

Request for Proposal

For

PREPARATION OF A NOVATO TRANSIT NEEDS ASSESSMENT

For

MARIN TRANSIT

750 Lindero Street, Suite 200
San Rafael, CA 94901
Tel: (415) 226-0855
www.marintransit.org

Issued June 23, 2010

Responses due:

3:00 p.m., Friday, July 30, 2010

MARIN TRANSIT REQUEST FOR PROPOSALS

NOVATO TRANSIT NEEDS ASSESSMENT

Introduction

Marin Transit requests proposals from qualified individuals or teams to prepare a transit needs assessment for the city of Novato. The Novato Transit Needs Assessment will evaluate the existing transit services in Novato, identify additional transportation needs in this part of Marin County, and provide recommendations to Marin Transit for strategies to address the identified service gaps. Community outreach and public involvement will be integral aspects of the study, and ongoing coordination with multiple stakeholder groups in Novato is an intended outcome of the proposed study. Proposals must be submitted by 3:00 p.m. Friday, July 30, 2010.

The following request for proposals describes the project background, the tasks to be included in the scope of work, the process that is to be used, the deliverables that are expected from the contract, and the information that is expected to be included in the proposals.

Purpose and Background

The purpose of the project is to identify opportunities for improved transit service within Novato. This needs assessment will consider the location of residences, jobs, recreational areas, community resources, and other important activity centers to evaluate existing transit services and forecast changes over time, which will assist in the development of strategies and solutions for future service improvements.

The area within the City of Novato limits is the geographic area identified for the Novato Transit Needs Assessment, shown in Figure 1. Novato is the northernmost city in Marin County and covers twenty-eight square miles. To the north is the City of Petaluma in Sonoma County, and to the south are the City of San Rafael and other smaller communities of Marin County. While Novato does have an urban downtown area, it is generally a suburban city with many low density areas, along with a non-grid street network, where it is challenging to provide effective transit service.

As of the 2000 US Census, there are 47,630 residents in Novato of which 13.3% households have annual incomes less than \$25,000. There is also a burgeoning population of Latino immigrants and a significant effort to integrate Latino families into the educational and social service systems in the City.

Novato is primarily served by four Marin Transit routes (49, 51, 52, 71), three Golden Gate Transit Basic Bus routes (70, 80, 101), four Golden Gate Transit Commute bus routes (54, 56, 58, 75), and the newly implemented Marin Transit Novato Dial-a-Ride. Current local transit service in Novato serves only limited areas, suffers from poor connections to bus corridor and regional service, performs well below the target levels, and is expensive to operate.

Local transit service will need to take on new roles in Novato in consideration of changes that have already taken place within the city as well as planned improvements. These include the two planned Sonoma Marin Area Rail Transit (SMART) stations, the relocation of city parks, recreational, social service, medical and library facilities, and the addition of weeknight and weekend classes at the College of Marin Indian Valley. The City of Novato is also engaged in an urban design and redevelopment planning process that includes increased densities and emphasis on mixed uses. Lastly, significant concentrations of low-income housing have located

south of the Hamilton neighborhood, and there is a need to address the travel patterns and requirements of growing immigrant Latino population.

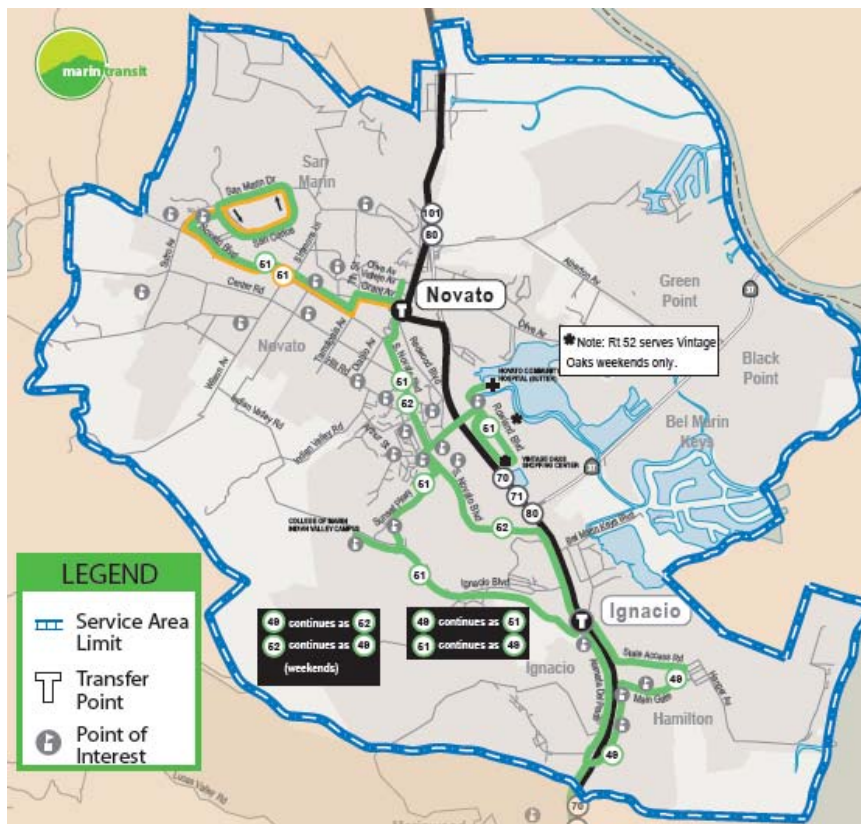
The project stakeholders include:

- Novato residents;
- Low income workers and residents;
- Current transit riders;
- High school and college students;
- College of Marin, Indian Valley Campus;
- Administrators representing local high schools;
- The Latino community;
- Novato seniors; and
- Local elected officials.

These stakeholders will have targeted outreach to ensure they have the opportunity to participate in the Needs Assessment process. The Technical Advisory Committee will consist of Marin Transit, the City of Novato (including Planning and Engineering staff), Golden Gate Transit, and SMART (Sonoma Marin Area Rail Transit).

All of the factors mentioned above: historically low local transit ridership, demographic changes, and relocating community services contribute to the need for an in-depth evaluation and strategies that will lead to more effective transit services. Marin Transit applied for and was awarded a Caltrans planning grant (FTA Section 5304) to conduct this planning project. Caltrans planning grants in the San Francisco Bay Area are administered by the Metropolitan Transportation Commission (MTC).

Figure 1: Geographic Area of Study for the Novato Needs Assessment



Work Plan

The following Work Plan provides an outline of services expected to be offered. The contract will commence at the time of award and will be administered under Marin Transit's funding agreement with MTC. The tasks for this project are described below.

Task 1: Project Organization

The purpose of this task is for the Consultant to identify all stakeholders and project issues at the start of the project. The Consultant shall plan to involve interested stakeholders and take into account project issues when finalizing the Work Plan.

A. Project Kick-off Meeting

- Work with Marin Transit staff to review the proposed work plan, schedule, planned composition of the Steering Committee (described below), and public participation plan.
- Identify principles to guide the project.

B. Create a Steering Committee

- Identify potential Steering Committee members and obtain their agreement to participate.
- Convene the Steering Committee to review the work plan (including the public participation plan), schedule, roles and responsibilities.

C. Finalize Work Plan

- Working with Marin Transit staff, finalize work plan, schedule, and public participation plan.

Deliverables:

Finalized Work Plan

Steering Committee Member List

Task 2: Needs Assessment

The purpose of this task is to document existing transit service and transit demand in the City of Novato. Comparing the results will lay the foundation for future service options.

A. Collect Existing Transit Service Data

- Collect basic data about transit service in Novato at the route level from the different operators that provide service, and translate results into common units.
- Conduct on-board surveys of all existing services. Surveys should be distributed to each passenger boarding the bus and should be available in English and Spanish. Surveys shall be collected on board, with the option to mail back.

A 100% Ride Check survey of all Marin Transit services is planned to take place between mid-September and mid-October 2010. The results of the ride-check surveys will be available in a final report by March 2011, although the raw data will be available by early 2011. The Contractor shall use the results of this ride-check survey to understand the existing transit use in Novato.

B. Evaluate Existing Transit Demand and Forecast Changes Over Time

- Use Travel Demand Model forecasts, Census Data, and other data as appropriate to evaluate existing services, forecasted changes over time, and future travel patterns.
- Use GIS to determine how well the current system serves targeted markets, how well generators such as employment centers, schools, and community services are served, and to identify significant service gaps.

C. Peer Review/Refine Service Evaluation Criteria

- Conduct a peer review of at least five similar suburban transit systems selected with the input of Marin Transit staff, which will provide context for evaluating the statistics calculated for Marin's rural transit service.
- Refine service evaluation criteria and provide benchmarks based on peer review.

D. Summarize Results and Recommend Directions for Planning Efforts

- Prepare a report and presentation material to be reviewed with the Steering Committee.

Deliverables:

Draft Report on Novato Transit Needs and Opportunities

Steering Committee Review Comments

Task 3: Public Outreach

The public outreach component of this project is intended to:

- Raise awareness of Novato transit needs and opportunities.
- Identify potential roles for the widest possible range of partners to improve the existing system.
- Determine what programs and methods for improving transit in Novato have the greatest applicability to the unique situation in this area.

A. Organize and Conduct a Public Outreach Effort

- Based on the specifics of the public participation plan determined during the completion of Task 1, conduct a public outreach effort consisting of a combination of public meetings and focus groups or workshops throughout Novato.
- The Consultant shall prepare graphic materials, identify and obtain meeting locations, facilitate public meetings, identify and invite participants, conduct interviews, and prepare content for publicity. Marin Transit staff will assist when necessary.

Deliverables:

Public Outreach Materials

Documentation of the Public Outreach Process

Task 4: Strategies and Solutions

The purpose of this task is to use the information from Tasks 2 and 3 to develop strategies for improving transit in Novato.

A. Analyze Possible Strategies

- Create a matrix of strategies, including specific programs, projects, and policies for improving transit in Novato. Evaluate each strategy considering the following factors:
 - How it addresses the transit needs in Novato
 - Benefits vs. cost
 - How it corresponds to preferences and priorities expressed by participants in the public outreach process
 - Potential responsible entities
 - Implementation barriers
 - Financial requirements and possible funding sources
 - Potential applicability in other parts of the Bay Area and California

B. Present Results to Steering Committee

- Prepare a report and presentation material to be reviewed with the Steering Committee.

Deliverables:

Strategies and Solutions Analysis

Results of Steering Committee Review Process

Task 5: Documentation

The Consultant shall document their findings in a report for two rounds of review. The Draft Report will be reviewed by the Steering Committee, and will be revised as necessary. The public will then be given an opportunity to review and comment on the Draft Final Report document. The Consultant shall present the Draft Final Report to the Marin Transit Board. The Consultant will revise the Draft Final report after the Board presentation as directed by Marin Transit staff.

Deliverables:

Draft Report

Draft Final Report

Public Review Comments

Final Report Presentation

Final Report

Proposal Requirements

Please provide one unbound proposal plus three copies to the Marin Transit office no later than 3:00 p.m. on Friday, July 30, 2010. The proposal should not exceed 20 written pages (single sided, 8-1/2" X 11" pages and excluding proposal cover, cover letter, and table of contents). Supplemental information such as firm brochures and resumes should be provided electronically. The minimum font size shall be size 10.

Proposals shall be organized in the following format:

1. **Cover Letter:** Identify the prime consultant and describe any subcontract arrangements. Please identify the person who is authorized to negotiate for the team, and indicate that the proposal represents a firm binding offer for 90 days.
2. **Project Understanding and Approach:** Describe your understanding of the transit needs assessment in the City of Novato, and describe your approach to meeting the task objectives outlined in this request for proposals.
3. **Study Team:** Describe your team organization, including the qualifications of the prime consultant and any subconsultants included in the team. Please provide evidence of your experience in each of the areas identified in this proposal. Provide individual, firm, or team references with emphasis on those relating to experience with suburban transit service programs.
4. **Key Staff:** Identify all key team members, including relevant experience. Include a statement that key team members will not be removed or reassigned without prior approval of Marin Transit.
5. **Work Plan:** Provide a proposed work plan to evaluate the existing transit services in Novato, identify additional transportation needs in this suburban city, provide recommendations to Marin Transit, and coordinate with multiple stakeholder groups and the public.
6. **Project Schedule:** Please identify major project milestones and key dates in the project schedule. It is the objective of the Marin Transit to complete this project by June 2012.
7. **Project Budget:** Please provide a project budget, showing the budget for each task, as outlined in this RFP. Include level of effort for each staff person and billing rates for each person. Identify overhead rates and all other applicable charges to program. Fixed costs will be separately identified and tallied. The available budget for this project is \$100,000.
8. **References:** Provide at least three references for the Project Manager (names and current phone numbers) from recent work (previous three years) similar to the work of the Project Manager that will be required to conduct this work, and other key project staff members designated for the project. Include a brief description of the projects associated with each reference and the role of the respective team member.
9. **Professional Services Contract:** Please indicate your willingness to accept the terms and conditions in the Standard Short Form Contract (Attachment 1) or list those to which you take exception, and, as appropriate, provide proposed alternate wording. It is not Marin Transit's intent to make substantial changes to the Standard Short Form Contract.

Proposal Submittal Procedure

The proposal shall be submitted in accordance with the following requirements:

1. The proposal shall be transmitted with a cover letter as described above.
2. The proposal shall be addressed to:
Marin Transit
750 Lindero Street, Suite 200
San Rafael, CA 94901
Attention: Aviva Laurenti
3. The proposal shall be dispatched in order to be received at the above address no later than 3:00 p.m. on Friday, July 30, 2010. Late proposals will not be accepted.
4. Marin Transit will notify proposers of its selection or selection for interview on Friday, August 6, 2010. Interviews will be scheduled for August 17 and 18, 2010.
5. Questions pertaining to this RFP, the Scope of Services, or the proposal should be directed to:
Aviva Laurenti
Senior Transportation Planner
415-226-0860
info@marintransit.org

Proposal Evaluation and Award Procedure

The firms/teams are invited to an informational pre-proposal meeting/teleconference scheduled for **Thursday, July 1, 2010 at 10:00 AM** at the Marin Transit offices, 750 Lindero Street, Suite 200, San Rafael, CA 94901. It will be possible to participate in this meeting via conference call. Interested firms/teams should contact Marin Transit staff by 1:00 pm, Monday, June 28, 2010 in order to participate in the pre-proposal teleconference. Questions and answers from the pre-proposal meeting/teleconference will be provided on the Marin Transit website by July 2, 2010. All remaining questions must be received in writing by Wednesday, July 7, 2010. Responses will be available on the Marin Transit website, www.marintransit.org, after July 12, 2010. It is the responsibility of the proposer to visit the Marin Transit website to obtain the question and answer information as well as any other updates to the RFP.

The firms/teams may be invited to an interview to be scheduled on Tuesday, August 17, 2010 or Wednesday, August 18, 2010. The Project Manager and key team members should attend the interview. An evaluation panel will evaluate all proposals and develop a ranking of the most qualified consultants. Members of the panel will not be revealed prior to the RFP evaluation and/or interviews. Marin Transit will inform firms/teams if they have been selected by August 18, 2010, and any appeals must be received in writing by 3:00 PM, Monday, August 23, 2010. The final contract will be awarded during the week of August 30, 2010.

In addition to the specific evaluation criteria explained below, Marin Transit expects a successful proposal to demonstrate a firm/team's:

- 1) Experience in developing comprehensive transit plans for suburban areas and demonstrated understanding of the limits, opportunities, and possible implementation strategies for improved transit service. This includes a review of successful programs outside of the County that may have features applicable to Marin.

- 2) Experience with stakeholder working groups consisting of residents, public agency staff, and representatives of agencies that serve the needs of seniors, minority, and transit dependent populations and successful community outreach planning efforts.

The following criteria will be considered in the selection of the Consultant firm/team (relative weights as shown):

Proposer has past experience of quality work with similar agencies/projects	25
Proposer's Understanding of Marin Transit's Needs and Expressed Approach	25
Quality of Project Team Staffing Plan	15
Included a Clear and Detailed Work Plan	15
Reasonable Number of Hours Estimated to Complete Each Task	10
Reasonable Hourly Rate(s)	10
Total	100

Once the top firm/team has been determined, staff will start contract negotiations with that firm/team. If contract negotiations are not successful, the remaining firm/teams may be asked to negotiate a contract. The Marin Transit Board of Directors is required to approve the negotiated contract, although work may be initiated with a Notice to Proceed (NTP).

Proposal Timeline

Task	Date
Request for Proposals issued by Marin Transit	June 23, 2010
Optional Pre-proposal meeting (750 Lindero Street, San Rafael, CA at 10:00 AM)	July 1, 2010
Deadline for receipt of written questions and requests for addenda	July 7, 2010
Marin Transit responses and/or addenda issued	July 12, 2010
Proposals due – 3:00 p.m. PST	July 30, 2010
Marin Transit reviews proposals	August 2-6, 2010
Marin Transit notifies short-listed firms	August 6, 2010
Oral Interviews	August 17-18, 2010
Letters to respondents	August 18, 2010
Appeals process deadline	August 23, 2010
Approval of contract by Marin Transit Board	August 30, 2010

Solicitation Disclaimer

Marin Transit reserves the right to reject any and all responses. All responses to this RFP become the property of Marin Transit upon submission. The costs of preparing a proposal and participating in an interview are at the sole expense of the proposer.

Attachment 1

Standard Short Form Contract

**MARIN COUNTY TRANSIT DISTRICT
STANDARD SHORT FORM CONTRACT**

THIS AGREEMENT is made and entered into this ____ of _____, 2010 by and between the MARIN COUNTY TRANSIT DISTRICT, hereinafter referred to as "District" and _____, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, District desires to retain a person or firm to provide the following services _____; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by District, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit "A"** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The District agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit "B"** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract.

Contractor shall provide District with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO DISTRICT:

In no event will the cost to District for the services to be provided herein exceed the maximum sum of \$_____ including direct non-salary expenses.

5. TIME OF AGREEMENT:

This Agreement shall commence on _____, and shall terminate on _____. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

All required insurance coverages shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to District. The general liability policy shall be endorsed naming the MARIN COUNTY TRANSIT DISTRICT as an additional insured. The certificate(s) of insurance and required endorsement shall be furnished to the District prior to commencement of work. Each certificate shall provide for thirty (30) days advance notice to District of any cancellation in coverage. Said policies shall remain in force through the life of this Contract and shall be payable on a per occurrence basis only, except those required by paragraph 6.4. a. and b. which may be provided on a claims-made basis consistent with the criteria noted therein.

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify and hold the District, its employees, officers, and agents, harmless and defend the District against any and all claims, damages, losses and expense that may arise by reason of the Contractor's negligent actions or omissions. District agrees to timely notify Contractor of any negligence claim.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of the agreement. In addition to any other available remedies, District may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

A request for a waiver of any of the following insurance requirements must be set forth on **Exhibit "C"** attached hereto. A waiver must address reduced amounts of coverage or the type of coverage waived entirely.

6.1 GENERAL LIABILITY

The Contractor shall maintain a commercial general liability insurance policy in an amount of no less than one million dollars (\$1,000,000.00). The District shall be named as an additional insured on the commercial general liability policy and the Certificate of Insurance shall include an additional endorsement page.
(see sample form: ISO - CG 20 10 11 85).

Insurance Reduction or Waiver of Coverage Requested (Exhibit "C")

6.2 AUTO LIABILITY

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of one million dollars (\$1,000,000.00).

Insurance Reduction or Waiver of Coverage Requested (Exhibit "C")

6.3 WORKERS' COMPENSATION

The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before commencing the performance of the work under this Contract. If Contractor has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure shall be provided to District prior to commencement of work.

Insurance Reduction or Waiver of Coverage Requested (Exhibit "C")

6.4 OTHER INSURANCES

Contractor may be required to carry additional insurance based upon the nature of the work to be performed (scope of services). For each additional required insurance, a corresponding certificate of insurance must be provided. Claims-made policies must have a retroactive date either prior to the effective date of the Contract or the beginning of the Contract work. Claims-made coverage must extend a minimum of twelve (12) months beyond completion of Contract work or end of current Contract, whichever is later. If coverage is cancelled or non-renewed, and not replaced with another claims made policy with a retroactive date prior to the Contract effective date, the Contractor must purchase extended reporting coverage for a minimum of twelve (12) months beyond completion of Contract work. Contractor shall maintain a policy limit of not less than one million dollars (\$1,000,000) per incident, with a deductible or self-insured retention not to exceed \$2,500 unless approved by the District.

6.4.a Professional Liability Insurance..... **(check box if required)**

6.4.b Maritime Insurance..... **(check box if required)**

7. NONDISCRIMINATORY EMPLOYMENT:

Contractor and/or any permitted subcontractor, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the District except for any subcontract work identified herein. If Contractor hires a subcontractor under this Agreement, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Agreement and shall require subcontractor to name Contractor as additional insured under this Agreement. It shall be

Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the District evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the District.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit District to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at District's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from District. Contractor shall refund any monies erroneously charged.

12. TITLE:

Any and all documents, information and reports concerning this project prepared by the Contractor, shall be the property of the District. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatsoever, Contractor shall promptly turn over all information, writing and documents to District without exception or reservation.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the District may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the District. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and worker's compensation.

15. AMENDMENT:

This Contract may be amended or modified only by written agreement of all parties.

16. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to District, as is evidenced in writing.

17. JURISDICTION AND VENUE:

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

18. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold District, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's willful misconduct or negligent performance of this Contract. Nothing herein shall be construed as a limitation of Contractor's liabilities.

19. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws (including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Resolution #2005-97 of the Board of Supervisors prohibiting the offshoring of professional services involving employee/retiree medical and financial data) affecting the services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the District's contact person referenced in paragraph 20. See NOTICES below.

20. NOTICES:

This Contract shall be managed and administered on District's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to District at the following location:

Contract Manager: _____

Dept./Location: _____

Telephone No.: _____

Notices shall be given to Contractor at the following address:

Contractor: _____

Address: _____

Telephone No.: _____

21. ACKNOWLEDGEMENT OF EXHIBITS

CONTRACTOR'S INITIALS

EXHIBIT A. **Scope of Services** _____

EXHIBIT B. **Fees and Payment** _____

EXHIBIT C. **Insurance Reduction/Waiver** _____

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

**APPROVED BY
MARIN COUNTY TRANSIT DISTRICT:**

By: _____

PRESIDENT, Board of Directors

CONTRACTOR:

By: _____

Name: _____

Telephone No.: _____

**COUNTY COUNSEL REVIEW AND APPROVAL (Only required if any of the noted reasons applies)
REASON(S) FOR REVIEW:**

- Contract requires approval of the Marin County Transit District Board of Directors
- Standard Short Form content has been modified
- Optional review by County Counsel at Department's request

County Counsel: _____

Date: _____

EXHIBIT "A"

SCOPE OF SERVICES (required)

EXHIBIT "B"

FEES AND PAYMENT SCHEDULE (required)

EXHIBIT "C"

INSURANCE REDUCTION/WAIVER (if applicable)

CONTRACTOR: _____

CONTRACT TITLE: _____

This statement shall accompany all requests for a reduction/waiver of insurance requirements. Please check the box if a waiver is requested or fill in the reduced coverage(s) where indicated below:

	<i>Check Where Applicable</i>	<i>Requested Limit Amount</i>	<i>CAO Use Only</i>
General Liability Insurance	<input type="checkbox"/>	\$	
Automobile Liability Insurance	<input type="checkbox"/>	\$	
Workers' Compensation Insurance	<input type="checkbox"/>		
Professional Liability Deductible	<input type="checkbox"/>	\$	

Please set forth the reasons for the requested reductions or waiver.

Contract Manager Signature: _____

Date: _____

Extension: _____

Approved by Risk Manager: _____

Date: _____