

CONSULTANT: True North Consulting Group, LLC
CONTACT PERSON: Tony Chojnowski/Emily Whicker
ADDRESS: PO Box 2169
Hewitt, TX 76643
FEDERAL TAX ID NUMBER/U.B.I. NUMBER: 46-5651592
TELEPHONE NUMBER: 888-650-4580
COUNTY DEPT: Facilities & Fleet Management
DEPT. CONTACT PERSON: Lynn Gray/Michael Held
TELEPHONE NUMBER: (425) 388-3381 / (425) 388-6357
PROJECT: Security Assessments, County Buildings
AMOUNT: \$74,938.21 (Seventy-Four Thousand Nine
Hundred Thirty-Eight Dollars and Twenty-
One Cents) base contract.
FUND SOURCE: General Fund 002 for base contract; additional
services from departmental and project
budgets.
CONTRACT DURATION: Upon date of Execution of the Contract for
one (1) year with an option to extend for two
(2) additional one (1) year terms.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (the "Agreement") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County") and True North Consulting Group, LLC, a Texas limited liability company, registered to conduct business in the state of Washington (the "Consultant"). In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Scope of Services. The purpose of this Agreement is to establish the terms by which the Consultant will provide the County with a complete physical and operational security assessment of designated County facilities, both interior and exterior, with follow-up recommendations, prioritization, rough-order-of-magnitude estimates and possible additional related services, as described further in this agreement. The scope of services is as defined in Schedule A attached hereto and by this reference made a part hereof. This Agreement is the product of County RFP No. 24-020BC including Addendum No. 1, Security Assessments, County Buildings.

The services shall be performed in accordance with the requirements of this Agreement and with generally accepted practices prevailing in the western Washington region in the occupation or industry in which the Consultant practices or operates at the time the services are

performed. The Consultant shall perform the work in a timely manner and in accordance with the terms of this Agreement. Any materials or equipment used by the Consultant in connection with performing the services shall be of good quality. The Consultant represents that it is fully qualified to perform the services to be performed under this Agreement in a competent and professional manner.

The Consultant will prepare and present status reports and other information regarding performance of the Agreement as the County may request.

2. Term of Agreement; Time of Performance. This Agreement shall be effective upon execution (the “Effective Date”) and shall terminate after one (1) year, PROVIDED, HOWEVER, that the term of this Agreement may be extended or renewed for up to two (2) additional one (1) year terms, at the sole discretion of the County, by written notice from the County to the Consultant. HOWEVER, that the County’s obligations after December 31, 2024 are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law.

3. Compensation.

A. Services. The County will pay the Consultant for services as and when set forth in Schedule B, which is attached hereto and by this reference made a part of this Agreement.

B. Overhead and Expenses. The Consultant’s compensation for services set forth in Section 3a above includes overhead and expenses and no separate claims for reimbursement of overhead or expenses will be allowed under this Agreement.

C. Invoices. Upon completion of the work, the Consultant shall submit to the County a properly executed invoice indicating that all of the work has been performed and the amount of the flat fee due from the County. Subject to Section 8 of this Agreement, the County will pay the invoice within thirty (30) calendar days of receipt.

D. Payment. The County’s preferred method of payment under this contract is electronic using the County’s “e-Payable” system with Bank of America. The Consultant is highly encouraged to take advantage of the electronic payment method.

In order to utilize the electronic payment method, the Consultant shall email SnocoEpayables@snoco.org and indicate it was awarded a contract with Snohomish County and will be receiving payment through the County’s e-Payable process. The Consultant needs to provide contact information (name, phone number and email address). The Consultant will be contacted by a person in the Finance Accounts Payable group and assisted with the enrollment process. This should be done as soon as feasible after County award of a contract or purchase order, but not exceeding ten (10) business days.

Department approved invoices received in Finance will be processed for payment within seven calendar days for e-Payable Consultants. Invoices are processed for payment by Finance two times a week for Consultants who have selected the e-Payable payment option.

In the alternative, if the Consultant does not enroll in the electronic (“e-Payable”) payment method described above, contract payments will be processed by Finance with the

issuance of paper checks or, if available, an alternative electronic method. Alternative payment methods, other than e-Payables, will be processed not more than 30 days from receipt of department approved invoices to Finance.

THE COUNTY MAY MAKE PAYMENTS FOR PURCHASES UNDER THIS CONTRACT USING THE COUNTY'S VISA PURCHASING CARD (PCARD).

Upon acceptance of payment, the Consultant waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Consultant pursuant to this Contract.

E. Payment Method. In addition to Payment section above, the County may make payments for purchases under this contract using the County's VISA purchasing card (PCARD).

Are you willing to accept PCARD payments without any fees or surcharges?

Yes ☐ No ☐

F. Contract Maximum. Total charges under this Agreement, all fees and expenses included, shall not exceed \$74,938.21 (Seventy-Four Thousand Nine Hundred Thirty- Eight Dollars and Twenty-One Cents) for the initial term of this Agreement (excluding extensions, renewals or additional services, if any).

4. Independent Consultant. The Consultant agrees that Consultant will perform the services under this Agreement as an independent Consultant and not as an agent, employee, or servant of the County. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the Consultant is not entitled to any benefits or rights enjoyed by employees of the County. The Consultant specifically has the right to direct and control Consultant's own activities in providing the agreed services in accordance with the specifications set out in this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint venturers.

The Consultant shall furnish, employ, and have exclusive control of all persons to be engaged in performing the Consultant's obligations under this Agreement (the "Consultant personnel"), and shall prescribe and control the means and methods of performing such obligations by providing adequate and proper supervision. Such Consultant personnel shall for all purposes be solely the employees or agents of the Consultant and shall not be deemed to be employees or agents of the County for any purposes whatsoever. With respect to Consultant personnel, the Consultant shall be solely responsible for compliance with all rules, laws and regulations relating to employment of labor, hours of labor, working conditions, payment of wages and payment of taxes, including applicable contributions from Consultant personnel when required by law.

Because it is an independent Consultant, the Consultant shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (workers' compensation). The Consultant agrees to indemnify, defend, and hold the County harmless from any and all claims, valid or otherwise, made to the County because of these obligations.

The Consultant assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes, fees, licenses, excises, or payments required by any city, county, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by the Consultant and as to all duties, activities, and requirements by the Consultant in performance of the work under this Agreement. The Consultant shall assume exclusive liability therefor, and shall meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

5. Ownership. Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films, or any other materials created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Consultant or the Consultant's subconsultants or consultants for delivery to the County under this Agreement shall be the sole and absolute property of the County. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the County at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the County is owned by the Consultant and is not "work made for hire" within the terms of this Agreement.

6. Changes. No changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

7. County Contact Person. The assigned contact person (or project manager) for the County for this Agreement shall be:

Name:	Lynn Gray/Michael Held
Title:	Projects Advisor/Chief of Staff
Department:	Facilities & Fleet Management/Prosecutor's Office
Telephone:	(425) 388-3381 / (425) 388-6357
Email:	l.gray@snoco.org / michael.held@snoco.org

8. County Review and Approval. When the Consultant has completed any discrete portion of the services, the Consultant shall verify that the work is free from errors and defects and otherwise conforms to the requirements of this Agreement. The Consultant shall then notify the County that said work is complete. The County shall promptly review and inspect the work to determine whether the work is acceptable. If the County determines the work conforms to the requirements of this Agreement, the County shall notify the Consultant that the County accepts the work. If the County determines the work contains errors, omissions, or otherwise fails to conform to the requirements of this Agreement, the County shall reject the work by providing the Consultant with written notice describing the problems with the work and describing the necessary corrections or modifications to same. In such event, the Consultant shall promptly remedy the problem or problems and re-submit the work to the County. The Consultant shall receive no additional compensation for time spent correcting errors. Payment for the work will not be made until the work is accepted by the County. The Consultant shall be responsible for the accuracy of work even after the County accepts the work.

If the Consultant fails or refuses to correct the Consultant's work when so directed by the County, the County may withhold from any payment otherwise due to the Consultant an amount that the County in good faith believes is equal to the cost the County would incur in correcting the errors, in re-procuring the work from an alternate source, and in remedying any damage caused by the Consultant's conduct.

9. Subcontracting and Assignment. The Consultant shall not subcontract, assign, or delegate any of the rights, duties or obligations covered by this Agreement without prior express written consent of the County. Any attempt by the Consultant to subcontract, assign, or delegate any portion of the Consultant's obligations under this Agreement to another party in violation of the preceding sentence shall be null and void and shall constitute a material breach of this Agreement.

10. Records and Access; Audit; Ineligible Expenditures. The Consultant shall maintain adequate records to support billings. Said records shall be maintained for a period of seven (7) years after completion of this Agreement by the Consultant. The County or any of its duly authorized representatives shall have access at reasonable times to any books, documents, papers, and records of the Consultant which are directly related to this Agreement for the purposes of making audit examinations, obtaining excerpts, transcripts or copies, and ensuring compliance by the County with applicable laws. Expenditures under this Agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to the Consultant, shall be refunded to the County by the Consultant.

11. Indemnification.

A. The Consultant agrees to indemnify the County and, if any funds for this Agreement are provided by the State, the State and their officers, officials, agents and employees from damages and liability for damages, including reasonable attorneys' fees, court costs, expert witness fees, and other claims-related expenses, arising out of the performance of the Consultant's professional services under this Agreement, to the extent that such liability is caused by the negligent acts, errors or omissions of the Consultant, its principals, employees or subConsultants. The Consultant has no obligation to pay for any of the indemnitees' defense-related cost prior to a final determination of liability or to pay any amount that exceeds Consultant's finally determined percentage of liability based upon the comparative fault of the Consultant, its principals, employees, and subConsultants. For the purpose of this section, the County and the Consultant agree that the County's and, if applicable, the State's costs of defense shall be included in the definition of damages above.

B. All Other Liabilities Except Professional Liability.

To the maximum extent permitted by law and except to the extent caused by the sole negligence of the County and, if any funds for this Agreement are provided by the State, the State, the Consultant shall indemnify and hold harmless the County and the State, their officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incidental to the services and/or deliverables provided by or on behalf of the Consultant. In addition, the Consultant shall assume the defense of the County and, if applicable, the State and their officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to such

services and/or deliverables and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County and, if applicable, the State, on account of such litigation or claims.

The above indemnification obligations shall include, but are not limited to, all claims against the County and, if applicable, the State by an employee or former employee of the Consultant or its subconsultants, and the Consultant, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects only the County and, if applicable, the State, under any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

In the event that the County or, if applicable, the State incurs any judgment, award and/or cost including attorneys' fees arising from the provisions of this section, or to enforce the provisions of this section, any such judgment, award, fees, expenses, and costs shall be recoverable from the Consultant.

In addition to injuries to persons and damage to property, the term "claims", for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment, or termination of this Agreement.

Nothing contained within this provision shall affect or alter the application of any other provision contained within this Agreement.

12. Insurance Requirements. The Consultant shall procure by the time of execution of this Agreement, and maintain for the duration of this Agreement, (i) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the services hereunder by the Consultant, its agents, representatives, or employees, and (ii) a current certificate of insurance and additional insured endorsement when applicable.

A. General. Each insurance policy shall be written on an "occurrence" form, except that Professional Liability, Errors, and Omissions coverage, if applicable, may be written on a "claims made" basis. If coverage is approved and purchased on a "claims made" basis, the Consultant warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of completion of the work which is the subject of this Agreement.

By requiring the minimum insurance coverage set forth in this Section 12, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Consultant under this Agreement. The Consultant shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

B. No Limitation on Liability. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

C. Minimum Scope and Limits of Insurance. The Consultant shall maintain coverage at least as broad as, and with limits no less than:

i. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit. CG 00 01 current edition, including Products and Completed Operations;

ii. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. CA 0001 current edition, Symbol 1 or Symbols 8 and 9, Hired and Non-Owned.

iii. Workers' Compensation: To meet applicable statutory requirements for workers' compensation coverage of the state or states of residency of the workers providing services under this Agreement;

iv. Employers' Liability or "Stop Gap" coverage: \$1,000,000

D. Other Insurance Provisions and Requirements. The insurance coverages required in this Agreement for all liability policies except workers' compensation and Professional Liability, if applicable, must contain, or must be endorsed to contain, the following provisions:

i. The County, its officers, officials, employees, and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Consultant in connection with this Agreement. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees, and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2026 07/04" or its equivalent is required.

ii. The Consultant's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

iii. Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the Consultant's liability to the County and shall be the sole responsibility of the Consultant.

iv. Insurance coverage must be placed with insurers with a Best's Underwriting Guide rating of no less than A:VIII, or, if not rated in the Best's Underwriting Guide, with minimum surpluses the equivalent of Best's surplus size VIII. Professional Liability, Errors and Omissions insurance coverage, if

applicable, may be placed with insurers with a Best's rating of B+:VII. Any exception must be approved by the County.

Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits until after forty-five (45) calendar days' prior written notice has been given to the County.

If at any time any of the foregoing policies fail to meet minimum requirements, the Consultant shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

E. Subconsultants. The Consultant shall include all subconsultants as insureds under its policies, or shall furnish separate certificates of insurance and policy endorsements for each subconsultant. **Insurance coverages provided by subConsultants instead of the Consultant as evidence of compliance with the insurance requirements of this Agreement shall be subject to all of the requirements stated herein.**

13. County Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Consultant shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Consultant of the Consultant's compliance with the requirements of Chapter 2.460 SCC. If the Consultant is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Consultant's obligations under other federal, state, or local laws against discrimination.

14. State Non-discrimination. The Consultant shall comply with the following nondiscrimination provisions, and the Consultant shall ensure the nondiscrimination provisions are included in all subcontracts:

A. Nondiscrimination Requirement. During the term of this Contract, the Consultant, including all subconsultants, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, the Consultant, including all subconsultants, shall give written notice of this nondiscrimination requirement to any labor organizations with which the Consultant, or subconsultant, has a collective bargaining or other agreement.

B. Obligation to Cooperate. The Consultant, including all subconsultants, shall cooperate and comply with any Washington state agency investigation regarding any

allegation that the Consultant, including any subconsultant, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

C. Default. Notwithstanding any provision to the contrary, the Contracting Agency may suspend the Contract in accordance with Section 1-08.6, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until the Contracting Agency receives notification that Consultant, including any subconsultant, is cooperating with the investigating state agency. In the event the Consultant, or subconsultant, is determined to have engaged in discrimination identified at RCW 49.60.530(3), the Contracting Agency may terminate this Contract in whole or in part in accordance with Section 1-08.10(1), and in addition to the sanctions listed in Section 1-07.11(5), the Consultant, subconsultant, or both, may be referred for debarment as provided in RCW 39.26.200. The Consultant or subconsultant may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

D. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, the Consultant, subconsultant, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. The Contracting Agency shall have the right to deduct from any monies due to Consultant or subconsultant, or that thereafter become due, an amount for damages Consultant or subconsultant will owe Contracting Agency for default under this Provision.

15. Federal Non-discrimination. Snohomish County assures that no persons shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended, and the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

16. Employment of County Employees. SCC 2.50.075, "Restrictions on future employment of County employees," imposes certain restrictions on the subsequent employment and compensation of County employees. The Consultant represents and warrants to the County that it does not at the time of execution of this Agreement, and that it shall not during the term of this Agreement, employ a former or current County employee in violation of SCC 2.50.075. For breach or violation of these representations and warranties, the County shall have the right to terminate this Agreement without liability.

17. Compliance with Other Laws. The Consultant shall comply with all other applicable federal, state, and local laws, rules, and regulations in performing this Agreement.

18. Compliance with Grant Terms and Conditions. The Consultant shall comply with any and all conditions, terms, and requirements of any federal, state, or other grant, if any, that wholly or partially funds the Consultant's work hereunder.

19. Prohibition of Contingency Fee Arrangements. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to terminate this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

20. Force Majeure. If either party is unable to perform any of its obligations under this Agreement as a direct result of an unforeseeable event beyond that party's reasonable control, including but not limited to an act of war, act of nature (including but not limited to earthquake and flood), embargo, riot, sabotage, labor shortage or dispute (despite due diligence in obtaining the same), or governmental restriction imposed subsequent to execution of the Agreement (collectively, a "force majeure event"), the time for performance shall be extended by the number of days directly attributable to the force majeure event. Both parties agree to use their best efforts to minimize the effects of such failures or delays.

21. Suspension of Work. The County may, at any time, instruct the Consultant in writing to stop work effective immediately, or as directed, pending either further instructions from the County to resume the work or a notice from the County of breach or termination under Section 21 of this Agreement.

22. Non-Waiver of Breach; Termination.

A. The failure of the County to insist upon strict performance of any of the covenants or agreements contained in this Agreement, or to exercise any option conferred by this Agreement, in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

B. If the Consultant breaches any of its obligations hereunder, and fails to cure the same within thirty (30) business days of written notice to do so by the County, the County may terminate this Agreement, in which case the County shall pay the Consultant only for the services and corresponding reimbursable expenses, if any, accepted by the County in accordance with Sections 3 and 8 hereof.

C. The County may terminate this Agreement upon thirty (30) business days' written notice to the Consultant for any reason other than stated in subparagraph b above, in which case payment shall be made in accordance with Sections 3 and 8 hereof for the services and corresponding reimbursable expenses, if any, reasonably and directly incurred by the Consultant in performing this Agreement prior to receipt of the termination notice.

D. Termination by the County hereunder shall not affect the rights of the County as against the Consultant provided under any other section or paragraph herein. The County does not, by exercising its rights under this Section 21, waive, release, or forego any legal remedy for any violation, breach or non-performance of any of the provisions of this Agreement. At its sole option, the County may deduct from the final payment due the Consultant (i) any damages, expenses or costs arising out of any such violations, breaches, or non-performance and (ii) any other setoffs or credits including, but not limited to, the costs to the County of selecting and compensating another contactor to complete the work of the Agreement.

23. Notices. All notices and other communications shall be in writing and shall be sufficient if given, and shall be deemed given, on the date on which the same has been mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the County: Snohomish County, Facilities & Fleet Management
3000 Rockefeller Avenue, M/S 404
Everett, Washington 98201
Attention: Lynn Gray

and to: Snohomish County, Purchasing Division
3000 Rockefeller Avenue, M/S 507
Everett, Washington 98201
Attention: Purchasing Manager

If to the Consultant: True North Consulting Group, LLC
PO Box 2196
Hewitt, TX 76643
Attention: Tony Chojnowski

The County or the Consultant may, by notice to the other given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

24. Confidentiality. The Consultant shall not disclose, transfer, sell or otherwise release to any third party any confidential information gained by reason of or otherwise in connection with the Consultant's performance under this Agreement. The Consultant may use such information solely for the purposes necessary to perform its obligations under this Agreement. The Consultant shall promptly give written notice to the County of any judicial proceeding seeking disclosure of such information.

25. Public Records Act. This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Consultant are needed for the County to respond to a request under the Act, as determined by the County, the Consultant agrees to make them promptly available to the County. If the Consultant considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Consultant shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy

the information so identified by the Consultant and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify the Consultant (a) of the request and (b) of the date that such information will be released to the requester unless the Consultant obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Consultant fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Consultant to claim any exemption from disclosure under the Act. The County shall not be liable to the Consultant for releasing records not clearly identified by the Consultant as confidential or proprietary. The County shall not be liable to the Consultant for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

26. Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings of this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

27. Complete Agreement. The Consultant was selected through the County's RFP identified in Section 1. The RFP and the Consultant's response are incorporated herein by this reference. To the extent of any inconsistency among this Agreement, the RFP or RFQ, and the Consultant's response, this Agreement shall govern. To the extent of any inconsistency between the RFP and the Consultant's response, the RFP shall govern.

28. Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

29. No Third-Party Beneficiaries. The provisions of this Agreement are for the exclusive benefit of the County and the Consultant. This Agreement shall not be deemed to have conferred any rights, express or implied, upon any third parties.

30. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.

31. Severability. Should any clause, phrase, sentence, or paragraph of this agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

32. Authority. Each signatory to this Agreement represents that he or she has full and sufficient authority to execute this Agreement on behalf of the County or the Consultant, as the case may be, and that upon execution of this Agreement it shall constitute a binding obligation of the County or the Consultant, as the case may be.


33. Survival. Those provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive.

34. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same Agreement.

SNOHOMISH COUNTY:

TRUE NORTH CONSULTING
GROUP, LLC:

County Executive Ken Klein Date
Executive Director



Chief Operating Officer Date

Approved as to insurance
and indemnification provisions:

Approved as to form only:

Barker, Sheila Digitally signed by Barker, Sheila
Date: 2024.08.08 09:28:38 -07'00'

Risk Management Date
Date

Legal Counsel to the Consultant

Approved as to form only:

Downs, Lyndsey Digitally signed by Downs,
Lyndsey
Date: 2024.08.08 13:03:54 -07'00'

Deputy Prosecuting Attorney Date

COUNCIL USE ONLY	
Approved	<u>8/28/2024</u>
ECAF #	<u>2024-1876</u>
MOT/ORD	<u>Motion 24-333</u>

Schedule A Scope of Services

Snohomish County requested proposals from qualified firms to provide a complete security assessment (physical and operational) of County facilities (interior and exterior) and provide follow-up recommendations, prioritization and rough-order-of-magnitude (ROM) estimates.

As detailed in RFP documents, Snohomish County operates a wide range of facilities including, but not limited to, administrative offices, customer service centers, legal departments, courthouses, hearing rooms, election facilities, outlying district courts, emergency management centers, medical examiner offices, parking sites, delivery zones and exterior spaces. Multiple county departments, including elected officials, requested security assessments for the buildings and locations listed below. These departments have different security concerns and needs; the properties have a variety of existing security features and capabilities; and the central campus located in downtown Everett involves several buildings. The Sheriff's Office is responsible for providing security oversight in campus buildings and the outlying district courts.

True North, Consultant, shall research the County's standard security measures including, but not limited to, keyless entry, cameras, duress alarms, key control, perimeter alarms, marshals, contract security officers, phones, etc. Consultant will also investigate including, but not limited to: parking, lighting, fencing, loading dock, customer service centers (CSC), furniture, fixtures and equipment (FF&E), hours of operation, public access, appointments, electronic scheduling, restroom usage, elevators, skybridges, on-site security, closing protocols, mixed-use occupancies, shared resources, emergency preparedness, lockdown capabilities, checkpoints, threat/incident notification, emergency power/generator safeguards, entry and exit routes. Consultant's initial assessment study shall address sites, departments, and functions at the locations listed below in order of priority processing. As-built plans regarding existing security systems (i.e., access control, alarms, cameras, key control, etc.) are not available for each building. For buildings with as-built plans, the Consultant is responsible for confirming all information and details during site visits.

The Consultant shall provide the following site specific services:

A. Physical Security Assessments

- i. Provide in-person assessment of current security measures for each site, department, and function during normal business hours and after-hours to physically see closing procedures and nighttime conditions (i.e., visibility).
- ii. Recommend best practices and security standards for each area based on Consultant's expertise and experience for similar government groups. (The County will not be providing standards to meet.)
- iii. Assess physical vulnerabilities at each site including, but not limited to, parking garages/lots, entry points, exits, loading docks, windows, roofs, refuse enclosures, elevators/skybridges, green spaces, exterior lighting, etc.
- iv. Recommend alterations to lessen physical vulnerabilities at each site (interior and exterior) including but not limited to add-on technology

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(hardware and software), Furniture, Fixtures and Equipment (FF&E) changes, physical improvements to the building, site, and landscape changes, etc.

- v. Recommend a phased implementation plan for security improvements at each site. Prioritize this plan from easier to more difficult changes to accomplish in terms of time and budget. Include a rating system to identify the importance of the improvements.
- vi. Provide a written report with pictures, graphics and documentation supporting findings and recommendations. This written report shall include an executive summary of recommendations with ROM estimates for these security enhancements.
- vii. Provide recommendations to address illicit activities and safety concerns in restrooms as a part of the security risk assessment. The Consultant shall gather additional restroom concerns during mandatory interviews and site visits.

B. Development of Security Policies and Procedures

- i. Assess current policies and procedures for each site, department, and function including Sheriff regulations and internal department controls.
- ii. Recommend site specific reforms for buildings and services.
- iii. Recommend a phased implementation plan for new and/or revised policies and procedures. Prioritize this plan based on importance of the improvements, ease or difficulty to achieve, time, and budget.
- iv. Provide a plan that clearly address any mandatory, upfront policy changes or additional staffing required for implementation.

C. Security Design Standards

- i. Determine security signage requirements for each site, department, and function including, but not limited to, applicable state/local laws, rules, codes, and regulations. Identify any improvements required as a matter of law.

D. Owner Sessions

- i. Provide Owner briefings regarding the plans of action and timeline for conducting security assessments and subsequent tasks. This meeting can be in-person or electronic communication.
- ii. Collect information from individual departments/groups regarding their specific security concerns in an efficient manner. Compile into a cohesive format and distribute comments to Owner.

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- iii. Present the security concerns of each individual department/group in the final report addressing concerns in an easy-to-understand format.
- iv. Review draft report, findings, and recommendations with Owner staff (including Sheriff for compliance check) before publishing final report. This review can be in-person or electronic communication.

E. Locations

1A. Robert J. Drewel (Administration East) Building (Exhibits A & B)

3000 Rockefeller, Everett, WA 98201

11 Stories with basement levels, 176,000 SF

The building connects to the other building on the Main Campus via a series of underground tunnels and elevator systems.

i. Departments/Functions

- a) Assessor (elected official with ancillary CSC space in same building for property issues including assessments)
- b) Auditor (elected official with ancillary CSC space in adjacent building for licensing, recording and public documents; CSC includes cash/check/credit card handling and license plate pickup)
- c) Department of Conservation and Natural Resources (DCNR)
- d) Council (elected officials)
- e) Executive (ancillary functions; coordinate with other Executive staff in Administration West Building via skybridge on same floor)
- f) Facilities and Fleet Management
- g) Information Services (Criminal Justice Information Services (CJIS) space restrictions)
- h) Human Resources (HR) (including Labor Negotiators, Equal Employment Opportunity (EEO) Officer, and staff)
- i) Human Services (HS) (with ancillary CSC space; coordinate with other HS staff in Administration West Building via skybridge on same floor)
- j) Prosecuting Attorney (PA) (elected official; spaces include Diversion Program, Family Support Unit, Criminal Appeals, Civil Unit including Workplace Attorneys, Administrative Office; CJIS space restrictions; coordinate with PA staff on other floors via secure interior stairwells)
- k) Public Records (may include customer research and pickup activities)
- l) Public Works (PW) (coordinate with other PW staff in Administration West Building via skybridge on same floor)
- m) Purchasing (includes bid drop-offs; vendor/staff traffic)

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- n) Treasurer (elected official with ancillary CSC space in same building for tax payments, passports, etc.; CSC includes cash/check handling)
- o) Central Courthouse Control Room (video monitoring only), Customer Service Centers, Deliveries, Elevators with Skybridge Connectors, Hearing Rooms (with Americans with Disabilities Act (ADA) access from select elevators including loading dock), Information Booth, Loading Dock, Maintenance Shop, Parking Garage, Plaza with Cafe, Public Entries, Restrooms, Server Room, Shared Resource Meeting Rooms, and Storage Units.

1B. Administration West Building (Exhibits A & B)

3000 Rockefeller, Everett, WA 98201

7 Stories with basement levels, 114,908 SF

The building connects to the other building on the Main Campus via a series of underground tunnels and elevator systems.

- i. Departments/Functions
 - a) Auditor (elected official with adjacent CSC space for elections, animal control and administration; cash/check handling)
 - b) Boundary Review Board (public meetings)
 - c) Elections (functions located on 3 floors with private elevator)
 - d) Executive (elected official and senior management team space; coordinate with other Executive staff in Administration East Building via skybridge on same floor)
 - e) Finance (payables, payroll, budget; staff traffic)
 - f) Hearing Examiner (public meetings)
 - g) Human Services (coordinate with other HS staff in Administration East Building via skybridge on same floor)
 - h) Information Services (CJIS space restrictions)
 - i) Planning and Development (with adjacent CSC for land, development, permits, etc.)
 - j) Public Works (PW) (with adjacent CSC for properties, Right-of-Way, traffic, etc.; coordinate with other PW staff in Administration East Building via skybridge on same floor)
 - k) Cash Machine, Central Courthouse Control Room (video monitoring only), CSCs, Deliveries, Elevators with Skybridge Connectors, Hearing Room, Locker Rooms, Mailroom, Parking Garage, Plaza with Cafe, Printshop, Public Entry, Restrooms, Shared Resource Meeting Rooms, Storage Units and Tunnel Connector to Courthouse.

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2A. District Court – South Division (Exhibit C)

20520 68th Ave W, Lynnwood, WA 98036

2 Stories with basement, 16,150 SF

- i. Departments/Functions
 - a) District Court (includes probation program with onsite and teleconference appointments)
 - b) Prosecuting Attorney (satellite space, in-person, and teleconference)
 - c) Sheriff (onsite marshal with contract security officers)
 - d) 4 Courtrooms, CSC, Deliveries, Entrance Security with X-Ray Equipment and Magnetometer, Inmate Holding Cells, Jury Assembly Room, Parking, Plaza, Public Lobby, Restrooms and Basement Storage.
 - e) Clarification: One level is above grade and one level is below grade.
 - f) The assessment includes courthouse / adjudication processes.

2B. District Court – Evergreen Division (Exhibit D)

14414 179th Ave SE, Monroe, WA 98272

1 Story, 6,275 SF

- i. Departments/Functions
 - a) District Court (includes probation program with onsite and teleconference appointments).
 - b) Prosecuting Attorney (satellite space, in-person, and teleconference).
 - c) Sheriff (onsite marshal with contract security officers).
 - d) Courtrooms, CSC, Deliveries, Entrance Security with Magnetometer, Jury Assembly Room, Parking, Plaza, Public Lobby and Restrooms.
 - e) The assessment includes courthouse / adjudication processes.

2C. District Court – Cascade Division (Exhibit E)

415 Burke Ave, Arlington, WA 98223

1 Story, 6,275 SF

- a) Departments/Functions
 - b) District Court (includes probation program with onsite and teleconference appointments)
 - c) Prosecuting Attorney (satellite space, in-person, and teleconference)
 - d) Sheriff (onsite marshal with contract security officers)
 - e) 2 Courtrooms, CSC, Deliveries, Entrance Security with Magnetometer, Jury Assembly Room, Parking, Plaza, Public Lobby and Restrooms.
 - f) The assessment includes courthouse / adjudication processes.

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3. Snohomish County Health Department (Exhibit F)
3020 Rucker Ave, Everett, WA 98201
4 Stories with basement, 58,800 SF
 - i. Departments/Functions
 - a) Health District
 - b) Lessees
 - c) Multiple Customer Clinics, Customer Service Center (septic/sewer permits, birth/death certificates, food handler permits, etc.), Deliveries, Emergency Operations Center (EOC), Parking, Public Entries, Restrooms, Security Contract Officer, and Shared Resource Meeting Rooms.
 - d) Security of lessee's space will not be included in the initial scope of work.
4. Medical Examiner's Office (Exhibit G)
9509 29th Avenue West, Everett, WA 98204
1 Story, 14,150 SF
 - i. Departments/Functions
 - a) 24/7 operations
 - b) Deliveries, Parking, Public Entry and Restroom
5. Department of Emergency Management (DEM) (Exhibit H)
720 80th Street SW, Building A, Everett, WA 98203
1 Story, 15,040 SF
 - i. Departments/Functions
 - a) Emergency Operations Center (EOC)
 - b) Deliveries, Parking, Public Entry, Restrooms and Training Room
6. Carnegie Building (Exhibits A & B)
3001 Oakes Ave, Everett, WA 98201
2 Stories, 8,272 SF
 - i. Departments/Functions
 - a) Lessee (upper floor)
 - b) Human Services (upper floor)
 - c) Prosecuting Attorney (lower floor – District Court division with offsite work)
 - d) Assessment should consider exterior security and security between the two floors, but security of the upper floor will not be included in the initial scope of work.

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- e) The building is designated as a Historical Landmark and shall be treated as such for the project per Addendum No. 1 (Q&A 15).

F. Timelines

The Consultant shall provide a separate security assessment report for each location listed in Schedule A. Reports for all sites shall be completed no later than December 31, 2024, contingent on County issuing a notice to proceed by August 30, 2024.

The Consultant may request an extension of time to complete a security assessment report by submitting a written request for extension explaining why additional time is necessary to the County no later than December 15, 2024. Upon receipt of a request for time extension, the County may approve or deny the request, at the County's sole discretion.

G. Owner Responsibilities

The County will provide:

- A. Currently available building Auto-cad backgrounds.
- B. Project lead(s) to assist the successful proposer with information gathering, accessing sites, escort services, meeting coordination and other relevant tasks.

H. Additional Services

Additional security related services may be added to this contract with the written agreement of both parties including scope of work, cost estimate, schedule and purchase order. Additional services may include, but are not limited to, training, light metering, ff&e expertise, signage design, as-built drawings, emergency operation plans, standard operating procedures, protocols, program/mgmt plans, extra analysis and new sites as described in RFP 24-020BC documents including Addendum No. 1 and consultant submittals.

I. Reference Documents

The Request for Proposal (RFP), RFP 24-020BC, and related Addendum No. 1 to the RFP are included in their entirety as a part of this Agreement by this reference. In the event of a conflict, this Agreement shall govern over the RFP and related Addendum No. 1.

Schedule B
Compensation

Lump Sum Pricing (Initial Assessments):	
Location	Lump Sum (USD)
Robert J Drewel Building (Admin East)	\$13,853.18
Admin West	\$10,721.88
District Court – South Division	\$7,590.59
District Court – Evergreen Division	\$6,867.99
District Court – Cascade Division	\$6,867.99
Snohomish County Health Department	\$8,192.77
Medical Examiner's Office	\$6,867.66
Department of Emergency Management	\$6,867.66
Carnegie Building	\$7,108.49
Grand Total (All Locations)	\$74,938.21
Cost per Hour for Additional Services by Position:	Cost/Hour
Principal/Vice President/Project Executive/Project Lead	\$250.00
Senior Security Consultant	\$225.00
Project Coordinator	\$205.00
Administrative Support	\$85.00

Additional Services Offered include, but are not limited to:	Period	Rate (USD)
Security Awareness Training	Hour	\$250.00
Security Program & Management Plan	Hour	\$250.00
Security Protocols	Hour	\$250.00

Travel costs for initial assessment work are included in the lump sum fees above.

Travel costs for additional services, if any, shall be negotiated at the time of the request for those additional services, clearly defined by the consultant by line items, incorporated in a fixed fee compensation structure without markups, and agreed upon and signed by both parties.