

**AMENDMENT #4
TO MA-012-13012148
FOR
MAINTENANCE AND ADMINISTRATION SERVICES FOR IROS**

This AMENDMENT is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, ("County") and ***Irvine Ranch Conservancy***, a California corporation with a place of business at ***4727 Portola Pkwy, Irvine, CA 92620-1914*** ("Contractor"), with County and Contractor sometimes individually referred to as "Party" or collectively referred to as "Parties."

RECITALS

WHEREAS, County and Contractor entered into Contract MA-012-13012148 for Maintenance and Administration Services for IROS, effective July 1, 2013 through June 30, 2016, in the amount of \$9,408,871 "Contract"; and

WHEREAS, Parties issued Amendment No. 1 to renew Contract for three (3) additional years, effective July 1, 2016 through June 30, 2019, in an amount of \$9,501,893.58, amended Attachments A and C, and revised Insurance Provisions; and

WHEREAS, Parties issued Amendment No. 2 to amend Contract to reflect the Contractor's name change; and

WHEREAS, Parties issued Amendment No. 3 to renew Contract for three (3) additional years, effective July 1, 2019 through June 30, 2022, in an amount of \$10,385,323, amended Terms and Conditions, Attachment A, Attachment B, and replaced Attachment C in its entirety; and

WHEREAS, County now desires to renew Contract for three (3) additional years, and revise Contract Articles, amend Attachment C, and amend Exhibits 2 and 3; and

NOW THEREFORE, the Parties agree as follows:

AMENDMENT TO CONTRACT ARTICLES

1. Contract term shall be renewed for three (3) additional years, effective from July 1, 2022 through June 30, 2025, in an amount not to exceed \$11,306,576.61.
2. Contract Specific Terms and Conditions, Section 21, Miscellaneous, subsection F, Amendment 4 Clauses is hereby added:

F. Amendment 4 Clauses

- i. Contractor will submit to the County as soon as possible after the execution of this Contract, the cost percentage of each position that is being funded by this contract.
- ii. The Contractor will coordinate closely with OC Parks staff and ensure that the OC Parks logo and branding is visible to the visiting public (e.g. on booths, materials, etc.) during activities on County Property managed by OC Parks.
- iii. Contract funds shall not be utilized toward third-party mitigation projects unless authorized by OC Parks.

3. Contract Specific Terms and Conditions, subsection 21. Miscellaneous, subsection (C) (iv) is hereby deleted.
4. General Terms and Conditions, Section FF, Wage Rates is hereby added:

FF. **Wage Rates:** Contractor shall post a copy of the wage rates at the job site and shall pay the adopted prevailing wage rates as a minimum. Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the Board of Supervisors has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this Contract from the Director of the Department of Industrial Relations. These rates are on file with the Clerk of the Board of Supervisors. Copies may be obtained at cost at the office of County's OC Public Works/OC Facilities & Asset Management/A&E Project Management or visit the website of the Department of Industrial Relations, Prevailing Wage Unit at www.dir.ca.gov/DLSR/PWD. The Contractor shall comply with the provisions of Sections 1774, 1775, 1776 and 1813 of the Labor Code.

FF.1. Apprenticeship Requirements

The Contractor shall comply with Section 230.1(A), California Code of Regulations as required by the Department of Industrial Relations, Division of Apprenticeship Standards by submitting DAS Form to the Joint Apprenticeship Committee of the craft or trade in the area of the site.

FF.2. Registration of Contractor

All contractors and subcontractors must comply with the requirements of Labor Code Section 1771.1(a), pertaining to registration of contractors pursuant to Section 1725.5. Bids cannot be accepted from unregistered contractors except as provided in Section 1771.1. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. After award of the contract, Contractor and each Subcontractor shall furnish electronic payroll records directly to the Labor Commissioner in the manner specified in Labor Code Section 1771.4.

FF.3. Payroll Records

FF.3.1. Contractor and any Subcontractor(s) shall comply with the requirements of Labor Code Section 1776. Such compliance includes the obligation to furnish the records specified in Section 1776 directly to the Labor Commissioner in an electronic format, or other format as specified by the Commissioner, in the manner provided by Labor Code Section 1771.4.

FF.3.2. The requirements of Labor Code Section 1776 provide, in summary:

Contractor and any Subcontractor(s) performing any portion of the work under this Contract shall keep an accurate record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor or any Subcontractor(s) in connection with the work.

FF.3.3. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:

- a. The information contained in the payroll record is true and correct.
 - b. The employer has complied with the requirements of Labor Code Sections 1771, 1811, and 1815 for any work performed by his or her employees in connection with the Contract.
- FF.3.4. The payroll records shall be certified and shall be available for inspection at the principal office of Contractor on the basis set forth in Labor Code Section 1776.
- FF.3.5. Contractor shall inform County of the location of the payroll records, including the street address, city and county, and shall, within five working days, provide a notice of any change of location and address of the records.
- FF.3.6. Pursuant to Labor Code Section 1776, Contractor and any Subcontractor(s) shall have 10 days in which to provide a certified copy of the payroll records subsequent to receipt of a written notice requesting the records described herein. In the event that Contractor or any Subcontractor fails to comply within the 10-day period, he or she shall, as a penalty to County, forfeit \$100, or a higher amount as provided by Section 1776, for each calendar day, or portion thereof, for each worker to whom the noncompliance pertains, until strict compliance is effectuated. Contractor acknowledges that, without limitation as to other remedies of enforcement available to County, upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement of the California Department of Industrial Relations, such penalties shall be withheld from progress payments then due Contractor. Contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section.
- FF.3.7. Contractor and any Subcontractor(s) shall comply with the provisions of Labor Code Sections 1771 et seq. and shall pay workers employed on the Contract not less than the general prevailing rates of per diem wages and holiday and overtime wages as determined by the Director of Industrial Relations. Contractor shall post a copy of these wage rates at the job site for each craft, classification, or type of worker needed in the performance of this Contract, as well as any additional job site notices required by Labor Code Section 1771.4(b). Copies of these rates are on file at the principal office of County's representative, or may be obtained from the State Office, Department of Industrial Relations ("DIR") or from the DIR's website at www.dir.ca.gov. If the Contract is federally funded, Contractor and any Subcontractor(s) shall not pay less than the higher of these rates or the rates determined by the United States Department of Labor.

FF.4. Work Hour Penalty

Eight hours of labor constitute a legal day's work, and forty hours constitute a legal week's work. Pursuant to Section 1813 of the Labor Code of the State of California, the Contractor shall forfeit to the County Twenty Five Dollars (\$25) for each worker employed in the execution of this Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than the legal day's or week's work, except that work performed by employees of said Contractor and subcontractors in excess of the legal limit shall be permitted without the foregoing penalty.

upon the payment of compensation to the workers for all hours worked in excess of eight hours per day of not less than 1-1/2 times the basic rate of pay.

FF.5. Apprentices

- FF.5.1. The Contractor acknowledges and agrees that, if this Contract involves a dollar amount greater than or a number of working days greater than that specified in Labor Code Section 1777.5, this Contract is governed by the provisions of Labor Code Section 1777.5. It shall be the responsibility of the Contractor to ensure compliance with this Article and with Labor Code Section 1777.5 for all apprenticeable occupations.
- FF.5.2. Pursuant to Labor Code Section 1777.5 if that Section applies to this Contract as indicated above, the Contractor and any subcontractors under him employing workers in any apprenticeable craft or trade in performing any work under this Contract shall apply to the applicable joint apprenticeship committee for a certificate approving the Contractor or subcontractor under the applicable apprenticeship standards and fixing the ratio of apprentices to journeymen employed in performing the work.
- FF.5.3. Pursuant to Labor Code Section 1777.5 if that Section applies to this Contract as indicated above, the Contractor and any subcontractor under him may be required to make contributions to the apprenticeship program.
- FF.5.4. The Contractor and all subcontractors under him shall comply with Labor Code Section 1777.6 which Section forbids certain discriminatory practices in the employment of apprentices.

5. Attachment B, Compensation and Payment, Section III, Invoicing Instructions: Quarterly Payments of the Contract shall be amended and replaced in its entirety with the following:

III. **Invoicing Instructions: Quarterly Payments:** The Contractor will provide an invoice on the Contractor's letterhead. Each invoice will have a unique number and will include the following information:

- 1. Contractor's name and address
- 2. Contractor's remittance address, if different from (1) above
- 3. Name of County Agency/Department
- 4. Contract number: **MA-012-13012148** (must list on **ALL** invoices)
- 5. Service Date(s) – Quarter of Service
- 6. Fee for each of the following utilizing the format in Exhibit 1:
 - i. Habitat Restoration & Enhancement
 - ii. Fire Prevention & Management
 - iii. Community Engagement & Education
 - iv. Invasive Species Control
 - v. Plant Material Development
 - vi. Monitoring & Research
 - vii. Volunteer Management & Administration
 - viii. Planning & Infrastructure
 - ix. Communications & Marketing
 - x. Operations
 - xi. General & Administration
- 7. Total Fee

**County of Orange, Orange County Community Resources
Irvine Ranch Conservancy**

ATTACHMENT A
MA-012-13012148

8. Federal Taxpayer I.D. number
9. A quarterly work plan utilizing the format in Exhibit 2.

The responsibility for providing all acceptable invoice(s) to the County for payment rests with the Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to the Contractor for correction. The County's Operations Manager, or designee, is responsible for approval of invoices and subsequent submittal of invoices to the Auditor-Controller for processing of payment.

6. Attachment B, Compensation and Payment, Section IV, Invoicing Instructions: Extra Work of the Contract shall be amended and replaced in its entirety with the following:

IV. **Invoicing Instructions: Extra Work:** The Contractor will provide an invoice on the Contractor's letterhead. Each invoice will have a unique number and will include the following information:

1. Contractor's name and address
2. Contractor's remittance address, if different from (1) above
3. Name of County Agency/Department
4. Contract number: **MA-012-13012148** (must list on **ALL** invoices)
5. Service Date(s)
6. Itemized tasks performed with associated fees
7. Total Fee
8. Federal Taxpayer I.D. number

All Invoices are to be forwarded to:

OC Community Resources/OC Parks
Attn: Accounts Payable
601 N Ross St 6th Floor
Santa Ana, CA 92701

The responsibility for providing all acceptable invoice(s) to the County for payment rests with the Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to the Contractor for correction. The County's Operations Manager, or designee, is responsible for approval of invoices and subsequent submittal of invoices to the Auditor-Controller for processing of payment.

7. Attachment B, Compensation and Payment, Section V of the Contract shall be added to include the following:

V. Contractor shall provide annually a copy of its audited financial statements identifying the status and balance of the Fund Balance Account. In addition, on or before August 1 each year, Contractor shall provide to County an unaudited statement of activities showing revenue and expenses for each major category of operations and the net surplus or deficit of funds for the previous fiscal year. See Exhibit 3 for an example of this report. Any overall net surplus shall be deposited in the Fund Balance Account and used for the purposes and according to the procedures described in Section 4Aii.

8. Attachment C, Management Fees of the Contract shall be amended and replaced in its entirety and the version attached hereto and is hereby incorporated by reference.

***County of Orange, Orange County Community Resources
Irvine Ranch Conservancy***

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9. Exhibit 1, County of Orange Child Support Enforcement Certification of the Contract shall be amended and replaced in its entirety with the Revised Exhibit 1, Quarterly Invoice Format Example attached hereto and hereby incorporated by reference.
10. Exhibit 2, Quarterly Work Plan Invoice Format Example, attached hereto and hereby incorporated by reference, is hereby added as Exhibit 2 to the Contract.
11. Exhibit 3, Statement of Activities Format Example, attached hereto and hereby incorporated by reference, is hereby added as Exhibit 3 to the Contract.
12. Except as otherwise expressly set forth herein, all terms and conditions contained in the Original Contract, including any amendments/modifications, are hereby incorporated herein by this reference as if fully set forth herein and shall remain in full force and effect.

**County of Orange, Orange County Community Resources
Irvine Ranch Conservancy**

ATTACHMENT A
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IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the date first above written.

IRVINE RANCH CONSERVANCY*

DocuSigned by:
By: Michael O'Connell
8B3959ECB6F64A0...

Print Name: Michael O'Connell

Title: President and CEO
Corporate Officer

Date: 4/15/2022

DocuSigned by:
By: Nikki Buffa
635AA9683FF5427...

Print Name: Nikki Buffa

Title: Secretary
Corporate Officer

Date: 4/18/2022

COUNTY OF ORANGE, a political subdivision of
the State of California

By: _____

Print Name: _____

Title: _____
Deputy Purchasing Agent

Date: _____

APPROVED AS TO FORM:

County Counsel

DocuSigned by:
By: Mark Batarse
BC5CA9BED31F40A...

Print Name: Mark Batarse

Title: Senior Deputy County Counsel
Deputy

Date: 4/18/2022

* If the contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signator to bind the corporation.

**ATTACHMENT C
MANAGEMENT FEES**

A.

Annual Services-Regular Estimate	Year 1 Maximum Annual Fee*	Year 2 Maximum Annual Fee*	Year 3 Maximum Annual Fee*
Habitat Restoration & Enhancement	\$332,120.04	\$342,083.64	\$352,346.15
Fire Prevention & Management	\$66,633.40	\$68,632.40	\$70,691.37
Community Engagement & Education	\$172,394.72	\$177,566.56	\$182,893.56
Invasive Species Control	\$176,616.33	\$181,914.82	\$187,372.26
Plant Material Development	\$160,253.80	\$165,061.41	\$170,013.26
Monitoring & Research	\$261,133.12	\$268,967.11	\$277,036.13
Volunteer Management & Administration	\$698,752.72	\$719,715.30	\$741,306.76
Planning & Infrastructure	\$423,069.20	\$435,761.28	\$448,834.11
Communications & Marketing	\$223,404.60	\$230,106.74	\$237,009.94
Operations	\$119,950.57	\$123,549.09	\$127,255.56
General & Administration	\$878,109.50	\$904,452.79	\$931,568.37
Subtotal:	\$3,512,438.00	\$3,617,811.14	\$3,726,327.47

B.

Annual Services-Extra Work**	Year 1 Maximum	Year 2 Maximum	Year 3 Maximum
Projects will be determined annually by OC Parks as needed	\$150,000.00	\$150,000.00	\$150,000.00
Total Annual Not to Exceed Amount:	\$3,662,438.00	\$3,767,811.14	\$3,876,327.47

**Extra Work Labor Rates as of July 01, 2022

C. Rates apply only to Extra Work Services.

Job Classification	Hourly Rate
President & Chief Executive Officer	\$230.00
Vice President & Chief Operating Officer	\$200.00
Vice President & Chief Program Officer	\$200.00
Program Director	\$150.00
Senior Program Manager	\$130.00
Program Manager	\$120.00
Senior Project Manager	\$110.00
Project Manager	\$100.00
Project Coordinator III	\$90.00
Project Coordinator II	\$80.00
Project Coordinator I	\$75.00
Project Technician/Specialist III	\$70.00
Project Technician/Specialist II	\$68.00
Project Technician/Specialist I	\$65.00
Paid Intern	\$60.00

*Based on 3% annual increase, actual annual adjustment of management fee amount shall increase by the lesser of the amount in the Consumer Price Index or three percent (3%) of the current annual management fee.

D. Total Contract Amount Shall Not Exceed: \$11,306,576.61

**County of Orange, Orange County Community Resources
Irvine Ranch Conservancy**

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**REVISED EXHIBIT 1
QUARTERLY INVOICE FORMAT EXAMPLE**

OC PARKS MANAGEMENT CONTRACT

Maintenance and Administrative Services at Irvine Ranch Open Space (IROS)

Invoice Billing for the period: Month 00, 0000 through Month 00, 0000

INVOICE NO. MA-012-13012148-OCP Q0-FY00

Invoice to:
County of Orange
OC Community Resources / OC Parks
Accounts Payable
601 North Ross St. 6th Floor
Santa Ana, CA 92701

Invoice Date: 0/00/0000

Contract Number: MA-012-13012148
Federal Tax ID No.: 45-5412769

Remit invoice payment to:
New Irvine Ranch Conservancy
4727 Portola Parkway
Irvine, CA 92620
Attention: Samson Cheffa

Pursuant to Article I, Section 4. *Management Fee, subsection A: Payment of Management Fee*

"County shall pay the Management Fee to Contractor in four (4) equal quarterly installments payable on or before July 1, October 1, January 1, and April 1 of each year of the Term according to the procedures in Attachment B (Compensation and Payment)," of Management Contract. "Contractor shall submit quarterly invoices for Scope of Services up to ninety (90) days in advance to allow sufficient time for County administrative processing of payment."

Summary Activities Date of Services: Month 0, 0000 through Month 00, 0000				
Program Delivery	FY00 Q0 Quarterly Management Fee Estimates	FY00 Q0 Actuals	FY00 Q0 Fund Balance Expenditures	Description of Services
Habitat Restoration & Enhancement	\$ -	\$ -	\$ -	Restoring and enhancing native habitat to promote ecological health, resilience and connectivity of habitats across the landscape, so they support functional ecosystems of native plants and wildlife.
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	
Fire Prevention & Management	\$ -	\$ -	\$ -	To prevent wildfire and protect both habitats and surrounding communities, IRC works actively with volunteers, public agencies, fire departments and the community to reduce fire ignitions. Also includes monitoring weather conditions, educating the public, deterring fire ignitions in vulnerable areas during Red Flag Warnings
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	
Community Engagement & Education	\$ -	\$ -	\$ -	Providing diverse, nature-oriented recreational activities and informal learning opportunities to the community.
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	
Invasive Species Control	\$ -	\$ -	\$ -	Managing invasive plants, animals, and insects that are critical threats to rare and sensitive habitats. Managing invasive plants, animals, and insects that are critical threats to rare and sensitive habitats.
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	

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Irvine Ranch Conservancy**

Plant Material Development	\$ -	\$ -	\$ -	The propagation of native plants and seeds for habitat restoration & enhancement (farming & nursery). Wild seed collection, contract growing, and professional advisement.
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	
Monitoring & Research	\$ -	\$ -	\$ -	The gathering of knowledge about how the ecosystems are functioning and changing over time. Engaging scientific researchers, partner organizations and Citizen Scientists.
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	
Program Support				
Volunteer Management & Administration	\$ -	\$ -	\$ -	Cultivating the human resources — volunteers — who make it possible to care for the natural resources. IRC trains and cares for the volunteers through activities that cultivate their passions and build a stronger, more engaged community to protect and preserve the lands. Includes the management of the IRC program and the administration of the county wide OC parks volunteer program.
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	
Planning & Infrastructure	\$ -	\$ -	\$ -	The thoughtful design, development, and maintenance of a comprehensive network of roads, trails, signage, and other visitor facilities within the wildlands so that the lands can be safely accessed and enjoyed with minimal impact to the local ecosystem.
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	
Communications & Marketing	\$ -	\$ -	\$ -	Implementation of public outreach in support of OC parks IROS, printed and electronic collateral, website content, social media content, etc., to engage the community in supporting the OC parks IROS and IRC programs of work on the IROS.
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	
Operations	\$ -	\$ -	\$ -	Additional operational support such as permit processing, research applications, access management, etc.
Labor	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ -	\$ -	\$ -	
Printing & Mailing	\$ -	\$ -	\$ -	
Contracted Services	\$ -	\$ -	\$ -	
Training & Professional Development	\$ -	\$ -	\$ -	
Facilities & Operations	\$ -	\$ -	\$ -	
Sub Total	\$ -	\$ -	\$ -	
Starting Fund Balance			\$ -	
Remaining Fund Balance			\$ -	
General & Administration 25%	\$ -	\$ -		
Total	\$ -	\$ -		
Total Due	\$ -			

EXHIBIT 2
QUARTERLY WORK PLAN INVOICE FORMAT EXAMPLE

OC PARKS MANAGEMENT CONTRACT

Maintenance and Administrative Services at Irvine Ranch Open Space (IROS)

Invoice Billing for the period: Month 00, 0000 through Month 00, 0000

INVOICE NO. MA-005-OCP Q0-FY00

Quarterly Work Plan

Invoice to:
County of Orange
OC Community Resources / OC Parks
Accounts Payable
601 North Ross St. 6th Floor
Santa Ana, CA 92701

Invoice Date: 0/00/0000

Remit invoice payment to:
New Irvine Ranch Conservancy
4727 Portola Parkway
Irvine, CA 92620
Attention: Samson Cheffa

Contract Number: MA-012-13012148
Federal Tax ID No.: 45-5412769

Pursuant to Article I, Section 4. Management Fee, subsection A: Payment of Management Fee

"County shall pay the Management Fee to Contractor in four (4) equal quarterly installments payable on or before July 1, October 1, January 1, and April 1 of each year of the Term according to the procedures in Attachment B (Compensation and Payment)," of Management Contract. "Contractor shall submit quarterly invoices for Scope of Services up to ninety (90) days in advance to allow sufficient time for County administrative processing of payment."

Summary Activities Date of Services: Month 0, 0000 through Month 00, 0000		
Program Delivery	Description of Services	Estimated Cost
Habitat Restoration & Enhancement	Restoring and enhancing native habitat to promote ecological health, resilience and connectivity of habitats across the landscape, so they support functional ecosystems of native plants and wildlife.	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		
Fire Prevention & Management	To prevent wildfire and protect both habitats and surrounding communities, IRC works actively with volunteers, public agencies, fire departments and the community to reduce fire ignitions. Also includes monitoring weather conditions, educating the public, deterring fire ignitions in vulnerable areas during Red Flag Warnings	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		
Community Engagement & Education	Providing diverse, nature-oriented recreational activities and informal learning opportunities to the community.	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		
Invasive Species Control	Managing invasive plants, animals, and insects that are critical threats to rare and sensitive habitats.	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		
Plant Material Development	The propagation of native plants and seeds for habitat restoration & enhancement (farming & nursery). Wild seed collection, contract growing, and professional advisement.	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		
Monitoring & Research	The gathering of knowledge about how the ecosystems are functioning and changing over time. Engaging scientific researchers, partner organizations and Citizen Scientists.	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		

County of Orange, Orange County Community Resources
Irvine Ranch Conservancy

ATTACHMENT A
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Program Support	Description of Services	Estimated Cost
Volunteer Management & Administration	Cultivating the human resources — volunteers — who make it possible to care for the natural resources. IRC trains and cares for the volunteers through activities that cultivate their passions and build a stronger, more engaged community to protect and preserve the lands. Includes the management of the IRC program and the administration of the county wide OC parks volunteer program.	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		
Planning & Infrastructure	The thoughtful design, development, and maintenance of a comprehensive network of roads, trails, signage, and other visitor facilities within the wildlands so that the lands can be safely accessed and enjoyed with minimal impact to the local ecosystem.	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		
Communications & Marketing	Implementation of public outreach in support of OC parks IROS, printed and electronic collateral, website content, social media content, etc., to engage the community in supporting the OC parks IROS and IRC programs of work on the IROS.	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		
Operations	Additional operational support such as permit processing, research applications, access management, etc.	
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		

EXHIBIT 3
STATEMENT OF ACTIVITIES FORMAT EXAMPLE

OC Parks Management Agreement: MA-012-13012148

Unaudited Statement of Activities

Month 00, 0000 through Month 00, 0000

	FY00 Actual	FY00 Annual Budget	Difference Over/(Under)
Revenue			
FY00 Management Fees	\$ -	\$ -	\$ -
Encumbered Carry-Over Funds Applied from FY00	\$ -	\$ -	\$ -
Extra Work Service	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -
Program Delivery Expenses			
Habitat Restoration & Enhancement	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -
Fire Prevention & Management	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -
Community Engagement & Education	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -
Invasive Species Control	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -
Plant Material Development	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -
Monitoring & Research	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -

County of Orange, Orange County Community Resources
Irvine Ranch Conservancy

ATTACHMENT A
MA-012-13012148

Program Support Expenses			
Volunteer Management & Administration	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -
Planning & Infrastructure	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -
Communications & Marketing	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -
Operations	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Equipment & Supplies	\$ -	\$ -	\$ -
Printing & Mailing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Training & Professional Development	\$ -	\$ -	\$ -
Facilities & Operations	\$ -	\$ -	\$ -
General & Administration			
Total Expenses	\$ -	\$ -	\$ -
<i>FY00 Net Surplus (Deficit):</i>	\$ -	\$ -	\$ -
<i>Fund Balance 00/00/0000:</i>	\$ -	\$ -	\$ -
New Fund Balance 00/00/0000:	\$ -	\$ -	\$ -