

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND ANALYTICAL ENVIRONMENTAL SERVICES (AES)**

This Agreement is entered into this 18<sup>th</sup> day of July, 2019, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Analytical Environmental Services, hereinafter called "Contractor."

\* \* \*

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained for the purpose of providing project management, coordination, and compliance monitoring services related to the Ascension Heights Subdivision in San Mateo County.

**Now, therefore, it is agreed by the parties to this Agreement as follows:**

**1. Exhibits and Attachments**

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A—Services

Exhibit B—Payments and Rates

**2. Services to be performed by Contractor**

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

**3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed One Hundred Forty Thousand Dollars (\$140,000.00). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

**4. Term**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 15, 2019, through December 31, 2021.

**5. Termination**

This Agreement may be terminated by Contractor or by the Community Development Director or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

**6. Contract Materials**

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

**7. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

**8. Hold Harmless**

**a. General Hold Harmless**

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

**b. Intellectual Property Indemnification**

Contractor hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as "IP Rights") except as otherwise noted by this Agreement.

Contractor warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. The documents or reports delivered by Contractor under this Agreement are not intended or represented to be suitable for any use other than the use specified in the Agreement. Contractor shall defend, indemnify, and hold harmless County from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Contractor's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) County notifies Contractor promptly in writing of any notice of any such third-party claim; (b) County cooperates with Contractor, at Contractor's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Contractor retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Contractor shall not have the right to settle any criminal action, suit, or proceeding without County's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on County, impair any right of County, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of County without County's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Contractor's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes County's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Contractor shall, at Contractor's option and expense, either: (i) procure for County the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Contractor will have no obligation or liability to County under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for County (other than modification performed by, or at the direction of, Contractor) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by County in a manner prohibited by this Agreement.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

**9. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

**10. Insurance**

**a. General Requirements**

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

**b. Workers' Compensation and Employer's Liability Insurance**

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

**c. Liability Insurance**

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

- (a) Comprehensive General Liability... \$1,000,000
- (b) Motor Vehicle Liability Insurance... \$1,000,000
- (c) Professional Liability..... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

#### **11. Compliance With Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Further, Contractor certifies that it and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware. Accordingly, Contractor shall not use any non-recyclable plastic disposable food service ware when providing prepared food on property owned or leased by the County and instead shall use biodegradable, compostable, reusable, or recyclable plastic food service ware on property owned or leased by the County.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

#### **12. Non-Discrimination and Other Requirements**

##### **a. General Non-discrimination**

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.



**b. Equal Employment Opportunity**

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

**c. Section 504 of the Rehabilitation Act of 1973**

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

**d. Compliance with County's Equal Benefits Ordinance**

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

**e. Discrimination Against Individuals with Disabilities**

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

**f. History of Discrimination**

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

**g. Reporting; Violation of Non-discrimination Provisions**

Contractor shall report to the County Manager the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of

the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

#### **h. Compliance with Living Wage Ordinance**

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

#### **13. Compliance with County Employee Jury Service Ordinance**

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply if this Agreement's total value listed in the Section titled "Payments", is less than one-hundred thousand dollars (\$100,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or exceeds that threshold amount.

#### **14. Retention of Records; Right to Monitor and Audit**

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

**15. Merger Clause; Amendments**

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

**16. Controlling Law; Venue**

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

**17. Notices**

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: James Castañeda, Planner III  
Organization: Planning and Building Department  
  
Address: 455 County Center, 2<sup>nd</sup> floor, Redwood City, CA 94062  
Telephone: 650-363-1853  
Facsimile: 650-363-4849  
Email: [jcastaneda@smcgov.org](mailto:jcastaneda@smcgov.org)



In the case of Contractor, to:

Name/Title: Trenton Wilson, Senior Project Manager  
Company: Environmental Services AES  
  
Address: 1801 7th Street, Suite 100, Sacramento, CA 95811  
Telephone: 916.447.3479  
Facsimile: 650-440-4165  
Email: [twilson@analyticalcorp.com](mailto:twilson@analyticalcorp.com)

**18. Electronic Signature**

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.


**19. Payment of Permits/Licenses**

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

\* \* \*

**THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO WORK WILL COMMENCE UNTIL THIS DOCUMENT HAS BEEN SIGNED BY THE COUNTY PURCHASING AGENT OR AUTHORIZED DESIGNEE.**

**For Contractor:**

  
Contractor Signature

7/19/19  
Date

AES  
Contractor Name (please print)

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**For County:**

\_\_\_\_\_  
Purchasing Agent Signature  
(Department Head or  
**Authorized** Designee)  
County of San Mateo

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing Agent Name (please print)  
(Department Head or **Authorized** Designee)  
County of San Mateo

\_\_\_\_\_  
Purchasing Agent or **Authorized** Designee  
Job Title (please print)  
County of San Mateo

## **Exhibit A**

In consideration of the payments set forth in Exhibit B, AES (Contractor) shall provide the oversight and ensure compliance with the Mitigation Monitoring and Reporting Program (MMRP) and Project Conditions of Approval in conjunction with the certified Final Environmental Impact Report (FEIR) for the "Ascension Heights" Major Subdivision, and Grading Permit, for the construction of eleven (21) houses on a 13.32-acre parcel in the San Mateo Highlands area of unincorporated San Mateo County. Specifically, the Contractor shall be responsible for ensuring the implementation of the provisions of the MMRP and Project Conditions of Approval (Provisions) as assigned in Exhibit C. This Agreement pertains to the completion of tentative map conditions prior to recordation of a final map, grading and tree removal, installation of utilities, construction of the undeveloped sites located on shown on Attachment D.

Contractor will provide the following services:

### **TASK 1: PROJECT MANAGEMENT AND COORDINATION**

AES will assign Trenton Wilson to serve as the primary point of contact for the County and as Project Manager for this effort. Mr. Wilson will coordinate directly with the County, the public, the applicant, and contractor staff, as required to track the Provisions assigned to Contractor in accordance with Exhibit C to ensure the project is running smoothly and efficiently. Prior to the start of construction, Contractor will coordinate with the County and Project Manager to arrange a kick-off meeting with the project team to review current project design and the project schedule, discuss the MMRP, project Conditions of Approval, the protocol for public inquiries, escalation procedures for a non-compliance, and other relevant information. During the preconstruction and construction phases of the project, Contractor through the Project Manager will disseminate to project team members pertinent details from team communications and site visits so that all team members are aware of compliance status and progress in accordance with the implementation of the Provisions in accordance with Exhibit C. This coordination will ensure the project remains compliant and on schedule, compliance concerns that require attention are promptly communicated, and efficient and practical solutions can be developed for avoiding and/or mitigating impacts to environmental resources.

### **TASK 2: COMPLIANCE MONITORING**

#### **SUBTASK 2.1: PRE-CONSTRUCTION COMPLIANCE WITH MMRP AND CONDITIONS OF APPROVAL**

Prior to the start of construction, Mr. Wilson will coordinate for the appropriate AES experts to review plans and reports prepared by Applicant's contractor(s) and subcontractors to ensure that the success criteria, performance standards, and mitigation monitoring satisfy MMRP requirements assigned in accordance with Exhibit C. Such plans and reports may include but are not limited to biological survey reports, the project Tree Protection Plan, Erosion Control Plan, Lighting Plan, and SWPPP. AES will also inspect the project site to ensure the erosion control and tree protection measures are in place and conform to the requirements of the plans, and document the inspection with a brief report to the County.

#### **SUBTASK 2.2: CONSTRUCTION COMPLIANCE WITH MMRP AND CONDITIONS OF APPROVAL**

Prior to construction, AES will assign biologists, including AES senior Biologist Nicholas Bonzey, as Environmental Inspectors (EIs) for the project. During the construction phases of the project, the EIs, will conduct weekly site visits of the construction disturbance area (including grading activity areas). During each weekly site visit, the EI will meet with the project superintendent/foreman and discuss project schedule, planned activities, and any compliance concerns. The EI will walk the site and ensure that the project complies with project environmental requirements, such as adequate installation and management of stormwater best

management practices (BMPs), implementation of appropriate noise reduction and air quality standards, and compliance with biological requirements as dictated by the Provisions assigned to AES of the MMRP and Project Conditions of Approval within Exhibit C.

### **SUBTASK 2.3: COMPLIANCE TRACKING AND REPORTING**

AES will develop a Compliance Matrix, which will serve as a global environmental checklist for the project. The matrix will be used as the key tool to track compliance with mitigation measures, conditions of approval, and submittals for the project. The compliance reporting within the matrix will allow project team members to identify compliance issues, alert project construction and environmental teams of potential issues before they become problematic, and take necessary actions to quickly correct any issues. Although AES does not anticipate any incidences of non-compliance on the project, AES will notify the County of any potential violations of non-compliance events within 24 hours of the issue identification and provide recommended corrective actions. These compliance issues will be tracked in the Compliance Matrix and, once the issue is resolved, AES will document the resolution in a non-compliance resolution report (in memorandum format) within 3 days of the issue resolution.

Using the Compliance Matrix, AES will also prepare a monthly progress report and submit the report to the County at the end of the first week of every month. The progress report will include a brief summary of project compliance updates, and a detailed compliance record, in tabular format, that shows what compliance tasks have been initiated, are in progress, and are completed, as well as the contractor's record of compliance to date.

At the end of the project, the detailed compliance record will be helpful during the lessons learned process to show which measures were successfully implemented with no issues, and which measures could use further refinement in future County planning documents to better protect resources, facilitate construction, and help avoid repetition of certain compliance issues. By tracking compliance with the Compliance Matrix on a monthly basis throughout the construction process, AES will have all the information we would need for the final compliance report in one tabular format, which AES can easily transition into a final MMRP compliance report. This scope assumes one draft and one final MMRP compliance report will be submitted to the County for review and approval.

### **TASK 3: INQUIRIES AND COMPLAINT TRACKING**

AES will assist the County by working closely with the public and the contractor to address and resolve all public questions and complaints during the construction process. AES Project Manager Mr. Wilson will be the point of contact and will communicate with the applicant and contractors each week to determine if any public inquiries or complaints were logged, discuss with the team how to address such questions/complaints, and provide the County with a written status report describing the nature of the complaint, date received, date of reply, date resolved, and a description of the resolution. AES will create a tracking tool in Microsoft Excel that will be the repository for all public inquiries and complaints logged on the project. This Public Information Log, along with the Compliance Matrix, will be submitted to the County on a monthly basis, or in a mutually agreed upon timeframe.

### **Exhibit B**

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule, terms, and assumptions below:

County will pay Contractor within thirty (30) calendar days of receipt of a monthly invoice from Contractor itemizing the work completed. Contractor shall submit an invoice indicating the work performed during that billing period. In the event that County staff determines that the invoice is inadequate or fails to provide enough information for County staff to assess Contractor's compliance with the terms and timing of services under this Agreement, the County will return the invoice to Contractor with an explanation and request for missing information.

In no case shall the total amount payable under this Agreement for the work indicated in Exhibit A exceed \$140,000 without prior written consent of the County in the form of an amendment to the Agreement.

Per Task Estimated Cost with Rates:

Team Member	Role	Billing Rate (per hour)	Task 1	Task 2	Task 3	Total All Tasks
David Zweig	Director, P.E.	\$295	8	8		\$4,720.00
Trenton Wilson	Project Manager	\$220	40	120	120	\$61,600.00
Sean Anayah	Deputy Project Manager	\$185		40	40	\$14,800.00
Pete Bontadelli	Director of Biological Services	\$230		10		\$2,300.00
Nicholas Bonzey	Senior Biologist	\$215		40		\$8,600.00
Cedric Villasenor or Contract Biologist	Biologist	\$185		200		\$37,000.00
<b>Total Labor</b>			48	418	160	\$129,020.00
<b>Direct Costs:</b>						
<b>Mileage</b>						\$2,482.00
<b>Meals</b>						\$500.00
<b>Lodging</b>						\$4,000.00
<b>Materials</b>						\$2,500.00
<b>Total Cost Estimate</b>						\$138,052.00
<b>Contingency</b>						\$1,948.00
<b>Total Budget</b>						\$140,000.00



**Assumptions:**

1. Assumes 14 cumulative weeks for grading, utilities, and home construction;
2. Assumes 14 nights of lodging;
3. Assumes 14 meals (meals only expensed when Contractor required to be on-site more than 8 hours);
4. County reimbursement for lodging and meals is limited to the Continental United States (CONUS) current rate for the San Mateo/Foster City/Belmont area, as found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). County reimbursement for mileage is limited to the allowable mileage reimbursement rate set by the Internal Revenue Services.
5. Assumes Contractor will not be required to conduct additional site visits due to failure of the applicant to adequately implement any provisions outlined in Exhibit C; and
6. Lodging and Mileage assumption assumes Contract Biologist will conduct approximately 60% of the site visits associated with Task 2.

## **Exhibit C**

**Subject:** Ascension Subdivision conditions of approval to be monitored for compliance by AES

The following conditions of approval and mitigation measures to be monitored for compliance by AES are taken from the Board of Supervisors February 16, 2016 Decision Letter. For clarity and ease of cross-reference, the original numbering of each condition in the decision letter is retained. Some conditions or mitigation measures are partial, including only those portions that are the responsibility of AES. Also, some have been slightly modified from the decision letter for clarity.

**8. The applicant shall comply with all mitigation measures listed below (which are derived from the Environmental Impact Report:**

- 8.a. **Mitigation Measure 4.1-1a:** ...Prior to final approval of the Final Map, a site inspection shall be required by the County Planning Department to verify that all approved landscaping has been implemented or bonds posted for performance; a maintenance bond shall be required. All perimeter landscaping shall serve to screen and/or enhance views of the project site from surrounding roadways and neighborhoods (see also Condition Nos. 8.b. and 8.k.)....
- 8.c. **Mitigation Measure 4.2-1a:** The applicant shall ensure through the enforcement of contractual obligations to be contained within the Subdivision Improvement Agreement (Condition No. 22) that construction contractors implement a fugitive dust abatement program during construction, which shall include the following elements consistent with the Basic Construction Mitigation Measures recommended by the Bay Area Air Quality Management District (BAAQMD):
- Cover all trucks hauling soil, sand, and other loose materials.
  - Cover all exposed stockpiles.
  - Water all exposed roadway and construction areas two times a day.
  - Sweep paved streets three times daily (with water sweepers) if visible soil material is carried onto adjacent streets.
  - Limit traffic speeds on unpaved roads to 15 miles per hour (mph).
  - After grading is complete, construction of paved surfaces (e.g., roadways, driveways, sidewalks, building pads) should be completed as soon as possible unless protected by seeding, soil binders, or other similar measures.
  - Limit idling time to a maximum of five minutes and turn off equipment when not in use; clear signage indicating this shall be displayed at the project site access point.

- All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications and shall be checked by a certified visible emissions evaluator.
- Suspend excavation and grading activity when winds (instantaneous gusts) exceed 25 mph.
- Any burning of cleared vegetation shall be conducted according to the rules and regulations of the BAAQMD's Regulation 5 (BAAQMD, 2008). Prior notification to BAAQMD shall be made by submitting an Open Burning Prior Notification Form to BAAQMD's office in San Francisco.
- A publicly visible sign shall be posted with the telephone number and person to contact at the County regarding dust complaints. A response and corrective action shall occur within 48 hours. The BAAQMD's phone number shall also be visible to ensure compliance with applicable regulations.

8.d. **Mitigation Measure 4.2-1b:** The applicant shall ensure through contractual obligations (to be contained within the Subdivision Improvement Agreement with the Department of Public Works per Condition No. 2422) with construction contractors that the following Best Management Practices (BMPs) shall be implemented during all stages of construction:

- All heavy-duty construction equipment shall be equipped with diesel particulate matter filters.
- Only low Reactive Organic Gas (ROG) coatings shall be utilized.
- The applicant shall use only Tier 2 or better heavy-duty construction equipment...

8.f. **Mitigation Measure 4.3-3a:** Prior to issuance of a grading permit "hard card," a qualified biologist shall conduct a minimum of two protocol level pre-construction surveys for listed bird species during the recommended survey periods for the nesting season that coincides with the commencement of construction activities:

- Northern harrier: Present year-round, breeds March through August;
- Burrowing owl: Present year-round, breeds primarily March through August, but can be February through December; and
- White-tailed kite: Present year-round, breeding occurs in autumn. Nesting season begins in February and ends in August.

These surveys will occur in accordance with the United States Fish and Wildlife Service (USFWS) Division of Migratory Bird Management Guidelines for Raptor Conservation in the United States (2008). The qualified biologist shall conduct surveys within 14 days of commencement of construction activities for northern harrier, burrowing owl, and white-

tailed kite in the project site and within 0.25 miles of construction activities where legally permitted. The biologist will use binoculars to visually determine whether nests occur beyond the 0.25-mile survey area if access is denied on adjacent properties. If no active nests are identified on or within 0.25 miles of construction activities within the recommended survey periods, a report summarizing the survey results shall be submitted to the County and the California Department of Fish and Wildlife (CDFW) within 30 days following the survey, and no further mitigation for nesting habitat is required. Evidence, in the form of a letter documenting the results of the survey, shall be submitted to the Current Planning Section prior to the issuance of grading permit "hard card."

- 8.g. **Mitigation Measure 4.3-3b:** If active listed bird nests are found within 0.25 miles of construction activities, the biologist shall contact the Current Planning Section and CDFW within one day following the pre-construction survey to report the findings. For purposes of this mitigation requirement, construction activities are defined to include heavy equipment operation associated with construction (use of cranes or draglines, new rock crushing activities) or other project-related activities that could cause nest abandonment or forced fledging within 0.25 miles of a nest site during the identified nesting period. Should an active nest be present within 0.25 miles of construction areas, then CDFW shall be consulted to establish an appropriate noise buffer, develop take avoidance measures, and implement a monitoring and reporting program prior to any construction activities occurring within 0.25 miles of the nest/burrow. The monitoring program would require that a qualified biologist shall monitor all activities that occur within the established buffer zone to ensure that disruption of the nest/burrow or forced fledging does not occur. Should the biologist determine that the construction activities are disturbing the nest/burrow, the biologist shall halt construction activities until CDFW is consulted. The construction activities shall not commence until the CDFW determines that construction activities would not result in abandonment of the nest/burrow site. If the CDFW determines that take may occur, the applicant would be required to obtain a California Endangered Species Act (CESA) take permit. Should the biologist determine that the nest/burrow has not been disturbed during construction activities within the buffer zone, then a report summarizing the survey results will be submitted to the Current Planning Section and CDFW and no further mitigation for nesting habitat is required.
- 8.h. **Mitigation Measure 4.3-4a:** A qualified biologist shall conduct a pre-construction bird survey for nesting within 14 days prior to commencement of construction activities and prior to the issuance of a grading permit "hard card" if anticipated to commence during the appropriate nesting season (between February 1 and August 31). The qualified biologist shall document and submit the results of the pre-construction survey in a letter to CDFW and the County within 30 days following the survey. The letter shall include: a description of the methodology including dates of field visits, the names of survey personnel, a list of references cited and persons contacted, and a map showing the location(s) of any bird nests observed on the project site. If no active nests are identified during the pre-construction survey, then no further mitigation is required. Evidence, in the form of a report documenting the results of the survey, shall be submitted to the Current Planning Section prior to the issuance of any grading or building permits within the project site.

- 8.i. **Mitigation Measure 4.3-4b:** If any active nests are identified during the pre-construction survey within the project site, a buffer zone will be established around the nests. A qualified biologist will monitor nests weekly during construction to evaluate potential nesting disturbance by construction activities. The biologist will delimit the buffer zone with construction tape or pin flags within 250 feet of the active nest and maintain the buffer zone until the end of the breeding season or until the young have fledged. Guidance from CDFW will be requested if establishing a 250-foot buffer zone is impractical. Guidance from CDFW will be requested if the nestlings within the active nest appear disturbed.
- 8.j. **Mitigation Measure 4.3-4c:** Trees anticipated for removal should be removed outside of the nesting season (February 1 and August 31). If trees are anticipated to be removed during the nesting season, a pre-construction survey shall be conducted by a qualified biologist prior to the issuance of a grading permit "hard card." If the survey shows that there is no evidence of active nests, then the tree shall be removed within ten days following the survey. If active nests are located within trees identified for removal, a 250-foot buffer shall be installed around the tree. Guidance from CDFW will be requested if the 250-foot buffer is infeasible.
- 8.l. **Mitigation Measure 4.4-1a:** Oversee Implementation of Best Management Practices (BMPs required in Condition No. 8.u-s. (Mitigation Measure 4.6-1 from Section 4.6; Hydrology and Water Quality) described in the Stormwater Pollution Prevention Plans (SWPPP) (as specified in Condition No. 9), prepared for construction activities in accordance with the State's Clean Water Act National Pollutant Discharge Elimination System (NPDES) general permit for construction activities. Implementation of these BMPs would ensure that temporary and short-term construction-related erosion impacts under the proposed project would be reduced to a less-than-significant level.
- 8.s. **Mitigation Measure 4.6-1:** The applicant shall comply with the State Water Resources Control Board (SWRCB) National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges of Stormwater Runoff Associated with Construction Activity (General Permit). The SWRCB requires that all construction sites have adequate control measures to reduce the discharge of sediment and other pollutants to streams to ensure compliance with Section 303 of the Clean Water Act. To comply with the NPDES Permit, the applicant will file a Notice of Intent with the SWRCB and prepare a SWPPP prior to construction, which includes a detailed, site-specific listing of the potential sources of stormwater pollution; pollution prevention measures (erosion and sediment control measures and measures to control non-stormwater discharges and hazardous spills) to include a description of the type and location of erosion and sediment control BMPs to be implemented at the project site; and a BMPs monitoring and maintenance schedule to determine the amount of pollutants leaving the proposed project site. A copy of the SWPPP must be current and remain on the project site. Control measures are



required prior to and throughout the rainy season. Water quality BMPs identified in the SWPPP shall include, but are not limited to, the following:

- Temporary erosion control measures (such as silt fences, staked straw bales, and temporary revegetation) shall be employed for disturbed areas. No disturbed surfaces will be left without erosion control measures in place during the winter and spring months.
- Sediment shall be retained on-site by detention basins, on-site sediment traps, or other appropriate measures.
- A spill prevention and countermeasure plan shall be developed which would identify proper storage, collection, and disposal measures for potential pollutants (such as fuel, fertilizers, pesticides, etc.) used on-site. The plan shall also require the proper storage, handling, use, and disposal of petroleum products.
- Construction activities shall be scheduled to minimize land disturbance during peak runoff periods and to the immediate area required for construction. Soil conservation practices shall be completed during the fall or late winter to reduce erosion during spring runoff. Existing vegetation will be retained where possible. To the extent feasible, grading activities shall be limited to the immediate area required for construction.
- Surface water runoff shall be controlled by directing flowing water away from critical areas and by reducing runoff velocity. Diversion structures such as terraces, dikes, and ditches shall collect and direct runoff water around vulnerable areas to prepared drainage outlets. Surface roughening, berms, check dams, hay bales, or similar devices shall be used to reduce runoff velocity and erosion.
- Sediment shall be contained when conditions are too extreme for treatment by surface protection. Temporary sediment traps, filter fabric fences, inlet protectors, vegetative filters and buffers, or settling basins shall be used to detain runoff water long enough for sediment particles to settle out.
- Construction materials, including topsoil and chemicals, shall be stored, covered, and isolated to prevent runoff losses and contamination of groundwater.
- Topsoil removed during construction shall be carefully stored and treated as an important resource. Berms shall be placed around topsoil stockpiles to prevent runoff during storm events.
- Establish fuel and vehicle maintenance areas away from all drainage courses and design these areas to control runoff.
- Disturbed areas shall be revegetated after completion of construction activities.
- All necessary permits and approvals shall be obtained.
- Provide sanitary facilities for construction workers.

- 8.y. **Mitigation Measure 4.7-1:** The project applicant shall ensure through the enforcement of contractual obligations to be contained within the Subdivision Improvement Agreement (Condition No. 22) that all contractors transport, store, and handle construction-required hazardous materials in a manner consistent with relevant regulations and guidelines, including those recommended and enforced by the San Mateo County Planning and Building Department, Office of Environmental Health Services Division, and Office of Emergency Services. Recommendations may include, but are not limited to, transporting and storing materials in appropriate and approved containers, maintaining required clearances, and handling materials using approved protocols.
- 8.z. **Mitigation Measure 4.7-2:** The applicant shall be required through contractual obligations to be contained within the Subdivision Improvement Agreement (Condition No. 22) that the construction contractor(s) mark(s) the areas planned to be disturbed in white paint and notify Underground Service Alert (USA) one week prior to the beginning of excavation activities. This will be completed so that the entire construction area is properly surveyed in order to minimize the risk of exposing or damaging underground utilities. USA provides a free "Dig Alert" service to all excavators (contractors, homeowners and others), in northern California, and will automatically notify all USA Members (utility service providers) who may have underground facilities at their work site. In response, the USA Members will mark or stake the horizontal path of their underground facilities, provide information about, or give clearance to dig. This service protects excavators from personal injury and underground facilities from being damaged. The utility companies will be responsible for the timely removal or protection of any existing utility facilities located within construction areas.
- 8.a.a. **Mitigation Measure 4.7-3a:** The applicant shall ensure through the enforcement of contractual obligations to be contained within the Subdivision Improvement Agreement (Condition No. ~~24~~ 22) that the following measures are implemented by contractors during project construction:
- Staging areas, welding areas, or areas slated for development using spark-producing equipment shall be cleared of dried vegetation or other materials that could serve as fire fuel. To the extent feasible, the contractor shall keep these areas clear of combustible materials in order to maintain a firebreak.
  - Any construction equipment that normally includes a spark arrester shall be equipped with an arrester in good working order. This includes, but is not limited to, vehicles, heavy equipment, and chainsaws.

8.a.c. **Mitigation Measure 4.8-1:** The project applicant shall ensure through contractual agreements to be contained within the Subdivision Improvement Agreement (Condition No. 22) that the following measures are implemented during construction:

- Construction activities shall be limited to occur between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday, and 9:00 a.m. and 5:00 p.m. on Saturdays. Construction activities shall not occur on Sundays, Thanksgiving, or Christmas. The intent of this measure is to prevent construction activities during the more sensitive time period and minimize the potential for effects.
- Stationary equipment and staging areas shall be located as far as practical from noise-sensitive receptors.
- All construction vehicles or equipment, fixed or mobile, shall be equipped with properly operating and maintained mufflers and acoustical shields or shrouds, in accordance with manufacturers' recommendations.
- Construction activities shall conform to the following standards: (a) there shall be no start-up of machines or equipment, no delivery of materials or equipment, no cleaning of machines or equipment and no servicing of equipment except during the permitted hours of construction; (b) radios played at high volume, loud talking and other forms of communication constituting a nuisance shall not be permitted.
- The general contractors for all construction activities shall provide a contact number for citizen complaints and a methodology for dealing with such complaints such as designating a noise disturbance coordinator. This noise disturbance coordinator shall receive all public complaints about construction-related noise and vibration, shall be responsible for determining the cause of the complaint, and shall implement any feasible measures to be taken to alleviate the problem. All complaints and resolution of complaints shall be reported to the County weekly.

8.a.j. **Mitigation Measure 4.11-4:** In collaboration with County Planning staff, ensure that within the corner sight triangles at the new street intersection, there shall be no walls, fencing, or signs that would obstruct visibility. Trees shall be planted so as to not create a "wall" effect when viewed at a shallow angle. The type of shrubbery planted within the triangles shall be such that it will grow no higher than 3 feet above the adjacent roadway surface. Trees planted within the sight triangle areas shall be large enough that the lowest limbs are at least 7 feet above the surface of the adjacent roadway. Street parking shall be prohibited within the bounds of the sight triangle, as well as within the fire hammerhead turnarounds.

12. Prior to the issuance of the grading permit "hard card," the property owner(s) shall schedule an erosion control inspection by the Current Planning Section staff to demonstrate that the approved erosion control plan has been implemented. The property owner(s) is responsible for ensuring that all contractors minimize the transport and discharge of pollutants from the project site into local drainage systems and water bodies by adhering to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) "General Construction and Site Supervision Guidelines," including:
- a. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30. Stabilizing shall include both proactive measures, such as the placement of fiber rolls or coir netting, and passive measures, such as minimizing vegetation removal and revegetating disturbed areas with vegetation that is compatible with the surrounding environment.
  - b. Storing, handling, and disposing of construction materials and wastes properly, so as to prevent their contact with stormwater.
  - c. Controlling and preventing the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
  - d. Using sediment controls or filtration to remove sediment when dewatering the site and obtaining all necessary permits.
  - e. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
  - f. Delineating with field markers clearing limits, setbacks, and drainage courses. Prior to issuance of a grading permit "hard card" for either property, the property owner(s) shall install accurate and visible markers (at a minimum height of 4 feet), to the satisfaction of the County Department of Parks, delineating all sides of the shared property line between the subject parcels and County property.
  - g. Protecting adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
  - h. Performing clearing and earth-moving activities only during dry weather.
  - i. Limiting construction access routes and stabilizing designated access points.
  - j. Avoid tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
  - k. Training and providing instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and construction Best Management Practices.

- Template Version November 16, 2016



19. The property owner(s) and contractors must be prepared to carry out the requirements of California State law with regard to the discovery of human remains during construction, whether historic or prehistoric. In the event that any human remains are encountered during site disturbance, all ground-disturbing work shall cease immediately and the County coroner shall be notified immediately. If the coroner determines the remains to be Native American, the Native American Heritage Commission shall be contacted within 24 hours. A qualified archaeologist, in consultation with the Native American Heritage Commission, shall recommend subsequent measures for disposition of the remains which the property owner(s) shall comply with.
20. The property owner(s) shall comply with the County's Noise Ordinance limiting construction and grading activities during the hours between 7:00 a.m. and 6:00 p.m. on weekdays and 9:00 a.m. and 5:00 p.m. on Saturdays, and prohibiting construction on Sundays, Thanksgiving and Christmas.