with the laws of the State of California.

Executed at Mariposa, California, on the date and year first above written.

COUNTY:

[Signature]
Doug Balmain, Chairman
Board of Supervisors
Date: 10/28/01

CONTRACTOR:

[Signature]
Date: 10/23/01
Social Security or Taxpayer Identification Number 077-30-2967

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

[Signature]
JEFFREY G. GREEN, County Counsel
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JIM PETROPOULOS, Public Works Director
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: Personal Service Agreement with Fred Solomon Regarding Human Services Facility and Mariposa County Sports Complex
Resolution No. 01-290 and 01-291

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 16, 2001

ACTION AND VOTE:

10:31 a.m. Authorize the Public Works Director to Enter into a Personal Service Agreement with Fred Solomon for the Proposed Development of the Human Services Facility; and Authorize the Chairman to Sign the Personal Service Agreement ($9,500) (Public Works); and Authorize the Public Works Director to Enter into a Personal Service Agreement with Fred Solomon for the Proposed Development of the Mariposa County Sports Complex; and Authorize the Chairman to Sign the Personal Service Agreement ($15,000) (Public Works)

BOARD ACTION: (M)Parker, (S)Pickard, Res. 01-290 adopted/agreement for Human Services facility; and Res. 01-291 adopted/agreement for sports complex, as recommended. Following discussion, motion was amended, agreeable with maker and second, to title the sports complex project as the “recreational/sports complex.” Supervisor Reilly requested that the County Administrative Officer assist Public Works with developing a project schedule for projects. Discussion was held relative to the scope of duties for the recreational/sports complex. Motion was further amended, agreeable with maker and second, to include the Parks and Recreation Commission, the general public, the consultant, and other committees to work on issues relative to developing the recreational/sports complex. Ayes: Unanimous.

Supervisor Stewart thanked Public Works and the road crews for brush clearing on Sullivan and Silver Bar Roads. He noted that the Department has an ambitious road program and capital improvement project list. Supervisor Parker thanked Fred Solomon for his assistance with the projects.

cc: Cheryle Rutherford-Kelly, Human Services Director
Ken Hawkins, Auditor
Jeff Green, County Counsel
Rich Begley, Deputy Director, Parks and Recreation
File