

AGREEMENT WITH ATKINSON, ANDELSON, LOYA, RUUD & ROMO (AALRR)

FOR PROFESSIONAL INVESTIGATIVE SERVICES

This Agreement for Professional Investigative Services (this “Agreement”) is effective January 1, 2023, by and between the County of Orange, a political subdivision of the State of California (the “County”), on the one hand, and Atkinson, Andelson, Loya, Ruud & Romo (AALRR) (“Investigators”), on the other hand. County and Investigators are sometimes individually referred to as “Party”, or collectively referred to as “Parties.”

RECITALS

WHEREAS, the County desires to contract for professional investigation services;

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

WHEREAS, County desires to retain Investigators’ services in connection with the Scope of Services provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

ARTICLES

1. **Scope of Work:** The Scope of Work for this Agreement is attached hereto and incorporated herein by this references as Attachment A.

2. **Compensation:** The compensation to be paid to Investigators for performing services in accordance with this Agreement is specified in Attachment B, which is attached hereto and incorporated herein by this reference, and includes full compensation for providing all services performed under this Agreement. The approved personnel whose services will be provided by Investigators under this Agreement and their respective hourly rates are set forth on Attachment B, which list of personnel may be amended from time to time as necessary by the Investigators and the Office of the Orange County Counsel (“County Counsel”) through letter agreements. The approved hourly rates set forth in this

Agreement, however, may not be amended or increased without approval of the County Board of Supervisors (“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 initial term of this Agreement is for three (3) years, effective January 1, 2023, continuing for three (3) years from that date, unless earlier terminated by the County. The Agreement Term may be renewed for two (2) additional consecutive one (1) year terms, upon the mutual written agreement of the Parties. Renewal of the Agreement may require approval by the County Board of Supervisors. Permitted renewals of the Agreement provided in this paragraph 4 shall not result in any change in any other term, condition or provision of this Agreement.

5. **Professional Conflict of Interest:** Even though Investigators are not providing legal representation, they are lawyers and the County requires them to maintain their ethical obligations as lawyers. Without limitation as to, or alteration of, obligations otherwise imposed on Investigators with respect to County under the Rules of Professional Conduct of the State Bar of California (“Rules of Professional Conduct”) or under law, and in addition to such obligations, Investigators agree to comply with the following portion of the Conflicts of Interest Policy adopted by the County’s Board of Supervisors on September 24, 1985:

“It is the policy of the Orange County Board of Supervisors, on behalf of County and all other government entities of which it is the governing board, to prohibit the employment by any law firm adverse to County while simultaneously being employed by County, unless the Board is advised of, and given specific consent to, such adverse employment.

Any law firm which has been retained by County which desires employment which is or may be adverse to County shall transmit a statement of such desire to the County Counsel prior to undertaking such employment. The statement shall include a description of the employment and the reasons, if any, why County should consent. The County Counsel will forward the request to the Board of Supervisors with recommendation for action.”

If the Board of Supervisors declines to consent to the employment, the Investigators shall decline any such employment. The Board’s authority to give the County’s consent is not delegated to any officer or employee of the County.

The County recognizes that this policy may exceed the limitations set forth in the California Rules of Professional Conduct of the State Bar of California. Where applicable, Investigators shall comply with such rules in security necessary consent from their other clients.

6. **General Conflicts of Interest:** The Investigators shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Investigators; the Investigators' employees, agents, and relatives; sub-tier Investigators and third parties associated with accomplishing services hereunder. The Investigators' 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 Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Investigators shall not, during the period of this Agreement, employ or offer employment to any County employee for any purpose.

7. **Confidentiality and Communication with County:** Investigators 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. Investigators shall inform all of their principals, employees, and agents providing services hereunder of the confidentiality provisions of this Agreement.

Investigators recognize that their relationship with County 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 County is confidential and privileged. Investigators warrant that they shall not disclose or use in any manner whatsoever any of the information from County's officers, employees, and agents in connection with said relationships or proceedings. Investigators understand that the County Counsel is the legally empowered legal representative of County and its officers and employees and Investigators shall not without specific direction from the County Counsel communicate with, advise, or represent County officers or employees. This provision shall not apply to communications between Investigators and Board of Supervisors members. These confidentiality obligations shall survive this Agreement's termination or expiration.

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

9. **Assignment of 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 Investigators without the express written consent of County. Any attempt by Investigators to assign or sub-contract the performance or any portion thereof of this Agreement without the express written consent of County shall be invalid and shall constitute a material breach of this Agreement. Investigators may retain consultants or experts as provided in Attachment B.

10. **Performance:** Investigators shall perform all work under this Agreement, taking necessary steps and precautions to perform the work to County's satisfaction. Investigators shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documents and other services performed by the Investigators under this Agreement. Investigators shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all labor, supervision, materials, and supplies necessary therefore; shall at their sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the services; and, if permitted to subcontractors, shall be fully responsible for all work performed by subcontractors.

11. **Compliance with Laws:** Investigators represent and warrant that services to be provided under this Agreement shall fully comply, at Investigators' expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Investigators acknowledge that County is relying on Investigators to ensure such compliance, and pursuant to the requirements of section 15 below, Investigators agree that they shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.

12. **Investigators Personnel:** Investigators warrant that all Investigators' 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 the County. County expressly retains the right to have any of the Investigators' personnel removed from performing services under this Agreement to the County. Investigators shall effectuate the removal of the specified Investigators personnel from providing any services to the County under this Agreement within one business day of notification by County Counsel. County Counsel's Supervising Attorney shall submit the request in writing to the Investigators. The County is not required to provide any reason, rationale or additional factual information if it elects to request any specific Investigators personnel be removed from performing services under this Agreement.

Investigators' Supervising Investigator/Partner for this Agreement shall be Jorge J. Luna. Investigators' Supervising Investigator shall have full authority to act for Investigators on all daily operational matters under this Agreement and shall serve as or designate lead investigator ("Lead Investigator") for all activities performed under the scope of services described below. Designation of Supervising/Lead Investigator shall be subject to County Counsel's written approval. Any change in Investigators' Supervising/Lead Investigator shall be first authorized in writing by County Counsel's Supervising Attorney.

County Counsel's designated Supervising Attorney under this Agreement shall be Supervising Deputy County Counsel, Teri L. Maksoudian. County Counsel's Supervising Attorney shall have authority to act for County, within the scope of his or her authority, on all daily operational matters under this Agreement and shall review and approve all Investigators' reports, whether written or verbal, and any change in Investigators' Supervising Attorney or Lead Counsel. Whenever County Counsel designates a

Supervising Attorney or change in Supervising Attorney, he, she or his or her designee shall notify Investigators in writing.

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

14. **Patent/Copyright Materials/Proprietary Infringement:** Investigators shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Agreement. Investigators 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. Investigators agree that, in accordance with the more specific requirement contained in the Indemnification section below, they shall indemnify, defend and hold County and County Indemnitees (as defined below) 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.

15. **Indemnification:** Investigators agree to indemnify, defend with counsel approved in writing by County, and hold harmless County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") 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 performance of services pursuant to this Agreement. If judgment is entered against Investigators and County (or any County Indemnitee), by a court of competent jurisdiction because of the concurrent active negligence of Investigators and County or County Indemnitees, Investigators and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

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

Investigators shall ensure that all subcontractors performing work on behalf of Investigators pursuant to this Agreement shall be covered under Investigators' insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Investigators. Investigators shall not allow subcontractors to work if subcontractors have less than the level of coverage required by the County from Investigators under this Agreement. It is the obligation of Investigators 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 Investigators throughout the term of 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 Investigators' current audited financial report. If Investigators' SIR is approved, Investigators, in addition to, and without limitation of, any other indemnity provision(s) in this Agreement, agrees to all of the following:

a) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Investigators', its agents, employee's or subcontractor's performance of this Agreement, Investigators shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and

b) Investigators' duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and

c) 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 Investigators' SIR provision shall be interpreted as though the Agreement was an insurer and the County was the insured.

If the Investigators' fail to maintain insurance acceptable to the County for the full term of this Agreement, the County 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 Investigators 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 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:

a) 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.***

b) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Investigators' 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 of Orange, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Investigators shall notify County 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 the County. Failure to provide written notice of cancellation may constitute a material breach of the Agreement, upon which the County may suspend or terminate this Agreement.

If Investigators' Professional Liability is a "Claims-Made" policy, Investigators 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 the agency/department address listed in the Agreement.

If the Investigators fail to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified firm.

The County expressly retains the right to require Investigators 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 the County.

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

The procuring of such required policy or policies of insurance shall not be construed to limit Investigators' 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.

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

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

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

20. **Audits/Inspections:** Investigators 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 Investigators 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. Investigators will be provided reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify the Investigators' records before final payment is made.

Investigators 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. Investigators agree to allow interviews of any employees or others who might reasonably have information related to such records. Further, Investigators agree to include a similar right to the County to Audit records and interview staff of any subcontractors related to performance of this Agreement.

Should the Investigators cease to exist as a legal entity, the Investigators' 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 County Counsel's Supervising Attorney.

21. **Termination for County's Convenience:** Services performed under this Agreement may be terminated in whole or in part at any time County deems termination of this Agreement to be in its best interests. County Counsel's Supervising Attorney shall terminate services by delivering to Investigators 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 County Counsel's Supervising Attorney, Investigators 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 30 days after the termination date, including a brief description of any outstanding legal issues or matters which are pending with the Investigators (including a discussion of applicable law) a list and description of all scheduled meetings, court appearances or matters which Investigators were to attend and an assessment of the accomplishments of Investigators' engagement.
- d) Submit final billing for terminated services no later than sixty (60) calendar days from the effective termination date. If Investigators fail to submit a final billing within the time allowed, County may determine, on the basis of information available to it, the amount, if any, due to Investigators. After County makes a determination, it shall pay Investigators that amount. County's determination shall be final.
- e) Provide County Counsel's Supervising Attorney with copies (electronic and hard copies) of all files and Investigators work product for any matters in which Investigators were retained by County. This includes any computerized index, computer programs and document retrieval systems created or used for the matters. When instructed by County Counsel's Supervising Attorney, Investigators shall file with the court the appropriate substitution of counsel.

22. **Breach of Agreement:** The failure of the Investigators 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, the County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Agreement:

- a) Afford the Investigators 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 Investigators for and during the period in which the Investigators are in breach; and offset against any monies billed by the Investigators but yet unpaid by the County those monies disallowed pursuant to the above; and/or
- c) Terminate the Agreement immediately, without penalty to the County.

23. **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 of any other different or subsequent breach.

24. **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.

25. **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 Investigators:	Name:	Atkinson, Andelson, Loya, Ruud & Romo (aalrr)
	Address:	12800 Center Court Drive Suite 300 Cerritos, CA 90703
	Attn:	Jorge J. Luna
	Phone:	562-653-3200
	Fax:	562-653-3333
	Email:	jluna@aalrr.com

For County	Name:	Office of the Orange County Counsel
	Address:	400 W. Civic Center Dr. Ste. 202 Santa Ana, CA 92701
	Attn:	Teri L. Maksoudian
	Title:	Supervising Deputy County Counsel

Phone: (714) 834-5635
Fax: (714) 834-4552
Email: teri.maksoudian@coco.ocgov.com

26. **Employee Eligibility Verification:** The Investigators warrant that they fully comply with all Federal and State Statutes and regulations regarding the employment of aliens and others and that all Investigators' employees performing work under this Agreement meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Investigators 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 Investigators shall retain all such documentation for all covered employees for the period prescribed by law. The Investigators shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County and County Indemnitees from employer sanctions and any other liability which may be assessed against the Investigators or the County/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.

27. **Entire Agreement:** This Agreement including Attachments A, B, C, and D which are attached hereto and incorporated herein by this reference, contains 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.

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

29. **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.

30. **Appropriation/Contingency of Funds:** This Agreement is subject to and contingent upon applicable budgetary appropriations being approved by the 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.

31. **Taxes:** Unless otherwise provided herein or by law, the compensation provided for herein includes California state sales or use tax applicable law now or in the future.

32. **Change of Ownership:** Investigators agree that if there is a change or transfer in ownership of Investigators' business prior to completion of this Agreement, the new owner(s) or successor(s) to Investigators shall be required to provide documentation satisfactory to the County that the new owner(s) or successor(s) have assumed and will assume Investigators' 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).

33. **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 Investigators and/or anyone acting under the supervision of Investigators 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.

34. **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.

35. **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.

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

37. **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.

38. **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 effect 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.

40. **Counterparts and .pdf/Facsimile Signature:** This Agreement may be signed in counterparts, which together shall constitute one original, and such counterpart signature pages may be exchanged and compiled using facsimile and/or .pdf file versions, which shall be deemed to be original signatures.

SIGNATURES ON FOLLOWING PAGE

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

Dated: [Month, date, year]

County:

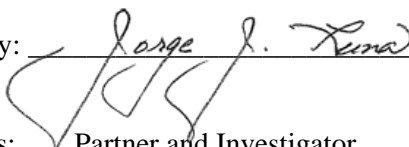
Leon J. Page
County Counsel

By: _____
Teri L. Maksoudian
Supervising Deputy County Counsel

Dated: November 28, 2022

Investigators:

Jorge J. Luna
Atkinson, Andelson, Loya, Ruud & Romo (aalrr)

By:  _____
Its: Partner and Investigator _____

and _____

Its: _____

Agreement
For
Professional Investigative Services
Attachment A – Scope of Services

I. BACKGROUND

Investigators will provide employment investigation services. The scope of work includes but is not limited to investigation of workplace sexual harassment claims, discrimination claims and retaliation claims. Investigators will be expected to prepare written reports detailing the investigative process and results that will become the work product of the Office of the County Counsel.

II. INVESTIGATORS' RESPONSIBILITIES

- (1) Investigators shall do all work necessary to complete each assigned employment investigation and to complete the work described by the Contract above, including but not limited to interviewing witnesses, researching legal issues, preparing investigative summaries and final reports if and as requested. Such reports shall include a description of the investigative procedures used, a detailed summary of the evidence reviewed - including witnesses interviews - and a conclusion that determines if the allegations were substantiated or unsubstantiated.
- (2) Investigators shall provide County with the necessary representation by staff qualified to perform the legal/investigative tasks at the least costly billing category as is acceptable to County Counsel.
- (3) Investigators shall provide all investigative services requested by County Counsel (or by Human Resources Services Department ("HRS") through County Counsel) within or reasonably related to the description of the Scope of Work.
- (4) Investigators shall meet with County representatives as requested by County Counsel.
- (5) Investigators shall obtain County Counsel's written approval before retaining any consultant or expert witness to assist with any individual matter assigned to Investigators.
- (6) Investigators shall obtain the approval of County Counsel prior to undertaking legal research of more than twelve (12) hours on any particular issue.

- (7) Investigators shall obtain County Counsel's prior approval for travel outside the Counties of: Orange, Los Angeles, Riverside, Imperial, Kern, San Bernardino, Ventura, Santa Barbara or San Diego.
- (8) Investigators shall consult with County Counsel and HRS on strategic and tactical decisions.

**Agreement
For
Professional Investigative Services
Attachment B – Compensation, Invoicing and Payment**

I. Hourly Rate Authorization

Staffing Level	Hourly Rate
Partner	\$390-\$405
Of Counsel	\$355-\$375
Senior Associates	\$335-\$355
Associate	\$320-\$355
Paralegal	\$195

NOTWITHSTANDING ANY PROVISION OF THIS AGREEMENT TO THE CONTRARY, UNLESS INVESTIGATORS RECEIVE PRIOR WRITTEN APPROVAL OF THE COUNTY COUNSEL’S SUPERVISING ATTORNEY, THE COUNTY WILL NOT COMPENSATE INVESTIGATORS FOR THE ATTENDANCE OR PARTICIPATION OF MORE THAN ONE INVESTIGATOR (INCLUDING INVESTIGATORS STAFF) IN ANY MEETING, CONFERENCE CALL, DEPOSITION, COURT APPEARANCE OR SIMILAR MATTER. IN THE EVENT MORE THAN ONE INVESTIGATOR ATTENDS ANY MATTER, THE COUNTY WILL COMPENSATE INVESTIGATORS AT THE HOURLY RATE FOR THE MOST SENIOR INVESTIGATOR PRESENT.

THE COUNTY WILL NOT PAY ANY HOURLY RATE FOR TIME SPENT TRAVELING, REGARDLESS OF THE FORM OF TRANSPORTATION (AUTOMOBILE, AIR, ETC.). FOR POLICIES RELATED TO TRAVEL EXPENSE REIMBURSEMENT SEE SECTION B.2, BELOW.

II. Expenses

County shall reimburse Investigators for their actual out-of-pocket expenses without mark-up, excluding expenses generally considered as overhead already reflected in the Investigators' 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 production. 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' prior approval. Such expenses include, but shall not be limited to:
 - a) Consultants, up to \$150,000 per contract, unless otherwise authorized by the County Board of Supervisors.
 - b) Expert witnesses up to \$150,000 per contract, unless otherwise authorized by the County Board of Supervisors.
 - c) Travel outside the Counties of Orange, Los Angeles, San Bernardino, Riverside, Imperial, Kern, Ventura, Santa Barbara and San Diego. Such extraordinary expenses shall be reimbursed at the IRS prevailing rate for mileage only.
 - d) Investigative services.
 - e) Any expense item exceeding Five Hundred Dollars (\$500.00).

3. Non-Reimbursable expenses include, but shall 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 gratuitous effort by Attorneys.
 - d) Mileage, travel expenses or telephone expenses within the counties of Orange, Los Angeles, San Bernardino, Riverside, Imperial, Kern, Ventura, Santa Barbara and San Diego.

BILINGS AND PAYMENTS

C. Billings

1. Attorneys shall submit monthly billing statements in arrears, no later than the tenth (10th) of the month following the month service was rendered.
2. The original billing statement(s) and one copy shall be submitted to:

County of Orange
Office of the County Counsel
400 W Civic Center Dr. Ste. 202
Santa Ana, CA 92701
Attn: Teri L. Maksoudian, Supervising Deputy County Counsel
3. The original of each billing statement shall include a declaration of Attorneys' Supervising Attorney or Lead Counsel as provided in Attachment C.
4. Each billing statement shall be identified by a unique number and shall be itemized to include:
 - a) Matter or Case names and court number.

- b) Staffing level(s), hourly rates and specific activities for each attorney and/or paralegal.
 - 1) Each activity shall be billed separately as a line item in a time reporting format acceptable to County Counsel.
 - 2) A detailed description of specific activities for each attorney and/or paralegal.
- c) Total current cumulative monthly fees billed for each staffing level.
- d) Total current monthly expenses billed in the following categories:
 - 1) Consultant and expert witness expenses;
 - 2) Deposition and transcript expenses; and
 - 3) Other miscellaneous expenses.
- e) The total cumulative expenses to date billed in (d) directly above.

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

B. Payments

The County shall make payment(s) for services rendered under this Agreement monthly in arrears based on the monthly itemized billing statement(s) Investigators submit to the County. The County shall make its best effort to process payments promptly after receiving Investigators' monthly billing statement. The County shall not pay interest or finance charges on any outstanding balance(s).

**Agreement
For
Professional Investigative Services
Attachment C – Investigators’ Declaration on Billing Statement**

The following declaration shall be made on the original of each billing statement and personally signed and dated by Investigators' Supervising Investigator.

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

11/28/22 
DATE SIGNATURE

Jorge J. Luna
NAME

Partner and Investigator
TITLE
(Supervising/Lead Investigator)