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**COUNTY OF NEVADA**  
**COMMUNITY DEVELOPMENT AGENCY**  
950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
(530) 265-1222 FAX (530) 478-5799 <http://mynevadacounty.com>

Sean Powers, Agency Director

Agricultural Commissioner

Building Department

Environmental Health

Planning Department

Dept. of Public Works

**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

**MEETING DATE:** April 11, 2017  
**TO:** Board of Supervisors  
**FROM:** Sean Powers, CDA Director  
**SUBJECT:** Resolution approving an agreement with MIG, Inc. for services related to the formation and facilitation of the Community Advisory Group in an amount not to exceed \$115,260 and directing the Auditor-Controller to amend the Fiscal Year 2016/17 Community Development Agency Administration Budget and the Fiscal Year 2016/17 General Fund Other Finance Uses budget (4/5 Affirmative Required).

**RECOMMENDATION:** Approve the agreement with MIG, Inc. and adopt the Resolution.

**FUNDING:** Funding for this agreement will affect the Community Development Agency Administration budget and the General Fund Other Finance Uses budget. A budget amendment is included for consideration.

**BACKGROUND:** County regulations regarding cannabis cultivation and other cannabis-related activities in Nevada County has been a topic of discussion involving the community, County staff and elected officials. The County has worked towards long-term cannabis regulations since 2012 with multiple revisions to the existing ordinance. The County desires to work toward developing a permanent ordinance. It was decided that it was necessary to gather community input regarding the development of long-term regulations, and to that end, a subcommittee was formed. The cannabis subcommittee recommended an independent and impartial facilitator should be retained. The County conducted an RFP to select a facilitator that will assist in forming and driving stakeholder process and meetings.

On December 16, 2016 the County issued a Request for Proposals for Consulting and Facilitation Services for Marijuana Regulation Community Advisory Group. Sixteen proposals were received before the submission deadline of January 17, 2017. A selection committee reviewed the 16 proposals and invited the top 5 proposers to an in-person qualifications interview. The selection committee unanimously selected MIG, Inc. based on their expertise in facilitation, public outreach strategies and community engagement.

The County and MIG, Inc. have negotiated a scope of work and a maximum contract price of \$115,260 and staff is bringing this contract forward for your approval. Staff is expecting at least a year long process with a series of meetings where an advisory group will receive and consider input and recommendations from stakeholders. With support from the Board subcommittee and staff, there is no intention to reopen the current ordinance for the 2017 cultivation season as this would be premature to the County and MIG engaging in the stakeholder process. The County will watch closely the evolving State regulations throughout the stakeholder process and make strategic adjustments as necessary for State compliance.

**Item Initiated by:** Daniel Chatigny, CFAO  
**Approved by:** Sean Powers, Director

**Submittal Date:** March 27, 2017  
**Revision Date:**

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## **RESOLUTION No. \_\_\_\_\_**

### **OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA**

**RESOLUTION APPROVING AN AGREEMENT WITH MIG, INC. FOR SERVICES RELATED TO THE FORMATION AND FACILITATION OF THE CANNABIS COMMUNITY ADVISORY GROUP IN AN AMOUNT NOT TO EXCEED \$115,260 AND DIRECTING THE AUDITOR-CONTROLLER TO AMEND THE FISCAL YEAR 2016/17 COMMUNITY DEVELOPMENT AGENCY ADMINISTRATION BUDGET AND THE FISCAL YEAR 2016/17 GENERAL FUND OTHER FINANCE USES BUDGET (4/5 AFFIRMATIVE VOTE REQUIRED)**

WHEREAS, the Board of Supervisors expressed a desire to engage in a community stakeholder process to gather input from a broad spectrum of Nevada County regarding the development of long-term regulations related to cannabis cultivation and other cannabis-related activities; and

WHEREAS, a subcommittee was formed to determine the preferred method of gathering such input; and

WHEREAS, the subcommittee determined that the retention of an independent professional facilitator to form and facilitate a community advisory group would be the most effective and efficient method of gathering community input on this issue; and

WHEREAS, the County of Nevada solicited Request for Proposals from parties interested in facilitating the County's community process related to the development of long-term regulations related to cannabis cultivation and other cannabis-related activities; and

WHEREAS, a selection committee reviewed 16 proposals and interviewed the top five proposers; and

WHEREAS, the selection committee unanimously selected MIG, Inc. based on their expertise in facilitation, public outreach strategies and community engagement; and

WHEREAS, the County and MIG Inc. have agreed to a scope of work and maximum contract amount of \$115,260; and

WHEREAS, the contract will be paid from the Community Development Agency (CDA) Administration Budget 1123-20707-321-1000 521520; and

WHEREAS, said contract is attached as Exhibit A.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada approves the Personal Services Agreement between the County of Nevada and MIG, Inc. for facilitation services, attached as Exhibit A, in a maximum contract amount of \$115,260 and authorizes the Chair of the Board to execute the agreement on behalf of the County of Nevada for the contract period of April 11, 2017 through April 10, 2018.

BE IT FURTHER RESOLVED that the Nevada County Board of Supervisors directs the Auditor-Controller to release General Fund Unassigned fund balance in the amount of \$115,260 and amend the Fiscal Year 2016-17 Community Development Agency Administration and General Fund budgets as follows:

Increase Budget:

1123-20707-321-1000/521520	\$115,260
1123-20707-321-1000/474000	\$115,260
0101-10206-272-1000/550700	\$115,260

**PERSONAL SERVICES CONTRACT**

County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein "County"), and

**MIG, Inc.**

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

(§1) **Formation and Facilitation of the Cannabis Community Advisory Group**

**SUMMARY OF MATERIAL TERMS**

(§2) **Maximum Contract Price:** \$115,260.00  
(§3) **Contract Beginning Date:** 04/11/2017 **Contract Termination Date:** 04/10/2018  
(§4) **Liquidated Damages:** \$0.00

**INSURANCE POLICIES**

Designate all required policies:

		Req'd	Not Req'd
(§6)	<b>Commercial General Liability</b> (\$1,000,000)	X	
(§7)	<b>Automobile Liability</b> (\$ 300,000) Personal Auto		X
	(\$1,000,000) Business Rated		X
	(\$1,000,000) Commercial Policy	X	
(§8)	<b>Worker's Compensation</b>	X	
(§9)	<b>Errors and Omissions</b> (\$1,000,000)	X	

**LICENSES AND PREVAILING WAGES**

(§14) Designate all required licenses:

**NOTICE & IDENTIFICATION**

(§26) <b>Contractor:</b> MIG, Inc. 800 Hearst Ave. Berkeley, CA 94710 Contact Person: Daniel Iacofano (510) 845-7549 e-mail: danieli@migcom.com	<b>County of Nevada:</b> Community Development Agency 950 Maidu Ave., Suite 170 Nevada City, CA 95959 Contact Person: Sean Powers (530) 265-1576 e-mail: sean.powers@co.nevada.ca.us
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**Contractor is a:** (check all that apply)

Corporation:	<input checked="" type="checkbox"/> Calif.,	<input type="checkbox"/> Other,	<input type="checkbox"/> LLC,	<input type="checkbox"/> Non-profit
Partnership:	<input type="checkbox"/> Calif.,	<input type="checkbox"/> Other,	<input type="checkbox"/> LLP,	<input type="checkbox"/> Limited
Person:	<input type="checkbox"/> Indiv.,	<input type="checkbox"/> DbA,	<input type="checkbox"/> Ass'n	<input type="checkbox"/> Other

**EDD:** Independent Contractor Worksheet Required:  Yes  No

**HIPAA:** Schedule of Required Provisions (Exhibit D):  Yes  No

**ATTACHMENTS**

Designate all required attachments:

	Req'd	Not Req'd
<b>Exhibit A: Schedule of Services</b> (Provided by Contractor)	X	
<b>Exhibit B: Schedule of Charges and Payments</b> (Paid by County)	X	
<b>Exhibit C: Schedule of Changes</b> (Additions, Deletions & Amendments)	X	
<b>Exhibit D: Schedule of HIPAA Provisions</b> (Protected Health Information)		X

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Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section (§) therein, as the case may be.

Services

**1. Scope of Services:**

Contractor shall provide all of the services, materials and products (herein "Services") generally described in **Exhibit "A"**, according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

Payment

**2. Charges and Payments:**

The charges (herein "Charges") for furnishing the aforesaid Services under this Contract are set forth in **Exhibit "B"**, including, if applicable, hourly rates, unit pricing, and expense, mileage and cost limits. Said Charges shall be presented monthly by invoice, and shall be due within thirty (30) days of receipt unless payment is otherwise set forth in said **Exhibit "B"**, and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the **Maximum Contract Price** set forth at §2, page one (1), above.

Time for Performance

**3. Contract Term:**

This Contract shall commence on the **Contract Beginning Date** set forth at §3, page one (1), above. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** set forth at §3, page one (1), above.

**4. Liquidated Damages:**

County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as **Liquidated Damages**, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

**5. Time of the Essence:**

Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

Insurance

**6. Commercial General Liability Insurance:** (County Resolution No. 90674)

If §6 at page one (1) hereof shall indicate a **Commercial General Liability** insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:

- (i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;

- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and other insurance maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

**7. Automobile Liability Insurance:** (County Resolution No. 90676)

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:

- (i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and other insurance maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §7 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, (\$300,000), in combined single limits, and naming the County as additionally insured.

**8. Worker's Compensation:** (County Resolution No. 90674)

If §8 at page one (1) hereof shall indicate a **Worker's Compensation** insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for worker's compensation liability or to undertake a program of self-insurance therefor.

**9. Errors and Omissions:**

If §9 at page one (1) hereof shall indicate **Errors and Omissions** insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

**10. Miscellaneous Insurance Provisions:** (County Resolution No. 90675)

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to "claims made" coverage. If the County does consent to "claims made" coverage and if Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then Contractor shall carry prior acts coverage.

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by County, its officers, agents and/or employees, shall be excess only and not contributing with insurance required or provided under this agreement.

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At all times, Contractor shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be issued by companies with a Best's Rating of B+ or higher (B+, B++, A-, A, A+ or A++), or a Best's Financial Performance Rating (FPR) of 6 or higher (6, 7, 8 or 9) according to the current Best's Key Rating Guide, or shall be issued by companies approved by the County Risk Manager. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Contractor shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this Contract.

Failure to provide and maintain the insurance policies (including Best's ratings), endorsements, or certificates of insurance required by this Contract shall constitute a material breach of this agreement (herein "Material Breach"); and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both. (See §13, ¶2, below, as these provisions additionally apply to subcontractors.)

**11. Indemnity:**

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify, defend and hold harmless the County and its officers, officials, employees, agents and volunteers from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Contractor, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

**Personal Services**

**12. Contractor as Independent:**

In providing services herein, Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as agents or employees of County.

**13. Assignment and Subcontracting:**

Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute nor replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor and assignee to comply with the insurance provisions set forth herein at §§6, 7, 8, 9 and 10, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor and assignee shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**14. Licensing and Permits:**

Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**Public Contracts**

**15. Prevailing Wage and Apprentices:**

To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with Section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code §§1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§200 et seq., relating to apprenticeship. Where applicable:

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(i) Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.

(ii) Contractor and all subcontractors must comply with the requirements of Labor Code Section 1771.1(a) pertaining to registration of contractors pursuant to Section 1725.5. Registration and all related requirements of those Sections must be maintained throughout the performance of the Contract.

(iii) Contracts to which these prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Each contractor and subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.

(iv) The County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.

**16. Accessibility (County Resolution No. 00190):**

It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be in compliance with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.

**17. Nondiscriminatory Employment:**

In providing Services hereunder, Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.

**18. Prior Nevada County Employment (County Resolution No. 03-353):**

Effective July 22, 2003, it is the policy of the County of Nevada that former members of the Board of Supervisors, a former CEO, or a former Purchasing Agent, for a period of twelve (12) months following the last day of employment, shall not enter into any relationship wherein that former employee or former Board member receives direct remuneration from a legal entity that, during the last twelve (12) months of said employment or Board member's service, entered into a contract with, or received a grant from the County of Nevada. Provided however, that this prohibition shall not apply to any employee that did not personally approve a contract with or grant to said legal entity during the last twelve (12) months of said employment, and shall not apply when the Board of Supervisors did not approve a contact with or grant to said legal entity during the last twelve (12) months of said Board member's service.

A violation of this policy shall subject Contractor to all of the remedies enumerated in said resolution and as otherwise provided in law, which remedies shall include but not be limited to injunctive relief, cancellation and voiding of this contract by County, a return of grant money, a cause of action for breach of contract, and entitlement to costs and reasonable attorney fees in any action based upon a breach of contract under this provision.

**19. Cost Disclosure:**

In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report

**Default and Termination**

**20. Termination:**

A Material Breach of this Contract pursuant to the terms hereof or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this contract, or both, **without notice**.

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If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) days written notice** to Contractor.

Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

County, upon giving **sixty (60) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if the County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

### Miscellaneous

**21. Books of Record and Audit Provision:**

Contractor shall maintain complete records relating to this Contract for a period of five (5) years from the completion of Services hereunder. Said records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits

Contractor shall permit County to audit said records as well as such related records of any business entity controlled by Contractor. Said audit may be conducted on Contractor's premises or at a location designated by County, upon fifteen (15) days notice. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charged of five percent (5%) or more of the Maximum Contract Price.

**22. Intellectual Property:**

All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

**23. Entire Agreement:**

This Contract represents the entire agreement of the parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by written, fully executed agreement of the parties.

**24. Jurisdiction and Venue:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Nevada County, California.

**25. Compliance with Applicable Laws:**

The Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.

**26. Notices:**

This Contract shall be managed and administered on County's behalf by the department and the person set forth at §26, page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §26 Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

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**27. Authority:**

All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

**IN WITNESS WHEREOF**, the parties have executed this Contract effective on the Beginning Date, above.

**CONTRACTOR:**

**COUNTY OF NEVADA:**

Name: Daniel S. Iacofano  
Title: President/CEO

Honorable Hank Weston  
Chair, Board of Supervisors

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
Julie Patterson Hunter  
Clerk of the Board

## EXHIBIT "A"

### SCHEDULE OF SERVICES

(Provided By Contractor)

- Daniel Iacofano will serve as the overall process lead and facilitator, with Joan Chaplick serving as the Project Manager and day-to-day point of contact.
- The process for identifying and selecting Community Advisory Group (CAG) members will be done through an application process, with MIG organizing the responses for consideration and approval by the Board of Supervisors. We agreed that County staff will serve as technical liaisons and attend the meetings.
- MIG will conduct interviews with community members in advance of the process so that participants of representative interests are aware they can apply to be a member of the CAG. The interviews will also allow MIG to get feedback from some stakeholders who would be suitable candidates for the CAG who may not be willing or able to participate in the CAG process.
- CAG meetings will be held every 3-4 weeks between May and October to meet the timeline needed for Board consideration and ordinance development. We estimate six (6) meetings will be needed to discuss the topics of concern and an additional 2-4 meetings will be needed to develop the draft and final recommendations. The cost estimate is based on eight (8) meetings.
- The first six (6) meetings of the CAG will be open to the public. We assume community interest will be high and extra meeting materials will need to be made available. The remaining 2-4 CAG meetings where the recommendations are discussed will be closed meetings to provide the opportunity for candor and creative problem solving. We expect this will encourage more people to participate in the CAG.
- MIG will participate in up to three (3) sessions with the Board of Supervisors to provide updates on the process.
- Based on the schedule we discussed, the CAG recommendations will be delivered to the Board by the end of 2017.

#### **TASK 1: FORM ADVISORY GROUP AND DEVELOP OPERATIONAL PROCESSES**

##### **Task 1.1 Prepare Materials for CAG Application Process**

MIG will develop an application form that will be used by the County to solicit potential members for the Community Advisory Group (CAG). The County will publicize the opportunity to apply through its established communications channels. MIG will develop criteria for membership and suggested composition which will be based on having a balance of interests, keeping the group to a manageable size and having members who can commit to attending all of the meetings.

**Deliverables:** CAG application form, memorandum presenting the results of the application process

##### **Task 1.2 Conduct Interviews with Community Interest Groups (10-12)**

MIG will conduct interviews with community members representing various interests related to the ordinance. We expect the group will include: public agency staff, growers, area businesses and educators, among others. Potential interview candidates will be identified through conversations with County staff. Interviews will be conducted in-person and scheduled over two consecutive days with the MIG Team either jointly or individually conducting the interviews. MIG will prepare a list of questions to guide the interviews and MIG will summarize the issues and concerns shared during the interviews. The interview findings will be reported in aggregate with no comments attributed to individuals.

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**Deliverables:** List of interview questions, 10-12 interviews over two days, summary memorandum of key issues and concerns

**Task 1.3 Conduct Project Team Meeting to Discuss Application Process and CAG Launch**

MIG will meet with County staff to discuss the CAG formation and launch.

**Deliverables:** Meeting agenda, memorandum describing potential CAG membership and the CAG schedule

**TASK 2: CONDUCT COMMUNITY ADVISORY GROUP (CAG) MEETINGS**

**Task 2.1 Develop Meeting Agendas and Related Materials**

MIG will work with County staff to develop the meeting agendas and related materials. MIG will identify presenters when needed and coordinate with these individuals to achieve meeting objectives. MIG will provide draft and final electronic copies. MIG assumes the County will provide print copies of the materials to be distributed at the CAG meetings.

**Deliverables:** Meeting agendas and materials in electronic format

**Task 2.2 Conduct CAG Meetings (8)**

MIG will provide two (2) senior staff, Daniel Iacofano and Joan Chaplick, to facilitate, graphically record and take meeting notes. The CAG meetings will be 2.5-3 hours long, with MIG arriving at least one hour in advance of the meeting for set-up.

**Deliverables:** Two (2) senior staff for eight (8) meetings of the CAG

**Task 2.3 Document CAG Meeting Results**

MIG will provide photo reductions of the wallgraphics from each meeting along with a brief narrative summary. The summary is not intended to be a transcription of the meeting or summary of the presentations, but instead it is designed to capture key discussion points. MIG will prepare a draft for the CAG and County in advance of each meeting.

**Deliverables:** Meeting summaries

**TASK 3: REPORTS AND RECOMMENDATIONS**

**Task 3.1 Consult on Outreach Activities**

MIG will provide advice to the County on sharing information with the public regarding the CAG process and related meetings. The County will be responsible for preparing and distributing all materials.

**Deliverables:** As needed assistance to County staff within the allotted budget

**Task 3.2 Conduct Periodic Check-Ins with the Board of Supervisors (3)**

MIG will participate in up to three (3) in-person meetings with the Board of Supervisors to provide process updates.

**Deliverables:** One (1) MIG staff person at up to three (3) in-person meetings

**Task 3.3 Prepare CAG Recommendations Report**

MIG will prepare a draft summary report of the CAG recommendations. Members of the CAG will have two (2) meetings to review and discuss the draft document and provide feedback. MIG will respond to the CAG feedback and prepare the final report of the CAG recommendations for submittal to the Board of Supervisors as the final work product for this effort.

**Deliverables:** CAG Recommendations Report - Draft and Final

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**TASK 4: PROJECT MANAGEMENT AND CLIENT COMMUNICATIONS**

**Task 4.1 Maintain Regular Communications with Project Team**

MIG will conduct regular communications with County staff. We expect weekly or bi-weekly telephone calls.

**Deliverables:** Proposed discussion topics and summary of key action items via email

**Task 4.2 Coordinate and Manage the CAG Process**

The MIG Project Manager will regularly monitor schedule, budget, level of effort and other factors needed to keep the project on time and on budget.

**Deliverables:** MIG monthly invoice reports

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**EXHIBIT "B"**

**SCHEDULE OF CHARGES AND PAYMENTS**

(Paid by County)

Payment schedules shall set forth specific milestones which relate to the schedule of services to be provided, as set forth in **Exhibit "A"**, above.

B.1. MIG will submit monthly billing reports detailing the services provided within each monthly period. Monthly billing reports will identify work undertaken by MIG pursuant to the attached MIG budget (Attachment A).

Approved by County Council

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**EXHIBIT "C"**

**SCHEDULE OF CHANGES**

(Amendments and Additions to Contract)

The following sections of the contract are hereby modified as follows:

28. Paragraph 4, Liquidated Damages, is hereby deleted in its entirety.

29. Paragraph 5, Time of the Essence, is hereby modified to read as follows:

**5. Time of the Essence:**

Time is of the essence with respect to Contractor's performance under this Contract. Contractor's delays in meeting the time commitments contemplated herein which are due solely to Contractor's actions or unavailability may result in lack of payment by the County to the Contractor for completed or future work tasks up to the total amount of the contract. Contractor shall not be liable for any delays which are outside of Contractor's control.

To the extent that any delay is a result of matters or circumstances outside the control of Contractor, County will excuse said delay; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

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Approved by County Counsel

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# Attachment A

	MIG, Inc.										Subconsultants		Totals		
	Daniel Iacolino		Jean Chaplick		Beth Martin		MIG TEAM		Graphics/ Communications Support		MIG Labor Total			Subconsultant	Direct Costs
	Hours	\$795	Hours	\$765	Hours	\$95	Hours	\$795	Hours	\$705	Hours	\$795			
<b>Case 1: Form Advisory Group and Develop Operational Processes</b>															
1.1	2	\$590	4	\$740	12	\$1,020	0	\$0	0	\$0	18	\$2,350	0	\$0	\$2,450
1.2	16	\$4,720	16	\$2,960	8	\$680	0	\$0	0	\$0	40	\$8,360	0	\$0	\$8,860
1.3	8	\$2,360	8	\$1,480	12	\$1,020	0	\$0	0	\$0	28	\$4,860	0	\$0	\$4,960
	26	\$7,670	28	\$5,180	32	\$2,720	0	\$0	0	\$0	86	\$15,570	0	\$0	\$16,270
<b>Case 2: Conduct Advisory Group Meetings</b>															
2.1	16	\$4,720	24	\$4,440	48	\$4,080	0	\$0	4	\$420	92	\$13,660	4	\$1,400	\$15,060
2.2	90	\$26,550	90	\$16,650	0	\$0	24	\$4,680	0	\$0	204	\$47,880	4	\$1,400	\$50,080
2.3	1	\$295	8	\$1,480	48	\$4,080	0	\$0	0	\$0	57	\$5,855	0	\$0	\$5,855
	107	\$31,565	122	\$22,570	96	\$8,160	24	\$4,680	4	\$420	353	\$67,395	8	\$2,800	\$70,855
<b>Case 3: Reports and Recommendations</b>															
3.1	2	\$590	4	\$740	2	\$170	0	\$0	8	\$840	16	\$2,340	0	\$0	\$2,440
3.2	24	\$7,080	0	\$0	0	\$0	0	\$0	0	\$0	24	\$7,080	0	\$0	\$7,390
3.3	4	\$1,180	24	\$4,440	40	\$3,400	0	\$0	0	\$0	68	\$9,020	0	\$0	\$9,020
	30	\$8,850	28	\$5,180	42	\$3,570	0	\$0	8	\$840	108	\$18,440	0	\$0	\$18,840
<b>Case 4: Project Management and Client Communications</b>															
4.1	12	\$3,540	16	\$2,960	2	\$170	0	\$0	0	\$0	30	\$6,670	0	\$0	\$6,670
4.2	1	\$295	10	\$1,850	4	\$340	0	\$0	0	\$0	15	\$2,485	0	\$0	\$2,485
	13	\$3,835	26	\$4,810	6	\$510	0	\$0	0	\$0	45	\$9,155	0	\$0	\$9,155
	176	\$51,920	204	\$37,740	176	\$14,960	24	\$4,680	12	\$1,260	592	\$110,560	8	\$2,800	\$115,260

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