

**Agreement with Gatzke Dillon & Ballance LLP
for
Professional Legal Services**

This Agreement (MA _____) for Professional Legal Services ("Agreement") is effective July 1, 2019 by and between the County of Orange, a political subdivision of the State of California ("County") and acting in its capacity as the Solid Waste Local Enforcement Agency ("LEA"), and Gatzke Dillon & Ballance LLP. LEA and Attorneys are sometimes herein referred to individually as "Party" or collectively as "Parties."

RECITALS

WHEREAS, LEA desires to contract for professional legal services; and

WHEREAS, Attorneys provide professional legal services, and are particularly qualified to perform required services due to their legal competence and expertise; and

WHEREAS, LEA desires to retain Attorneys' services in connection with the scope of services provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

ARTICLES

1. **Scope of Services:** The Scope of Services for this Agreement is attached hereto and incorporated herein by reference as Attachment A.
2. **Compensation:** The compensation to be paid to Attorneys for performing services in accordance with this Agreement is specified in Attachment B, which is attached hereto and incorporated herein by reference, and includes full compensation for providing all services performed under this Agreement. The list of Attorneys' personnel classifications under this Agreement and their respective hourly rates are set forth on Attachment B. The approved hourly rates set forth in this Agreement may not be amended or increased without approval of the County Board of Supervisors.
3. **Invoicing/Payment:** All invoicing and payment for services performed under this Agreement shall be as specified in Attachment B hereto.
4. **Agreement Term:** The Term of this Agreement shall be effective from July 1, 2019 through and including June 30, 2022, renewable for three (3) additional one-year periods upon mutual concurrence in writing by the Parties. The Agreement shall be in effect for the time period specified unless terminated as provided herein.
5. **General Conflicts of Interest:** The Attorneys shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of County. This obligation shall apply to the Attorneys; the Attorneys' employees, agents and relatives; sub-tier Attorneys and third parties associated with performing services hereunder. The Attorneys' efforts shall include, but not be limited to establishing precautions to prevent their employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the County. The County Board of Supervisors policy prohibits its employees

from engaging in activities involving a conflict of interest. The Attorneys shall not, during the period of this Agreement, employ any County employee for any purpose.

6. Confidentiality and Communication: Attorneys shall maintain the confidentiality of all information which they may acquire arising out of or connected with activities under this Agreement in accordance with all applicable Federal, State and County laws, regulations, ordinances and directives relating to confidentiality, including the Code of Professional Responsibility. Attorneys shall inform all of their principals, employees and agents providing services hereunder of the confidentiality provisions of this Agreement.

Attorneys recognize that their relationship with LEA and its agents and employees, officers and/or representatives is subject to the attorney-client privilege and that any information acquired during the term of this Agreement from or through LEA is confidential and privileged. Attorneys warrant that they shall not disclose or use in any manner whatsoever any of the information from the LEA or its officers, employees and agents in connection with said relationships or proceedings. These confidentiality obligations shall survive this Agreement's termination or expiration.

7. Independent Contractors: Attorneys shall be considered as independent contractors and neither Attorneys and its employees nor anyone working under Attorneys shall be considered an agent or an employee of the County. Neither Attorneys, their employees nor anyone working under Attorneys shall qualify for workers' compensation or other fringe benefits of any kind through the County.

8. Assignment or Sub-Contracting: The terms, covenants and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the Parties. Furthermore, neither the performance of this Agreement nor any portion thereof may be assigned or sub-contracted by Attorneys without the express written consent of County. Any attempt by Attorneys to assign or sub-contract the performance or any portion thereof of this Agreement without the express written consent of the County shall be invalid and shall constitute a material breach of this Agreement.

9. Performance: Attorneys shall perform all work under this Agreement, taking necessary steps and precautions to perform the work to County's satisfaction. Attorneys shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other services performed by the Attorneys under this Agreement. Attorneys shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefor; shall at their sole expense obtain and maintain all permits and licenses required by public authorities in connection with performance of the services hereunder; and, if permitted to subcontract, shall fully be responsible for all works performed by their subcontractor(s).

10. Compliance with Laws: Attorneys represent and warrant that services to be provided under this Agreement shall fully comply, at Attorneys' expense, with all standards, laws, statutes, restrictions, ordinances, requirements and regulations (collectively "laws"), including, but not limited to, those issued by the County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by LEA. Attorneys acknowledge that LEA is relying on Attorneys to ensure such compliance, and Attorneys agree that, pursuant to the requirements of Section 14, below, they shall defend, indemnify and hold LEA harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.

11. Attorneys Personnel: Attorneys warrant that all Attorneys' personnel engaged in the performance of work under this Agreement shall possess sufficient experience and/or education and the required licenses set forth herein in good standing to perform the services requested by

LEA. LEA expressly retains the right to have any of the Attorneys' personnel removed from performing services under this Agreement to LEA. Attorneys shall effectuate the removal of the specified Attorneys personnel from providing any services to LEA under this Agreement within one business day of notification by LEA. LEA shall submit the request in writing to the Attorneys. LEA is not required to provide any reason, rationale or additional factual information if it elects to request any specific Attorneys personnel be removed from performing services under this Agreement.

Attorneys' Supervising Attorney(s) for this Agreement shall be _____. Attorneys' Supervising Attorney shall have full authority to act for Attorneys on all daily operational matters under this Agreement and shall serve as or designate lead counsel ("Lead Counsel") for all activities performed under the scope of services described below. Any change in Attorneys' Supervising Attorney shall be first authorized in writing by LEA.

12. Reports/Meetings: The Attorneys shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this Agreement. LEA and the Attorneys will meet on reasonable notice to discuss the Attorneys' performance and progress under this Agreement. If requested, the Attorneys' personnel shall attend all meetings. The Attorneys shall provide such information that is requested by LEA for the purpose of monitoring progress under this Agreement.

13. Patent/Copyright Materials/Proprietary Infringement: Attorneys shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Agreement. Attorneys warrant that any materials and software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right or trade secret right of any third party. Attorneys agree that, in accordance with the more specific requirements contained in Section 14, below, they shall indemnify, defend and hold LEA harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.

14. Indemnification/Insurance: Attorneys agree to indemnify, defend with counsel, approved in writing by the County, and hold harmless LEA from any and all claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Attorneys pursuant to this Agreement. If judgment is entered against Attorneys and LEA by a court of competent jurisdiction because of the concurrent active negligence of Attorneys and LEA, the Parties agree that liability will be apportioned as determined by the court. Neither Party shall request a jury apportionment.

Insurance Provisions

Prior to the provision of services under this Agreement, the Attorneys agree to purchase all required insurance at Attorneys' expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Agreement have been complied with. Attorneys agree to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Agreement. In addition, all subcontractors performing work on behalf of Attorneys pursuant to this Agreement shall obtain insurance subject to the same terms and conditions as set forth herein for Agreement.

Attorneys shall ensure that all subcontractors performing work on behalf of Attorneys pursuant to this Agreement shall be covered under Attorneys' insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Attorneys. Attorneys shall not allow subcontractors to work if subcontractors have less

than the level of coverage required by County from Attorneys under this Agreement. It is the obligation of Attorneys to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Attorneys throughout the term this Agreement for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Attorneys' current audited financial report. If Attorneys' SIR is approved, Attorneys, in addition to, and without limitation of, any other indemnity provision(s) in this Agreement, agrees to all of the following:

- 1) In addition to the duty to indemnify and hold LEA harmless against any and all liability, claim, demand or suit resulting from Attorneys', its agents, employee's or subcontractor's performance of this Agreement, Attorneys shall defend LEA at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) Attorneys' duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Attorneys' SIR provision shall be interpreted as though the Agreement was an insurer and the County was the insured.

If the Attorneys fail to maintain insurance acceptable to the County for the full term of this Agreement, LEA may terminate this Agreement.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Attorneys shall provide the minimum limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence
Workers Compensation	Statutory
Employers Liability Insurance	\$1,000,000 per occurrence

Professional Liability

\$1,000,000 per claims-made

\$1,000,000 aggregate

Required Coverage Forms

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the ***County of Orange its elected and appointed officials, officers, agents and employees*** as Additional Insureds, or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT..***
- 2) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Attorneys' insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the ***County of Orange, its elected and appointed officials, officers, agents and employees*** or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***

All insurance policies required by this Agreement shall waive all rights of subrogation against the County, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Attorneys shall notify LEA in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to LEA. Failure to provide written notice of cancellation may constitute a material breach of the Agreement, upon which LEA may suspend or terminate this Agreement.

If Attorneys' Professional Liability is a "Claims-Made" policy, Attorneys shall agree to maintain coverage for two (2) years following the completion of the Agreement.

The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to County of Orange, Office of County Counsel, Attn: Massoud Shamel, P.O. Box 1379, Santa Ana, CA 92702-1379.

If the Attorneys fail to provide the insurance certificates and endorsements within seven (7) days of notification by County, award may be made to the next qualified Attorneys.

County expressly retains the right to require Attorneys to increase or decrease insurance of any of the above insurance types throughout the term of this Agreement. Any increase or

decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Attorneys in writing of changes in the insurance requirements. If Attorneys do not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Agreement may be in breach without further notice to Attorneys, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Attorneys' liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement, nor act in any way to reduce the policy coverage and limits available from the insurer.

15. Ownership of Documents: LEA has permanent ownership of all directly connected and derivative materials produced under this Agreement by the Attorneys. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become and remain the sole property of LEA and may be used by LEA as it may require without additional cost to LEA. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by the Attorneys without the express written consent of LEA.

16. Title to Data: All materials, documents, data or information obtained from LEA data files or any LEA medium furnished to the Attorneys in the performance of this Agreement will at all times remain the property of LEA. Such data or information may not be used or copied for direct or indirect use by the Attorneys after completion or termination of this Agreement without the express written consent of LEA. All materials, documents, data or information, including copies, must be returned to LEA at the end of this Agreement.

17. Records: The Attorneys shall keep an accurate record of time expended by Attorneys and the subcontractors working for Attorneys in the performance of this Agreement. Such record shall be available for periodic inspection by LEA at reasonable times.

18. Audits/Inspections: Attorneys agree to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Attorneys for the purpose of auditing or inspecting any aspect of performance under this Agreement. The inspection and/or audit will be confined to those matters connected with the performance of the Agreement including, but not limited to, the costs of administering the Agreement. LEA will provide reasonable notice of such an audit or inspection.

The County Auditor-Controller reserve the right to audit and verify the Attorneys' records before final payment is made.

Attorneys agree to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated under this Agreement or by law. Attorneys agree to allow interviews of any employees or others who might reasonably have information related to such records. Further, Attorneys agree to include a similar right to the LEA to audit records and interview staff of any subcontractors related to performance of this Agreement.

Should the Attorneys cease to exist as a legal entity, the Attorneys' records pertaining to this Agreement shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the Office of County Counsel.

19. Termination: Services performed under this Agreement may be terminated in whole or in part at any time LEA deems termination of this Agreement to be in its best interests. LEA shall terminate services by delivering to Attorneys a written Termination Notice specifying the extent to which services are terminated and the effective termination date. After receiving a Termination Notice and unless otherwise directed by LEA, Attorneys shall:

- a) Take all necessary steps to stop services on the date and to the extent specified in the Termination Notice.
- b) Complete services not terminated by the Termination Notice.
- c) Complete and submit a written Closing Report within thirty (30) days after the termination date, including a brief description of any outstanding legal issues or matters which are pending with Attorneys (including a discussion of applicable law) a list and description of all scheduled meetings, court appearances or matters which Attorneys were to attend and an assessment of the accomplishments of Attorneys' engagement.
- d) Submit final billing for terminated services no later than sixty (60) calendar days from the effective termination date. If Attorneys fail to submit a final billing within the time allowed, LEA may determine, on the basis of information available to it, the amount, if any, due to Attorneys. After LEA makes a determination, it shall pay Attorneys that amount. LEA's determination shall be final.
- e) Provide LEA with copies (electronic and hard copies) of all files and attorney work product for any matters in which Attorneys were retained by LEA. This includes any computerized index, computer programs and document retrieval systems created or used for the matters. When instructed by LEA, Attorneys shall file with the court the appropriate substitution of counsel.

20. Breach of Agreement: The failure of the Attorneys to comply with any of the terms, provisions, covenants or conditions of this Agreement shall constitute a material breach of this Agreement. In such event LEA may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Agreement:

- a) Afford the Attorneys written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Agreement within which to cure the breach; and/or
- b) Discontinue payment to the Attorneys for and during the period in which the Attorneys are in breach; and offset against any monies billed by the Attorneys but yet unpaid by LEA those monies disallowed pursuant to the above; and/or
- c) Terminate the Agreement immediately, without penalty to LEA.

21. Consent to Breach Not Waiver: No term or provision of this Agreement shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

22. Remedies Not Exclusive: The remedies for breach set forth in this Agreement are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this Agreement does not preclude resort by either Party to any other remedies provided by law.

23. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

For Contractor: Name: Gatzke Dillon & Ballance LLP
 Attention: David Hubbard
 Address: 2762 Gateway Rd.
 Carlsbad, CA 92009
 Telephone: 760-431-9501
 E-mail: dhubbard@gdandb.com

For County: Name: HCA/Purchasing
 Attention: Michel Lizotte
 Address: 200 W. Santa Ana Blvd. Suite 650
 Santa Ana, CA 92701
 Telephone: (714) 834-7674
 Facsimile: (714) 834-2657
 E-mail: mlizotte@ochca.com

CC: Name: County of Orange
 HCA/Environmental Health
 Attention: Anthony Martinez, Program Manager
 Address: 1241 E. Dyer Rd. Suite 120
 Santa Ana, CA 92705
 Telephone: (714) 433-6011
 E-mail: amartinez@ochca.com

24. **County Child Support Enforcement:** In order to comply with child support enforcement requirements of the County, within 30 days of the effective date of this Agreement, Attorneys agree to furnish to the County a fully completed and executed certification on, or in the form shown on, Attachment D. It is expressly understood that this data will be transmitted to government agencies charged with the establishment and enforcement of child support orders, and for no other purposes.

Failure of the Attorneys to timely submit the data and/or certification required above or to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of this Agreement. Failure to cure such breach within 60 calendar days of notice from the County shall constitute grounds for termination of this Agreement.

25. **Employee Eligibility Verification:** The Attorneys warrant that they fully comply with all Federal and State statutes and regulations regarding the employment of aliens and others and that all Attorneys' employees performing work under this Agreement meet the citizenship or alien

status requirement set forth in Federal statutes and regulations. The Attorneys shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Attorneys shall retain all such documentation for all covered employees for the period prescribed by the law. The Attorneys shall indemnify, defend with counsel approved in writing by the County, and hold harmless the County and/or the County Indemnitees (as defined in Section 14, above) from employer sanctions and any other liability which may be assessed against, or attributable to, the County and/or the County Indemnitees or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

26. **Entire Agreement:** This Agreement and its Attachments, A, B, C, and D, which are attached hereto and incorporated herein by this reference, contain the entire agreement between the Parties with respect to the matters herein and there are no exceptions, alternatives, substitutions, revisions, understandings, agreements, restrictions, promises, warranties or undertakings, whether oral or written, other than those set forth herein or referred to herein.

27. **Amendments:** No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties.

28. **Governing Law and Venue:** This Agreement has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California, without reference to conflict of laws provisions. In the event of any legal action to enforce or interpret this Agreement, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure section 394. Furthermore, the Parties specifically agree to waive any and all rights to request that an action be transferred for trial to another venue.

29. **Appropriation/Contingency of Funds:** This Agreement is subject to and contingent upon applicable budgetary appropriations being approved by the County's Board of Supervisors for each fiscal year during the Term of this Agreement. If such appropriations are not approved, the Agreement will be immediately terminated without penalty to the County.

30. **Taxes:** Unless otherwise provided herein or by law, the compensation provided for herein does not include California state sales or use tax applicable now or in the future.

31. **Change of Ownership:** Attorneys agree that if there is a change or transfer in ownership of Attorneys' business prior to completion of this Agreement, the new owner(s) or successor(s) shall be required to provide documentation satisfactory to the County that the new owner(s) or successor(s) have assumed and will assume Attorneys' duties and obligations contained in this Agreement and that this Agreement constitutes a valid and fully binding agreement of such new owner(s) or successor(s).

32. **Publication:** No copies of schedules, written documents, and computer based data, photographs, maps or graphs, resulting from performance or prepared in connection with this Agreement, are to be released by Attorneys and/or anyone acting under the supervision of Attorneys to any person, partnership, company, corporation, or agency, without prior written approval by the County, except as necessary for the performance of the services of this Agreement. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be administered only by the County unless otherwise agreed to by both Parties.

33. **Headings:** The various headings and numbers herein, the grouping of provisions of this Agreement into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.

34. **Severability:** If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

35. **Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.

36. **Attorney's Fees:** In any action or proceeding to enforce or interpret any provision of this Agreement, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney's fees, costs and expenses.

37. **Interpretation:** This Agreement has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Agreement. In addition, each Party has been represented by experienced and knowledgeable independent legal counsel of their own choosing, or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each Party further acknowledges that it has not been influenced to any extent whatsoever in executing this Agreement by any other Party hereto or by any person representing them, or both. Accordingly, any rule of law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Agreement against the Party that has drafted it is not applicable and is waived. The provisions of this Agreement shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Agreement.

39. **Authority:** The Parties to this Agreement represent and warrant that this Agreement has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms. The Parties hereto have executed this Agreement on the dates shown opposite their respective signatures below.

The Parties hereto have executed this Agreement on the dates shown opposite their respective signatures below.

Dated: _____, 2019

County:

Leon J. Page
County Counsel

By: _____
Marianne Van Riper,
Senior Assistant County Counsel


Dated: _____, 2019

Attorneys:

Gatzke Dillon & Ballance LLP

By: _____
David P. Hubbard,
Partner

APPROVED AS TO FORM
COUNTY COUNSEL
ORANGE COUNTY, CALIFORNIA

By  _____

Dated: 5/23/19

Attachment A – Scope of Services

I. BACKGROUND

The County Board of Supervisors has designated the Orange County Health Care Agency (HCA) as the Solid Waste Local Enforcement Agency (LEA) for County of Orange. The Environmental Health Division at HCA is the LEA. Among its regulatory activities, LEA takes regulatory compliance action against entities in connection with current and former solid waste facilities and disposal sites in the County.

The Orange County Waste and Recycling Department (OCWR) currently operates, and has operated in the past, a number of solid waste facilities and disposal sites. The Office of County Counsel (County Counsel) regularly provides legal representation for both LEA and OCWR. There are circumstances, however, that give rise to a conflict of interest for County Counsel to provide legal representation to both LEA and OCWR. For instance, in a matter arising several years ago, LEA issued a regulatory order against OCWR concerning the disposition of methane gas at a closed landfill that had been operated by OCWR, giving rise to a conflict of interest for County Counsel to provide continued legal representation to both LEA and OCWR and thus compelling LEA to obtain the legal services of an outside attorney to represent LEA's interests in the matter.

When a conflict is declared, it is not always certain whether required legal representation will involve advisory services, litigation services, or both. Accordingly, this Agreement is intended to include an expanded scope of services that includes both advisory services and litigation representation for all matters wherein County Counsel determines that legal representation of both LEA and OCWR in such matters would constitute a conflict of interest and LEA's interests would be best served by an attorney or law firm other than County Counsel to provide legal representation for LEA pursuant to LEA's direction.

II. ATTORNEYS' RESPONSIBILITIES

Attorneys shall be required to provide personnel and all necessary support, including computer hardware and software, sufficient to perform the services described herein. Attorneys may be asked to, and shall, prepare written interim and final reports, updates and summaries for each phase of work, as applicable for each representation.

The required services will include, but are not limited to, any or all of the following services, as directed by LEA:

- (1) Provide legal counsel and representation to LEA, including both advisory and litigation services such as interpreting the relevant law regarding LEA's rights and authorities in connection with those entities LEA regularly regulates as well as preparing and filing responsive documents, managing and directing discovery, hiring and preparing necessary experts, participating in all hearings, motions, status conferences, settlement conferences, mediation, arbitration and trials.
- (2) Assisting LEA in identifying and preparing any claims arising from possible violations of laws and regulations committed by entities regulated by LEA, which may include, but is not limited to, the hiring of experts to assemble necessary information and the development of recommendations concerning the appropriate measure to be taken, if any.
- (3) Meet with LEA as requested by LEA.

- (4) Provide the necessary representation by staff qualified to perform the legal tasks at the least costly billing category as is acceptable to LEA.
- (5) Provide within a reasonable time and without delay all legal services requested within or reasonably related to the description of the scope of services stated herein.
- (6) Obtain written approval of LEA prior to retaining any consultant or expert witness.
- (7) Obtain written approval of LEA prior to undertaking legal research of more than 12 hours on any particular issue.
- (8) Obtain written approval of LEA prior to travel outside the counties of Orange, Los Angeles, Riverside, Imperial, Kern, San Bernardino, Ventura, Santa Barbara or San Diego.
- (9) Provide counsel and assist with settlement offers and negotiations; obtain LEA's authorization prior to making any settlement proposal on the LEA's behalf to the any judicial body or any other party to a case or matter.

Attachment B – Compensation, Invoicing and Payment

I. Hourly Rate Authorization

Staffing Level	Hourly Rate
Senior Partner	\$350.00
Partner	\$325.00
Associate	\$275.00 to \$285.00
Paralegals	\$150.00

NOTWITHSTANDING ANY PROVISION OF THIS AGREEMENT TO THE CONTRARY, UNLESS ATTORNEYS RECEIVE PRIOR WRITTEN APPROVAL OF LEA, LEA WILL NOT COMPENSATE ATTORNEYS FOR THE ATTENDANCE OR PARTICIPATION OF MORE THAN ONE ATTORNEY (INCLUDING ATTORNEYS STAFF) IN ANY MEETING, CONFERENCE CALL, DEPOSITION, COURT APPEARANCE OR SIMILAR MATTER. IN THE EVENT MORE THAN ONE ATTORNEY ATTENDS ANY MATTER, LEA WILL COMPENSATE ATTORNEYS AT THE HOURLY RATE FOR THE MOST SENIOR ATTORNEY PRESENT. IN ADDITION, UNLESS ATTORNEYS RECEIVE PRIOR WRITTEN APPROVAL OF LEA, LEA WILL NOT PAY ANY ATTORNEY HOURLY RATE FOR TIME SPENT TRAVELING.

II. Expenses

LEA shall reimburse Attorneys for their actual out-of-pocket expenses without mark-up, excluding expenses generally considered as overhead already reflected in the Attorney' hourly rates.

1. Reimbursable ordinary expenses shall include, but not be limited to:
 - a. Transcript fees.
 - b. Postage.
 - c. Messenger service.
 - d. Process service.
 - e. Document reproduction by outside vendor.
 - f. In-house document reproduction.
 - g. If amount charged in any one month exceeds \$500.00, prior County Counsel approval shall be obtained.
2. Reimbursable extraordinary expenses include charges of which Attorneys have obtained County Counsel's prior approval. Such expenses include, but not be limited to:
 - a. Consultants, up to \$150,000 per contract, unless otherwise authorized by the County's Board of Supervisors.
 - b. Expert witnesses up to \$150,000 per contract, unless otherwise authorized by the County's Board of Supervisors.
 - c. Travel outside the Counties of Orange, Los Angeles, San Bernardino, Riverside, Imperial, Kern, Ventura, Santa Barbara and San Diego.
 - d. Investigative services.
 - e. Any expense item exceeding Five Hundred Dollars (\$500.00).

3. Non-reimbursable expenses include, but not be limited to:
- a. Staff time or overtime for performing secretarial, clerical, or word processing functions.
 - b. Charges for time spent to provide necessary information for County audits or billing inquiries.
 - c. Charges for work performed which had not been authorized by County Counsel. Such work shall be a gratuitous effort by Attorneys.
 - d. Mileage, travel expenses or telephone expenses from the regular office of Attorneys to the County of Orange.

III. BILLINGS AND PAYMENTS

A. Billings

Attorneys shall submit monthly billing statements in arrears the month following the month service was rendered. The original billing statement(s) shall be submitted to:

HEALTH CARE AGENCY: ACCOUNTS PAYABLE
P.O. BOX 689
SANTA ANA, CA 92702-0689

The original of each billing statement shall include a declaration of Attorneys' Supervising Attorney or Lead Counsel as provided in Attachment C.

Each billing statement shall be identified by the Agreement and shall be itemized to include:

- 1. Matter or case name and court number.
- 2. Staffing level(s), hourly rates and specific activities for each attorney and/or paralegal.
 - (i) Each activity shall be billed separately as a line item in a time reporting format acceptable to the County.
 - (ii) A detailed description of specific activities for each attorney and/or paralegal:
- 3. Total current and cumulative monthly fees billed for each staffing level.
- 4. Total current monthly expenses billed in the following categories:
 - (i) Consultant and expert witness expenses;
 - (ii) Deposition and transcript expenses; and
 - (iii) Other miscellaneous expenses.
- 5. Total cumulative expenses to date billed in 4 directly above.

Itemized receipts/backup documentation for reimbursable expenses must be submitted with the invoice.

B. Payments

LEA shall make payment(s) for services rendered under this Agreement monthly in arrears based on the monthly itemized billing statement(s) Attorneys submit to LEA. The County shall make its

best effort to process payments promptly after receiving Attorneys' monthly billing statement. LEA shall not pay interest or finance charges on any outstanding balance(s).

Attachment C – Attorneys' Declaration on Billing Statement

The following declaration shall be made on the original of each billing statement and personally signed and dated by Attorneys' Supervising Attorney or Lead Counsel.

"I have personally examined this billing statement. All entries are in accordance with the Agreement For Professional Legal Services, are correct and reasonable for the services performed and costs incurred, and no item on this statement has been previously billed to LEA."

DATE

SIGNATURE

NAME

TITLE

(Supervising Attorney or Lead Counsel)

Attachment D – Orange County Child Support Enforcement Certification Requirements

In order to enhance the child support collection efforts of the County's Child Support Services, all contractors are required to provide the following information as listed on the attached form:

- If the Contractor is an individual contractor: Name, date of birth, social security number, and residence address.
- If Contractor is doing business in a form other than as an individual: Name, date of birth, social security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity.

In addition, all contractors must provide:

- A certification that the Contractor has fully complied with all applicable federal and state reporting requirements regarding its employees, and
- A certification that the Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

In order to comply with child support enforcement requirements of the County, within ten (10) days of award of this Agreement, Attorneys agree to furnish the required Attorney data and certifications to Massoud Shamel, Senior Deputy County Counsel.

Information provided herein shall be submitted to the Child Support Office, which has been charged with the establishment and enforcement of child support orders. Copies shall not be retained by the Office of County Counsel.

Failure of the Attorneys to submit the data and/or certifications required above or to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of this Agreement. Failure to cure such breach within sixty (60) calendar days of notice from the County shall constitute grounds for termination of this Agreement.

The Attorneys may use the forms supplied herein to furnish required information listed above.

COUNTY OF ORANGE CHILD SUPPORT ENFORCEMENT

CERTIFICATION REQUIREMENTS FORM

- A. In the case of an individual Contractor, his/her name, date of birth, Social Security number, and residence address:

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

- B. In the case of Contractor doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity:

Note: If no individual owns ten (10) percent or more, write "NA"

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

(Additional sheets may be used if necessary)

CHILD SUPPORT ENFORCEMENT CERTIFICATE

"I certify that [INSERT NAME OF ATTORNEYS] is in full compliance with all applicable federal and state reporting requirements regarding its employees and with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments and will continue to be in compliance throughout the term of the Agreement for Legal Services with LEA. I understand that failure to comply shall constitute a material breach of the Agreement and that failure to cure such breach within sixty (60) calendar days of notice from LEA shall constitute grounds for termination of the Agreement."

Authorized Signature

Typed or Printed Name

Title