



**MEMORANDUM
COUNTY EXECUTIVE OFFICE
ADMINISTRATION
County of Placer**

TO: Honorable Board of Supervisors **DATE:** August 9, 2022
FROM: Jane Christenson, Acting County Executive Officer
BY: Bekki Riggan, Deputy County Executive Officer
SUBJECT: Agreement with Moore Iacofano Goltsman, Incorporated for the Development of a Homelessness Services Plan

ACTION REQUESTED

1. Approve an agreement with Moore Iacofano Goltsman, Incorporated, a California Corporation, to provide facilitation, planning, and technical assistance in the development of a regional framework for working with homeless populations in an amount not to exceed \$230,070 and authorize the Acting County Executive Officer, or designee, to sign the agreement.
2. Approve a FY 2022-23 budget amendment # AM-00687 for CC10018 – Community and Agency Support in the amount of \$230,070.00 and cancel General Fund Reserves in the amount of \$230,070.00.

BACKGROUND

As homelessness is a regional concern requiring a systemic and collaborative plan, the County solicited a consultant to provide facilitation, planning, and technical assistance in the development of a regional framework for working with homeless populations. Upon interview of several consultants, Moore Iacofano Goltsman, Incorporated (MIG) was unanimously selected by a panel comprised of city and County staff representatives as the most qualified firm to work with city and County leadership in developing a homelessness services plan.

On July 6, 2021, your Board approved a contract with MIG to provide facilitation, planning, and technical assistance in the development of a regional framework for working with homeless populations. The Placer Regional Homelessness Response Project was launched in August 2021. The project was a joint effort between the County and its municipalities (excluding the Tahoe region) to synchronize and leverage shared action across the mid and south Placer region. Key areas of focus included: prevention, crisis response, housing and supportive services, system integration and coordination, and community engagement.

Due to the size and scope of work, this project was divided into two phases. The phase one report was presented to your Board on May 10, 2022. This contract is needed to complete the second phase of the project. Phase two will build upon the assessment and strategies identified in phase one, focusing on community engagement, implementation, and funding of an action plan to create a regional framework for working with homeless populations.

Honorable Board of Supervisors

August 9, 2022

Agreement with Moore Iacofano Goltsman, Incorporated for the Development of a Homelessness Services Plan

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Procurement Policy Section 3.5(B) allows for an exception to competitive solicitation for expert and professional services which involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience. The work performed to date and proposed by MIG clearly falls within this exception. Conducting a formal Request for Proposal would not add value to the work to be completed and would extend the time before beginning Phase 2 of the needed services.

FISCAL IMPACT

The total cost of this contract is \$ 230,070. A budget amendment to increase appropriations by \$230,070.00 in the FY 2022-23 budget for CC10018 – Community and Agency Support, with a corresponding cancellation of General Fund reserves, is included for consideration and approval. This produces a \$230,070.00 impact to the General Fund.

ATTACHMENTS

Attachment A – Contract with Moore Iacofano Goltsman, Incorporated

Administering Agency: Placer County Executive Office

Contract No. _____

Contract Description: Consulting Services for the Development of a Homelessness Services Plan

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made at Auburn, California, as of August 1, 2022 by and between the County of Placer, ("County"), and **Moore Iacofano Goltsman, Incorporated, a California Corporation dba MIG** ("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 Exhibits A and A-1. Consultant shall provide said services at the time, place, and in the manner specified in Exhibits A and A-1.
2. **Payment.** County shall pay Consultant for services rendered pursuant to this Agreement at the time and in the amount set forth in Exhibits A-1 and B. The payments specified in Exhibits A-1 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 County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Consultant uses for billing clients similar to County. **The amount of the contract shall not exceed Two Hundred Thirty Thousand Seventy Dollars (\$230,070.00).**
3. **Term.** Subject to the terms and conditions herein, the term of this Agreement shall be from August 1, 2022 to June 20, 2023.
4. **Facilities, Equipment and Other Materials, and Obligations of County.** 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 Contractor.** At all times during the term of this Agreement, Consultant shall be an independent Contractor and shall not be an employee of the County. County shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement. County 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 County 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 County 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.** The Consultant hereby agrees to protect, defend, indemnify, and hold Placer County 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 Placer County arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the County) 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 the County or to enlarge in any way the Consultant's liability but is intended solely to provide for indemnification of Placer County 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 Placer County means Placer County or its officers, agents, employees, and volunteers.

11. **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. 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.

12. **Insurance.** Consultant shall file with County a Certificate of Insurance, with companies acceptable to County, with a Best's Rating of no less than A-:VII showing the following coverage:

WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE:

Workers' 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.

Each Workers' Compensation policy shall be endorsed with the following specific language:

Cancellation Notice - "This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Placer."

Waiver of Subrogation - The workers' compensation policy shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against the County, its officers, directors, officials, employees, agents or volunteers, which might arise by reason of payment under such policy in connection with performance under this agreement by the Consultant.

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

Sole Proprietors

If Consultant is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Consultant shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.

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) Products and completed operations;

- (2) Contractual liability insuring the obligations assumed by Consultant in this Agreement; and
- (3) Broad form property damage (including completed operations)

Except with respect to bodily injury and property damage included within the products and completed operations hazards, the aggregate limits, where applicable, shall apply separately to Consultant's work under the Contract.

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, property damage, and Personal Injury Liability of:

- One million dollars (\$1,000,000) each occurrence
- Two million dollars (\$2,000,000) aggregate

D. If CONTRACTOR 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 Operations
 - Two million dollars (\$2,000,000) 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 shall be 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 County, which consent, if given, shall be subject to the following conditions:

- (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) aggregate for Products Completed Operations
 - Two million dollars (\$2,000,000) General Aggregate
- (2) The insurance coverage provided by Consultant shall contain language providing coverage up to one (1) year 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.

Conformity of Coverages - If more than one policy is used to meet the required coverages, such as a separate umbrella policy, such policies shall be consistent with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies or all shall be Claims Made Liability policies, if approved by the County as noted above. In no cases shall the types of polices be different.

ENDORSEMENTS:

Each Comprehensive or Commercial General Liability policy shall be endorsed with the following specific language:

- A. "The County of Placer, its officers, agents, employees, and volunteers are to be covered as an additional 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 County of Placer with respect to any insurance or self-insurance programs maintained by the County of Placer and no insurance held or owned by the County of Placer shall be called upon to contribute to a loss."
- C. "This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Placer."

AUTOMOBILE LIABILITY INSURANCE:

Automobile Liability insurance covering bodily injury and property damage in an amount no less than one million dollars (\$1,000,000) combined single limit for each occurrence.

Covered vehicles shall include owned, non-owned, and hired automobiles/trucks.

ADDITIONAL REQUIREMENTS:

Premium Payments - The insurance companies shall have no recourse against the COUNTY and funding agencies, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.

Policy Deductibles - The Consultant shall be responsible for all deductibles in all of the Consultant's insurance policies. The maximum amount of allowable deductible for insurance coverage required herein shall be \$25,000.

CONTRACTOR's Obligations – Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements and shall survive the expiration of this agreement.

Verification of Coverage - Consultant shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Material Breach - Failure of the Consultant to maintain the insurance required by this agreement, or to comply with any of the requirements of this section, shall constitute a material breach of the entire agreement.

Certificate Holder –Placer County subscribes to a service that monitors insurance certificates for compliance with the above requirements. The Certificate Holder on insurance certificates and related documents should read as follows:

County of Placer
c/o EXIGIS LLC
PO Box 4668 ECM #35050
New York, NY 10168-4668
Fax: 888-355-3599
Email: certificates-placer@riskworks.com

Upon initial award of a contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review. The County will forward those documents to Exigis LLC.

Certificates which amend or alter the coverage during the term of the contract, including updated certificates due to policy renewal, should be sent directly to Exigis LLC via fax or email as indicated above.

13. **Contractor Not Agent.** Except as County may specify in writing Consultant shall have no authority, express or implied, to act on behalf of County in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied pursuant to this Agreement to Bind County to any obligation whatsoever.
14. **Assignment Prohibited.** Consultant may assign its rights and obligations under this Agreement only upon the prior written approval of County, said approval to be in the sole discretion of County.
15. **Personnel.**
 - A. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that County, 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 County of the desire of County 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 subconsultants named in the Project Team by Consultant without the prior written consent of County shall be grounds for cancellation of the agreement by County, and payment shall be made pursuant to Section 15 (Termination) of this Agreement only for that work performed by Project Team members.
16. **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 County 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.

17. **Termination.**

- A. County shall have the right to terminate this Agreement at any time by giving notice in writing of such termination to Consultant. In the event County shall give notice of termination, Consultant shall immediately cease rendering service upon receipt of such written notice, pursuant to this Agreement.
- B. Consultant may terminate its services under this Agreement upon thirty (30) working days' advance written notice to the County.
- C. In the event either Party terminates 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, Photostating, 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) County shall have full ownership and control of all such writings delivered by Consultant pursuant to this Agreement.
 - 3) County 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 County 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, County 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 County such financial information as in the judgment of the County 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 County may have in law or equity.

18. **Non-Discrimination.** Consultant shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.

19. **Records.** Consultant shall maintain, at all times, complete detailed records with regard to work performed under this agreement in a form acceptable to County, and County 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 County is satisfied that work of such value has been rendered pursuant to this agreement. However, County shall not unreasonably withhold payment and, if a dispute exists, the withheld payment shall be proportional only to the item in dispute.

20. **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 County, and Consultant agrees to deliver reproducible copies of such documents to County on completion of the services hereunder. The County agrees to indemnify and hold Consultant harmless from any claim arising out of reuse of the information for other than this project.
21. **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.
22. **Conflict of Interest.** Consultant certifies that no official or employee of the County, nor any business entity in which an official of the County 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 County.
23. **Entirety of Agreement.** This Agreement contains the entire agreement of County 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.
24. **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 15, Termination.
25. **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 County of Placer, State of California.
26. **Notification.** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

COUNTY OF PLACER:

Placer County Executive Office
 Attn: Bekki Riggan
 175 Fulweiler Avenue
 Auburn, CA 95603

Phone: 530-889-4030

CONSULTANT:

MIG
 Attn: Carolyn M. Verheyen
 800 Hearst Avenue
 Berkeley, CA 94710

Phone: 510-845-7549

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.

27. **General Health Measures and Conduct:** CONSULTANT shall be solely responsible for ensuring that the CONSULTANT's employees or sub-contractors are physically capable of performing the services described herein on County premises. The CONSULTANT shall take all necessary measures to ensure that the CONSULTANT's employees and sub-contractors receive

sufficient training regarding contagious and infectious diseases and preventative measures to be taken within the workplace to protect the CONSULTANT's employees and sub-contractors from exposure to or exposing others (including but not limited to County personnel and the public) to contagious and infectious diseases. Should the COUNTY or the CONSULTANT observe any of their employees or sub-contractors exhibiting symptoms of a contagious and/or infectious disease (including but not limited to COVID-19) either prior to or during the performance of services on County premises, the CONSULTANT shall immediately take measures to minimize or prevent exposure to County employees and/or the public consistent with government guidance and best practices. Such removal shall not be considered a basis for employee's claim for compensation or damages against the County, or any of its officers or agents. The employee shall not return to work on County premises until CONSULTANT determines that the situation is resolved.

28. **Counterparts; Electronic Signature**

This Agreement may be executed in duplicate counterparts. Each counterpart shall be an original and both together shall constitute but one and the same document. This Agreement shall not be deemed executed unless and until at least one counterpart bears the signatures of all parties' designated signatories.

In addition, this Agreement and future documents relating to this Agreement may be digitally signed in accordance with California law. 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.

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Executed as of the day first above stated:

COUNTY OF PLACER:

By: _____ Date: _____
Jane Christenson,
Acting County Executive Officer

Approved As to Form – County Counsel:

By: _____ Date: _____

**CONSULTANT: Moore Iacofano Goltsman, Incorporated, a California Corporation
DBA MIG**

By: _____ Date: _____

Name: _____

* Title: _____

By: _____ Date: _____

Name: _____

* Title: _____

****If Consultant is a corporation, this agreement must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

Exhibits

- A. Scope of Services
- B. Payment for Services Rendered

EXHIBIT A
SCOPE OF SERVICES

See attached Exhibit A-1 for detailed costs associated with each task.

Task 1: Project Coordination and Team Meetings **\$67,670**

1.1 Ongoing Project Management

The CONSULTANT will provide ongoing project management and oversight for the duration of the project, schedule meetings, coordinate with sub-consultants, and ensure that all tasks and deliverables are completed on time and within budget. The CONSULTANT will stay connected with County staff through email and phone calls as needed, in addition to the regularly-scheduled meetings described below.

1.2 Core Team Meetings (30)

The CONSULTANT will meet weekly (via Zoom conference call) with the project Core Team to confirm goals and objectives, coordinate tasks, and review deliverables.

Deliverables:

- Core Team meeting agendas
- Summary memos and action items

1.3 Steering Group Meetings (5)

The Steering Group will meet provide guidance and advice on Phase 2 project initiatives, strategies, and deliverables throughout the course of the project. The CONSULTANT will facilitate a series of Steering Group meetings scheduled at key project milestones.

Deliverables:

- Steering Group meeting agendas
- Summary memos and action items

1.4 Contingency

The CONSULTANT will allocate a percentage of the total budget for any additional tasks requested by the County that are not included in the current scope of work. Funds from the contingency budget will only be used with advanced approval from the County.

Task 2: Community Engagement and Communications **\$109,795**

2.1 Survey Design, Implementation, and Reporting

Team partner EMC Research will lead the design and implementation of a survey of 800 registered voters in Placer County to gauge attitudes and perceptions related to homelessness, and to determine the level of support for potential project alternatives. The CONSULTANT will work closely with EMC and County staff to develop the survey instrument (framing questions, etc.), and will participate in ongoing status reports as the survey is in the field. EMC will present a topline report on the survey results at completion. Crosstabs will be provided separately.

Deliverables:

- Survey instrument

- Topline report
- Crosstabs

2.2 Lived Experience Interviews

The CONSULTANT will conduct up to five (5) in-person interviews with formerly unhoused individuals. If possible, we will meet with the same participants from the Phase 1 interviews. However, if necessary, The CONSULTANT will recruit new participants for this task. The interviews will provide an opportunity for us to present potential strategies and receive feedback from individuals with close personal connection to the issue. The interviews will be conducted during the same one-day period.

Deliverables:

- Interview summaries

2.3 Communications Messaging

Based on findings from the survey and interviews, The CONSULTANT will develop a messaging matrix with high-level message themes and recommended language for specific content (including the Educational Video below). This matrix will serve as a guide for future County outreach and communications.

Deliverables:

- Audience/messaging matrix

2.4 Support for Educational Video

The CONSULTANT will support County staff in the development of informational videos to educate viewers about issues related to supportive housing and current County efforts to address homelessness. The CONSULTANT will develop a creative brief and individual scripts for three (3) videos of no more than 90 seconds each. County communications staff will take the lead on video production (e.g., graphics, animations, still photography, b-roll footage, editing, and post-production); The CONSULTANT will provide advice on production elements as needed.

Deliverables:

- Creative brief
- Storyline/script for three (3) videos
- OPTIONAL: Graphic design and animations

2.5 Community Townhalls (Planning, Facilitation, and Promotion)

In collaboration with the County, The CONSULTANT will design and facilitate a series of four (4) community townhalls to discuss issues related to homelessness, and to explore potential alternatives with the public. Two of the events will be held in person, and two remotely. The CONSULTANT will develop agendas, meeting materials, and other supporting elements to ensure the townhalls are informative and engaging.

The CONSULTANT will also produce a series of 4-6 social media posts and digital advertisements to promote the townhalls and the Draft Action Plan (Task 3.1). This digital marketing may also feature brief clips from the educational video.

The CONSULTANT will provide a summary of each townhall which will be incorporated into the final summary report described in Task 2.6.

Deliverables:

- Townhall meeting collateral (agenda, hand-outs)
- 4-6 social media posts/digital advertisements
- Summary memos

2.6. Draft Action Plan Web Portal

In tandem with the development of the Draft Action Plan (Task 3.4), The CONSULTANT will design and implement a web-based public engagement tool that allows users to review the Plan elements and provide feedback. The web portal will be developed to integrate into the County's existing structure, with user data available for County staff to access.

Information from the online tool will inform the Final Action Plan (Task 3.6).

Deliverables:

- Web tool wireframe mock-up
- Alpha version of web tool
- Final web tool and implementation support

2.7. Community Engagement and Communications Summary Report

At the conclusion of Task 2 efforts, The CONSULTANT will provide a report of all community engagement activities conducted in Task 2. The report will summarize feedback from the survey, interviews, and community townhalls. The report will demonstrate key findings and emerging trends among the responses. Where possible, any significant differences in responses based on demographic characteristics will be highlighted. The report will also present analytics from promotional media campaigns showing reach and engagement (video views, etc.).

Deliverable:

- Summary report
- PowerPoint presentation

Task 3: Strategy Development and Action Plan

\$52,605

3.1 Case Study Research

The CONSULTANT will develop a series of case studies on housing projects along the continuum and relevant programs implemented in other California communities, focusing primarily on counties of similar size and density as Placer County. These case studies will provide insight into the cost, timing, logistics, policy implications, and overall impacts on homelessness, and will help inform the development of implementation strategies in the Draft Action Plan.

Deliverables:

- 3-5 project case studies

3.2 Planning Team Meetings (8)

The Planning Team, comprising representatives from County and local governments, non-governmental organizations, and others, will meet regularly to further consider and develop Phase 1 strategies to address homelessness in the mid and south county region. The CONSULTANT will facilitate a series of in-person monthly meetings with the Planning Team and integrate community feedback into the action planning discussions. The Planning Team will also review the findings and recommendations of the technical Work Groups described in Task 1.7.

Deliverables:

- Planning team meeting agendas

- Meeting summary memos

3.3 Work Group Meetings (8)

The CONSULTANT will support a series of working sessions with four technical working groups assigned to develop recommendations in key areas. The CONSULTANT will provide a toolkit or other guidance to frame the work of these groups and will monitor their progress to integrate emerging actions. The Work Groups are composed of representatives from the Planning Team, along with individual subject matter experts. Work groups will develop strategies for the following goals:

- Work Group 1: Explore need for south Placer shelter, sobering center, and potential Safe Park/Safe Camp locations
- Work Group 2: Expand public safety and social service partnerships and explore opportunities for regionally compatible ordinances and law enforcement practices.
- Work Group 3: Explore growing interim and permanent supportive housing
- Work Group 4: Create regionally coordinated public information

Each work group will report on their progress and present findings to the full Planning Team. The work groups' efforts will culminate in final strategic recommendations to be incorporated into the Draft Action Plan.

Deliverables:

- Work group agendas
- Background materials and research
- Work group meeting summaries

3.4 Draft Action Plan

Once the Planning Team and Work Groups have completed their assigned tasks and developed key strategies, The CONSULTANT will compile the recommendations into a Draft Action Plan. The CONSULTANT will augment plan text with relevant visualizations (mapping, infographics, etc.). The plan will be formatted to allow for electronic distribution to key stakeholders and posting on the County website (e.g., PDF file, etc.).

Deliverables:

- Draft Action Plan

3.5 Board and Council Presentations

The CONSULTANT will work with the Planning Team to prepare a series of presentations (in-person or virtual) to local city councils, as well as the Board of Supervisors, to solicit feedback on the Draft Action Plan strategies and recommendations. The CONSULTANT will work with County staff to distill feedback and integrate any required changes into the final plan.

Deliverables:

- PowerPoint presentation
- Summary of Board and council feedback

3.6 Final Action Plan

At the conclusion of Phase 2, The CONSULTANT will work with the Core Team, the Steering Group, and the Planning Team to incorporate any edits or additions to the draft plan. The Final Action Plan

will be presented to the Board and significant partner jurisdictions for approval in 2023. The Action Plan will include an implementation timeline for all recommended strategies.

Deliverables:

- Final Action Plan

HOMELESSNESS RESPONSE PROJECT - PHASE TWO

EXHIBIT A-1
DETAILED COST SUMMARY

PHASE TWO		Carolyn Verreyen Principal	Tim Carroll Project Manager	Lou Hexter Outreach Specialist	Madeline Salem Graphic Designer	Gary Pyskacek Web Designer	Ray Bullard Web Developer	Maria Mayer Project Associate	Survey Sub ENIC	Total Hours and Cost by Task								
2/14/2022																		
Task Project Coordination and Team Meetings																		
1.1	Ongoing Project Management	12	\$3,540	48	\$9,120	0	\$0	0	\$0	0	\$0	\$16,500						
1.2	Core Team Meetings (30)	30	\$8,850	48	\$9,120	0	\$0	0	\$0	15	\$1,800	0	\$0	\$19,770				
1.3	Steering Group Meetings (5)	10	\$2,950	15	\$2,850	0	\$0	0	\$0	0	\$0	5	\$600	0	\$0	\$6,400		
1.4	Contingency	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$25,000	
	Subtotal	52	\$15,340	111	\$21,090	0	\$0	0	\$0	0	\$0	52	\$6,240	0	\$0	\$0	\$67,670	
Task Community Engagement and Communications																		
2.1	Survey Design, Implementation, and Reporting	8	\$2,360	32	\$6,080	0	\$0	0	\$0	8	\$960	0	\$48,000				\$57,400	
2.2	Lived Experience Interviews	2	\$590	4	\$760	12	\$1,980	0	\$0	0	\$0	4	\$480	0	\$0	\$0	\$3,810	
2.3	Communications Messaging	2	\$590	16	\$3,040	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$3,630	
2.4	Support for Educational Video	2	\$590	16	\$3,040	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$4,590	
2.5	4 Community Townhalls (Planning, Facilitat	16	\$4,720	32	\$6,080	8	\$1,320	8	\$960	0	\$0	0	\$0	16	\$1,920	0	\$0	\$15,000
2.6	Draft Action Plan Web Portal	4	\$1,180	16	\$3,040	0	\$0	0	\$0	24	\$3,600	32	\$5,280	4	\$480	0	\$0	\$13,580
2.7	Community Engagement and Communicati	1	\$295	15	\$2,850	15	\$2,475	12	\$1,440	15	\$2,250	15	\$2,475	0	\$0	0	\$0	\$11,785
	Subtotal	35	\$10,325	131	\$24,890	35	\$5,775	28	\$3,360	39	\$5,850	47	\$7,755	32	\$3,840	0	\$0	\$109,795
Task Strategy Development and Action Plan																		
3.1	Case Study Research	2	\$590	16	\$3,040	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	\$3,630
3.2	Planning Team Meetings (8)	40	\$11,800	35	\$6,650	5	\$925	0	\$0	0	\$0	8	\$960	0	\$0	\$0	\$0	\$20,235
3.3	Work Group Meetings (8)	8	\$2,360	8	\$1,520	0	\$0	0	\$0	0	\$0	0	\$0	8	\$960	0	\$0	\$4,840
3.4	Draft Action Plan	8	\$2,360	24	\$4,560	0	\$0	8	\$960	0	\$0	0	\$0	4	\$480	0	\$0	\$8,360
3.5	Board and Council Presentations	16	\$4,720	16	\$3,040	0	\$0	8	\$960	0	\$0	0	\$0	16	\$1,920	0	\$0	\$10,640
3.6	Final Action Plan	4	\$1,180	12	\$2,280	0	\$0	4	\$480	0	\$0	0	\$0	8	\$960	0	\$0	\$4,900
	Subtotal	78	\$23,010	111	\$21,090	5	\$825	20	\$2,400	0	\$0	0	\$0	44	\$5,280	0	\$0	\$52,605
		165	\$48,675	353	\$67,070	40	\$6,600	48	\$5,760	39	\$5,850	47	\$7,755	128	\$15,360	0	\$0	\$230,070

EXHIBIT B

PAYMENT FOR SERVICES RENDERED

Maximum Limit & Fee Schedule

The total of all payments made under this agreement shall not exceed **Two Hundred Thirty Thousand Seventy Dollars (\$230,070.00)**.

Reimbursement of travel, lodging and miscellaneous expenses is not authorized. All expenses of Consultant, including any expert or professional assistance retained by Consultant to complete the work performed under this contract shall be borne by the Consultant.

Invoices

Invoices shall be submitted to County in a form and with sufficient detail as required by County, upon the completion of each task in accordance with the amounts set forth in Exhibit A to this Agreement. Work performed by Consultant will be subject to final acceptance by the County project manager(s).

Submit all invoices via email (preferred) to: accountspayableCEO@placer.ca.gov

Or via US Mail to:

Placer County Executive Office
Attn: Accounts Payable
175 Fulweiler Avenue
Auburn, CA 95603

The County will make payment within thirty (30) days after the billing is received and approved by County.