

FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
MEMORANDUM
6/06/2022

TO: FRAQMD BOARD OF DIRECTORS
FROM: Christopher D. Brown, AICP, APCO
SUBJECT: Approve \$12,000 Contract for Database Maintenance with Advanced Database Designs

RECOMMENDATION:

Approve the Contract and related budget amendment for database maintenance services with Advanced Database Designs (ADD).

BACKGROUND:

Until this fiscal year the District had a \$12,000 (charged as needed at hourly rate) contract with ADD to support our legacy database systems. In the past several years as we move to retiring the legacy system the District has not needed this contract so for FY 2021/2022 it was decided not to renew this contract. However, in the process of working on the upgraded system some errors were found in data in the old system which needs to be corrected using bulk methods available to ADD. These data errors, of which go back more than 20 years, are preventing further work on the database upgrades.

APCO has entered into a contract for \$6,000 to get the work started, however a budget amendment and board approval is required for a contract of the full needed amount (\$12,000). This should be completed by the end of the fiscal year or very shortly thereafter.

FISCAL IMPACT:

The contract was not included in the FY 2021/2022 budget, so a budget adjustment is required. Funds are available in the District's reserves to cover the expense.

LIST OF ATTACHMENTS

Attachment 1: Contract Amendment for full \$12,000 project
Attachment 2: Initial contract for \$6,000 approved by the APCO (to be superseded by attachment 1)

CONTRACTED SERVICES AGREEMENT

Administering Agency: Feather River Air Quality Management District

Contract No. 2022-01

Contract Description: PROFESSIONAL SERVICES CONTRACT TO PROVIDE MAINTENANCE FOR EXISTING DISTRICT DATABASES FOR THE AIR POLLUTION CONTROL DISTRICT.

THIS AGREEMENT is made at Yuba City, California, by and between the Feather River Air Quality Management District, ("District"), and Advanced Database Designs, LLC ("Consultant"), who agree as follows:

1. **Services.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide the services described in **Exhibit A**.
2. **Payment.** District shall pay Consultant for services rendered pursuant to this Agreement at the time and in the amount set forth in **Exhibit B**. The payment specified in **Exhibit B** shall be the only payment made to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all billings for said services to District in the manner specified therein, or, if no manner is specified, then according to the usual and customary procedures which Consultant uses for billing clients similar to District. **The amount of the contract shall not exceed Twelve thousand (\$12,000).**
3. **Expiration** This contract expires on June 30, 2023 or at the completion of 80 hours consulting services. No services performed after either occurrence are eligible for reimbursement.
4. **Facilities, Equipment and Other Materials, and Obligations of District.** Unless otherwise specified, Consultant shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement.
5. **Exhibits.** All exhibits referred to herein will be attached hereto and by this reference incorporated herein.
6. **Time for Performance.** Time is of the essence. Failure of Consultant to perform any services within the time limits set forth in Exhibit A shall constitute material breach of this contract.
7. **Independent Consultant.** At all times during the term of this Agreement, Consultant shall be an independent Consultant and shall not be an employee of the District. District shall have the right to control Consultant only insofar as the results of Consultant's services

rendered pursuant to this Agreement. District shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement.

8. **Licenses, Permits, Etc.** Consultant represents and warrants to District that it has all licenses, permits, qualifications, and approvals of whatsoever nature, which are legally required for Consultant to practice its profession. Consultant represents and warrants to District that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for Consultant to practice its profession at the time the services are performed.
9. **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of Consultant's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.
10. **Hold Harmless And Indemnification Agreement.** At all times during the performance of this agreement, Consultant agrees to protect, defend, and indemnify District in accordance with the provisions contained in **Exhibit C**.
11. **Insurance.** Consultant shall file with District concurrently herewith a Certificate of Insurance, in companies acceptable to District, for the coverage shown in Exhibit C. All costs of complying with these insurance requirements shall be included in Consultant's fee(s). These costs shall not be considered a "reimbursable" expense under any circumstances.
12. **Consultant Not Agent.** Except as District may specify in writing Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied pursuant to this Agreement to Bind District to any obligation whatsoever.
13. **Assignment Prohibited.** Consultant may assign its rights and obligations under this Agreement only upon the prior written approval of District, said approval to be in the sole discretion of District.
14. **Personnel.**
 - A. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that District, in its sole discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by Consultant to perform services pursuant to this Agreement, including those members of the Project Team as explained below, Consultant shall remove any such person immediately upon receiving notice from District of the desire of District for removal of such person or persons.
 - B. Notwithstanding the foregoing, if specific persons are designated as the "Project Team" in Exhibit A, Consultant agrees to perform the work under this agreement with those individuals identified. Reassignment or substitution of individuals or

subcontractors named in the Project Team by Consultant without the prior written consent of District shall be grounds for cancellation of the agreement by District, and payment shall be made pursuant to Section 16 (Termination) of this Agreement only for that work performed by Project Team members.

15. **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. All products of whatsoever nature which Consultant delivers to District pursuant to this Agreement shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Consultant's profession.

16. **Termination.**

A. District shall have the right to terminate this Agreement at any time by giving notice in writing of such termination to Consultant. In the event District shall give notice of termination, Consultant shall immediately cease rendering service upon receipt of such written notice, pursuant to this Agreement. In the event District shall terminate this Agreement:

1) Consultant shall deliver copies of all writings prepared by it pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photocopies, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.

2) District shall have full ownership and control of all such writings delivered by Consultant pursuant to this Agreement.

3) District shall pay Consultant the reasonable value of services rendered by Consultant to the date of termination pursuant to this Agreement not to exceed the amount documented by Consultant and approved by District as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the agreement specified in Exhibit B, and further provided, however, District shall not in any manner be liable for lost profits which might have been made by Consultant had Consultant completed the services required by this Agreement. In this regard, Consultant shall furnish to District such financial information as in the judgment of the District is necessary to determine the reasonable value of the services rendered by Consultant. The foregoing is cumulative and does not affect any right or remedy, which District may have in law or equity.

B. Consultant may terminate its services under this Agreement upon thirty (30) working days advance written notice to the District.

17. **Non-Discrimination.** Consultant shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
18. **Records.** Consultant shall maintain, at all times, complete detailed records with regard to work performed under this agreement in a form acceptable to District, and District shall have the right to inspect such records at any reasonable time. Notwithstanding any other terms of this agreement, no payments shall be made to Consultant until District is satisfied that work of such value has been rendered pursuant to this agreement. However, District shall not unreasonably withhold payment and, if a dispute exists, the withheld payment shall be proportional only to the item in dispute.
19. **Ownership of Information.** All professional and technical information developed under this Agreement and all work sheets, reports, and related data shall become the property of District, and Consultant agrees to deliver reproducible copies of such documents to District on completion of the services hereunder. The District agrees to indemnify and hold Consultant harmless from any claim arising out of reuse of the information for other than this project.
20. **Waiver.** One or more waivers by one party of any major or minor breach or default of any provision, term, condition, or covenant of this Agreement shall not operate as a waiver of any subsequent breach or default by the other party.
21. **Conflict of Interest.** Consultant certifies that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or aid in the procuring of this agreement. In addition, Consultant agrees that no such person will be employed in the performance of this agreement without immediately notifying the District.
22. **Entirety of Agreement.** This Agreement contains the entire agreement of District and Consultant with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.
23. **Alteration.** No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 16, Termination.
24. **Governing Law.** This Agreement is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. Any legal proceedings on this agreement shall be brought under the jurisdiction of the Superior Court of the District of Sutter, State of California, and Consultant hereby expressly waives those provisions in California Code of Civil Procedure §394 that may have allowed it to transfer venue to another jurisdiction.

25. **Notification.** Any notice or demand desired or required to be given hereunder including requests for payment, shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

26. **District:**

Christopher D. Brown AICP
Feather River AQMD
541 Washington Avenue
Yuba City, CA 95991

Consultant:

Advanced Database Designs, LLC
Attn: Steve Sweeney, CEO
2928 Sombrero Circle
San Ramon, CA 94583

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

This agreement is effective on the date signed by both parties.

FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT

By: _____ Date: _____
Christopher D. Brown AICP
Feather River Air Quality Management District

CONSULTANT

By: _____ Date: _____
Steve Sweeney, CEO
Advanced Database Designs, LLC

Exhibits

- A. Scope of Work
- B. Payment for Services Rendered
- C. Hold Harmless Agreement and Insurance Requirements

EXHIBIT A

SCOPE OF WORK

- 1. Maintain existing District Databases:** Upon request of FRAQMD's Air Pollution Control Officer ("APCO"), Contractor shall provide remote and on-premises technical support for the District's computer databases. This is to include repair, maintenance, recommendations for reliability improvements and development of any requested custom reports and backups.
- 2. Respond to Information Requests:** At the request of District's APCO, Contractor shall research and provide information on any database issues specified by the District's APCO, which may be outside the tasks performed by Contractor under paragraph 1 of this exhibit.

EXHIBIT B

COST PROPOSAL

1. District shall pay for the services rendered by Contractor in accordance with this Agreement at an hourly rate of \$150.00, which shall constitute payment in full for all services provided and expenses incurred.
2. Contractor shall provide a detailed invoice to the District at the conclusion of each project he performs under this Agreement. District shall pay Contractor within thirty (30) days of receipt of an invoice; provided, however, that District retains the right to require proof of services performed prior to making payment, and does not waive the right to dispute invoices submitted by Contractor.

EXHIBIT C

HOLD HARMLESS AGREEMENT AND INSURANCE REQUIREMENTS

The Consultant hereby agrees to protect, defend, indemnify, and hold District free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by District arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of District) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the contract or agreement. Consultant agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Consultant. Consultant also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against Consultant or District or to enlarge in any way the Consultant's liability but is intended solely to provide for indemnification of District from liability for damages or injuries to third persons or property arising from Consultant's performance pursuant to this contract or agreement.

As used above, the term District means District or its officers, agents, employees, and volunteers.

1. Insurance Requirements

Consultant shall file with the District, concurrently herewith, Certificates of Insurance, in companies acceptable to District, with a Best's rating of no less than A: VII.

Each policy shall be endorsed with the following specific language: **Cancellation Notice: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District Air Pollution Control District."**

Workers Compensation and Employers Liability Insurance

If Consultant represents that they have no employees, and does not hire Sub-Consultants with employees, then they are not required to have Workers Compensation coverage.

Worker's Compensation Insurance shall be provided as required by any applicable law or regulation. Employer's liability insurance shall be provided in amounts not less than one million dollars (\$1,000,000) each accident for bodily injury by accident, one million dollars (\$1,000,000) policy limit for bodily injury by disease, and one million dollars (\$1,000,000) each employee for bodily injury by disease.

If there is an exposure of injury to Consultant's employees under the U.S. Longshoremen's and Harbor Worker's Compensation Act, the Jones Act, or under laws, regulations, or statutes applicable to maritime employees, coverage shall be included for such injuries or claims.

Consultant shall require all Sub- Consultants to maintain adequate Workers' Compensation insurance. Certificates of Workers' Compensation shall be filed with District upon demand.

General Liability Insurance

- a) Comprehensive General Liability or Commercial General Liability insurance covering all operations by or on behalf of Consultant, providing insurance for bodily injury liability and property damage liability for the limits of liability indicated below and including coverage for:
 1. Contractual liability insuring the obligations assumed by Consultant in this Agreement.

- b) One of the following forms is required:
 1. Comprehensive General Liability;
 2. Commercial General Liability (Occurrence); or
 3. Commercial General Liability (Claims Made).

- c) If Consultant carries a Comprehensive General Liability policy, the limits of liability shall not be less than a Combined Single Limit for bodily injury damage, and Personal Injury Liability of:
 - One million dollars (\$1,000,000) each occurrence
 - One million dollars (\$1,000,000) aggregate

- d) If Consultant carries a Commercial General Liability (Occurrence) policy:
 1. The limits of liability shall not be less than:
 - One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
 - One million dollars (\$1,000,000) for Products-Completed Operation
 - One million dollars (\$1,000,000) General Aggregate

 2. If the policy does not have an endorsement providing that the General Aggregate Limit applies separately, or if defense costs are included in the aggregate limits, then the required aggregate limits two million dollars (\$2,000,000).

- e) Special Claims Made Policy Form Provisions:

Consultant shall not provide a Commercial General Liability (Claims Made) policy without the express prior written consent of District, which consent, if given, shall be subject to the following conditions:

 - a. The limits of liability shall not be less than:

- (a) One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
- (b) One million dollars (\$1,000,000) aggregate for Products Completed Operations
- (c) One million dollars (\$1,000,000) General Aggregate
- (d) The insurance coverage provided by CONSULTANT shall contain language providing coverage up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is a claims-made policy.

ENDORSEMENTS:

- b. Each Comprehensive or Commercial General Liability policy shall be endorsed with the following specific language:
 - (a) "The District, its officers, agents, employees, and volunteers are to be covered as insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement."
 - (b) "The insurance provided by the Consultant, including any excess liability or umbrella form coverage, is primary coverage to the District with respect to any insurance or self-insurance programs maintained by the District and no insurance held or owned by the District shall be called upon to contribute to a loss."
 - (c) "This policy shall not be canceled or materially changed without first giving thirty (30) days' prior written notice to the District."