



**San Juan County Department of Community Development
*San Juan County Shoreline Master Program Cumulative Effects Evaluation***

REQUEST FOR PROPOSALS

TO CONDUCT AN EVALUATION OF THE CUMULATIVE EFFECTS OF SHORELINE PERMITTING. THE CUMULATIVE EFFECTS EVALUATION (CEE) WILL INCLUDE QUANTITATIVE ANALYSIS, QUALITATIVE ANALYSIS, SITE VISITS, PUBLIC PARTICIPATION, AND DEVELOPING RECOMMENDATIONS IN A FINAL REPORT.

Agency Description

San Juan County is located in the San Juan Islands archipelago in northwest Washington State. Compared to other counties in Washington, San Juan County has a low population, small landmass, and large amount of shoreline. In 2020, the County had a population of approximately 17,300 people. At 173.91 square miles of land, the County is the smallest in Washington by landmass, though it has the greatest amount of marine shoreline with 410 miles. Seventy-two percent of the County's 621 square miles of total area are marine waters. Understanding and managing the interface of development and the marine shoreline is a high priority in San Juan County.

Project Description

San Juan County is accepting proposals to complete its first ever Shoreline Cumulative Effects Evaluation (CEE). The County is required to conduct a CEE every four years by WAC 173-26-191(2)(a)(iii)(D) and San Juan County Code (SJCC) 18.50.020(E)(3). The primary purpose of the CEE is to identify what, if any, cumulative effects permitted activity has had on the shoreline environment and to prepare recommended improvements to the County Shoreline Master Program (SMP). The CEE combines quantitative and qualitative data analyses to allow the County to understand the effects of permitted shoreline activities on the functions and values of the shoreline environment.

The CEE Methodology was developed in 2021 in coordination with the WA State Department of Ecology (Ecology). The methodology is composed of four phases:

- Phase A: Gather permit data for shoreline parcels and quantify permitted shoreline activities;
- Phase B: Gather physical and habitat conditions data and determine change in conditions;
- Phase C: Perform qualitative analysis and site visits; and
- Phase D: Gather public input and develop conclusions and recommendations.

Phases A and B focus on quantitative analysis, examining data from diverse sources, including:

- San Juan County 2013 Shoreline Inventory and Characterization Report;

- San Juan County Permit Data;
- San Juan County Parcel Data;
- National Oceanic and Atmospheric Administration Coastal Change Analysis Program;
- Washington Department of Fish and Wildlife Priority Habitats and Species;
- Local Environmental Nonprofit data; and
- Washington Department of Fish and Wildlife, High Resolution Change Detection.

Phase C focuses on qualitative analysis. This phase will include a review of permitting processes and site visits to evaluate the potential effects of permitted shoreline development authorized during the evaluation period. Part of the analysis in Phase C will be a literature review to identify new scientific information available to inform recommendations for improvement of the County SMP.

Phase D will include a public participation program to gather stakeholder input on the results from the previous phases. In addition to gathering stakeholder input, Phase D will result in a report detailing conclusions and recommendations for policy, program, and regulatory improvements to the County SMP. The conclusions and recommendations will be informed by the analysis in Phases A, B, and C combined with the public input gathered through stakeholder engagement.

The CEE will be funded by a grant from the Department of Ecology. The full project methodology is available on the County's website at:

<https://www.sanjuanco.com/DocumentCenter/View/25225/>

All submittals must be received by 3:00 pm on Friday, March 25, 2022.

*****Note, due to lack of initial response, this RFP is being extended until April 8th, 2022 at 3:30PM*****

Purpose

The purpose of the CEE is to ensure the County's development regulations and permit procedures meet the SMA requirement of no net loss of ecological function in the shoreline. The project will assist the County's SMP implementation by identifying possible strategies for improving shoreline permitting processes, development regulations, and programs.

San Juan County must complete the CEE every four years, per the SMP and state requirements. The first iteration of the CEE will help refine the project methodology into a process that can be efficiently replicated.

Project Goals and Objectives

Goal: Ensure the County's development regulations and permit procedures meet the SMA requirement of no net loss of ecological function in the shoreline.

- Study permitted activities and environmental change data to identify areas of improvement for shoreline regulations and permit procedures.
- Work with stakeholder groups to develop strategies to address identified areas of improvement for shoreline regulations and permit procedures.

Goal: Develop a clear, repeatable methodology that **(a)** the County can replicate for future iterations of the required CEE so that study results can be compared and reveal patterns over longer periods of time, and **(b)** other jurisdictions can use as a model for similar projects and studies to ensure no net loss throughout the Puget sound region.

- Incorporate consultant feedback to improve the methodology's repeatability.
- Throughout the CEE, reflect on project outcomes and discern whether the project is fulfilling its purpose of determining whether permitted shoreline activity is resulting in no net loss of ecological function.
- Make adjustments to the methodology as needed throughout the project and afterward to ensure meaningful outcomes and repeatability.

General Scope of Work

The CEE project will begin on May 2, 2022. All work must be complete by June 30, 2023. Preliminary deliverables should be provided by June 1, 2023.

Phase A: Gather Permit Data for Shoreline Parcels and Quantify Permitted Shoreline Activities.

County GIS and permit data will be analyzed to quantify the amount of permitted shoreline development.

Deliverables

- A GIS feature class and corresponding data table quantifying the permitted activities in the shoreline, and
- An Excel spreadsheet showing the total permitted activities in each category by management area.

Phase B: Gather physical and habitat conditions data and determine change in conditions.

Environmental data will be analyzed to determine where aspects of the shoreline environment have changed during the study period. The change in environmental conditions is identified by comparing the most recent physical and habitat conditions data to the corresponding baseline data from the County's 2013 Shoreline Inventory and Characterization Report (SICR).

Deliverables:

- Data tables and maps showing shoreline reaches and management areas with their baseline physical and habitat scores from the 2013 SICR;
- Data tables and maps showing management areas and their current physical and habitat scores as both a value and a percent of the highest possible score;
- Data tables showing baseline physical score, baseline habitat score, current physical score, current habitat score, and change between scores for all reaches and management areas; and
- Maps showing the difference between baseline and current scores, highlighting the extremity of the change for shoreline management areas and reaches.

Phase C: Perform Qualitative Analysis and Site Visits.

Qualitative analysis, including site visits, will be performed at select areas where there have been permitted activities and environmental change shown in the quantitative analysis. A Countywide permit review will be performed. Case studies will serve as the basis for qualitative analysis. Work will include an assessment of whether permits were issued consistently with the SMP and whether projects were built to comply with the issued permit

Deliverables:

- Written observations of patterns between permit types and change in environmental factors to be included in the final report;
- A list of sites to be visited to conduct qualitative analysis;
- Site background write ups prepared for each site to be visited;
- Completed field forms for each site visit containing data for the qualitative analysis; and

- Written analysis of areas of improvement to be used in the final report.

Phase D: Gather Public Input.

Quantitative and qualitative analyses are brought together, resulting in a draft report including recommendations for improving County shoreline regulations and permitting to better protect the shoreline environment from potential impacts of permitted activities. The draft report will be brought forward for public review. Then, stakeholder input will be synthesized into the report detailing final conclusions and recommendations. Recommendations may include suggestions for improving the CEE methodology.

Deliverables:

- A draft report including and preliminary conclusions and recommendations for the public to review.
- A public participation plan detailing outreach strategy for engaging all stakeholders;
- Hold public Meetings, including:
 - County Council briefings;
 - Planning Commission briefings;
 - Subject Matter Expert interviews; and
 - Stakeholder forums.
- Submit meeting agendas, attendance logs, and meeting minutes/interview notes for all public meetings, subject matter expert interviews
- A final report that summarizes outcomes of previous steps and provides conclusions and recommendations for improving shoreline regulations, programs, and permitting processes.

Evaluation and Selection Process

The selection of a consultant for this project will be made from the respondents to this solicitation. All firms responding will be evaluated, scored and ranked. The top firms may be invited for interview and have references checked.

All proposal will be evaluated on the following items:

- (50%) General project approach including creative techniques;
- (25%) Qualifications of proposed project manager and project team;
- (15%) Proposed schedule of deliverables; and
- (10%) References and past performance, including ability to meet schedules.

Submittal Content Requirements

1. **Letter of Interest (1 page maximum):** Indicate interest and availability to address plan/scope elements, and current levels of general and professional liability insurance carried by the consultant.
2. **Project Approach and Scope Consideration (3 pages maximum):** Include a brief description of the consultant's philosophy, approach to the project, and value to the County. Include key scope considerations to accomplish the scope elements stated in the RFP. The consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness.
3. **Schedule (1 page maximum).** Include a timeline showing the estimated length of time required for completion of the work described in the scope of work.
4. **Cost Summary (1 page maximum):** Provide a preliminary cost summary of the work to be completed based upon the task outline presented above.
5. **Project Team (2 pages maximum):** Identify the proposed team, including subconsultants, qualifications, experiences, and references. Identify the project manager and principal contact who will be permanently assigned to the project (strongly preferred that they are one and the same person).
6. **Relevant Experience (2 pages maximum):** Describe the consultant's experience in preparing scope elements. Include at least three completed projects that are similar to the projects described in this request. For each project, provide the following information:
 - Name and location of each project;
 - Year completed;
 - Name and contact information of each client;
 - Name and contact information of the client project manager; and
 - Elements of the project that are similar to the scope elements of this request.
7. **Project Team Resumes:** Provide in an appendix to the proposal a one-page resume per team member, no page limit, or include at least a paragraph for each key team member, years of experience, education, certifications, company affiliation, workplace location, and a brief bulleted list of individual project experience.

Proposal Submittal Process

Consultants are encouraged to submit concise and clear responses to this RFP. Documents shall have a minimum font size of 11 or greater. Proposals must be in digital format, with a maximum length of 12 pages excluding the cover letter and include the project name: SJC Shoreline Permitting Cumulative Effects Evaluation. The cover letter should have the following information: Firm name, Contact information, Name of Principal-in-Charge, and Project Manager.

All submittals must be received by 3:00 pm on Friday, April 8, 2022, at dcd@sanjuanco.com. No submittals will be accepted after that date and time. It is the consultant's sole responsibility to ensure that timely submittals are received.

All submittals become the property of San Juan County and will not be returned. San Juan County assumes no obligations of any kind for expenses incurred by any respondent to this invitation.

The County reserves the right to modify or cancel in part, or in its entirety, this RFP.

Anticipated Timeline for Consultant Selection

The County desires to select a consultant and complete contract negotiations by **May 2, 2022**.

April 8, 2022	Proposals due
April 15, 2022	Evaluation team selects finalist
April 22, 2022	Final scope and contract negotiations completed

Title VI Requirements

The selection of a consultant shall be made without regard to race, color, sex, age, religion, national origin or political affiliation. San Juan County is an Equal Opportunity Employer. San Juan County encourages disadvantaged, minority, and women-owned consultant firms to respond. San Juan County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Prospective consultants will be held to federal Equal Employment Opportunity requirements and Americans with Disabilities Act requirements. Persons with disabilities may request this information be prepared and supplied in alternate forms by contacting Sophia Cassam at (360) 370-7589.

Questions

Questions regarding this Request for Proposals should be directed to Sophia Cassam at (360) 370-7589 or SophiaC@sanjuanco.com

CONSULTANT AGREEMENT

CONSULTANT / ADDRESS / TELEPHONE		SAN JUAN COUNTY <i>[INSERT: NAME, ADDRESS & PHONE NUMBER OF DEPARTMENT]</i>	
PROJECT TITLE AND WORK SUMMARY		PROJECT NO.	
COMPLETION DATE	MAXIMUM AMOUNT PAYABLE	FEDERAL ID NO.	

THIS Agreement is made and entered into between San Juan County, hereinafter called the "COUNTY," and _____, consulting contractors duly authorized to perform professional services in the state of Washington, hereinafter called the "CONSULTANT."

WITNESSETH THAT:

WHEREAS, the COUNTY desires to have certain services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, the CONSULTANT represents that the CONSULTANT is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

1. SCOPE OF SERVICES

The CONSULTANT shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary, as are designated as CONSULTANT responsibilities throughout this Agreement and as described in Exhibit A, attached and incorporated herein.

2. TERM

The Project shall begin upon receipt of a written notice to proceed and shall be completed no later than the completion date provided in the boxed Agreement summary on page one of this Agreement.

3. COMPENSATION AND METHOD OF PAYMENT

Payments for services provided shall be made following the performance of such services, unless otherwise permitted by law and approved in writing by the COUNTY. No payment shall be made for any service rendered by the CONSULTANT except for services identified and set forth in this Agreement, including Exhibit A. Fees for services shall be in accordance with the fee schedule attached as Exhibit B.

4. INDEPENDENT AGREEMENT OR RELATIONSHIP

A. The parties intend that an independent contractor relationship will be created by this Agreement. The COUNTY is interested primarily in the results to be achieved; subject to paragraphs herein, the implementation of services will lie solely with the discretion of the CONSULTANT. No agent, employee, servant or representative of the CONSULTANT shall be deemed to be an employee, servant or representative of the COUNTY for any purpose, and the employees of the CONSULTANT are not entitled to any of the benefits the COUNTY provides for its employees except as otherwise expressly provided herein. The CONSULTANT will be solely and entirely responsible for its act and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

B. In the performance of the services herein contemplated the CONSULTANT is an independent contractor with the authority to control and direct the performance of the details of the work, however, the result of the work contemplated herein must meet the approval of the COUNTY and shall be subject to the COUNTY's general rights of inspection and review to secure the satisfactory completion thereof.

C. The CONSULTANT warrants that he/she is not excluded or disqualified under federal law as stated in 29 C.F.R. § 98.300 and Executive Order 12549. The CONSULTANT warrants that he will not subcontract with any person who is excluded or disqualified.

5. INDEMNIFICATION OF COUNTY

The CONSULTANT shall protect, defend, hold harmless and indemnify the COUNTY against all liability or loss, and against all claims or actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the CONSULTANT's performance of this Agreement or by conditions created thereby, and based upon any and all negligent and tortious conduct or any violation of any law, code or regulation, and the defense of any such claim or actions.

The CONSULTANT shall also indemnify the COUNTY against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state and local taxes or contributions imposed or required under unemployment insurance, worker's compensation, social security and income tax laws, for the CONSULTANT and any employees or volunteers of the CONSULTANT.

6. INSURANCE

A. The CONSULTANT will carry and maintain throughout the period of the Agreement at its own expense the following minimum insurance which must be primary and non-contributory and provide coverage on an occurrence basis:

1. Comprehensive commercial general liability insurance in the amount of no less than \$1,000,000, or if greater, to the limit of the policy for combined single limit bodily injury, including wrongful death, or property damage to defend and indemnify all activities and services covered by this Agreement with a commercial insurance carrier protected under the State of Washington Guaranty Fund or with a risk pool approved by the Insurance Commissioner. Such insurance shall be endorsed to include San Juan County, its officers, elected officials, employees and agents as an additional insured. Coverage shall not be reduced or cancelled without thirty (30) days prior written notice to the COUNTY.

Each insurance shall be endorsed to include language containing a “cross liability” or “separation of insureds” indicating essentially that except with respect to the limits of insurance, and any rights or duties specifically assigned in the coverage part to the first named insured, this insurance applies as if each named insured were the only named insured, and separately to each insured against whom a claim is made or a suit is brought. Any payment of a deductible or self-insured retention shall be the sole responsibility of the CONSULTANT.

2. Auto liability insurance with limits of no less than \$1,000,000 for each person and/or \$1,000,000 for each occurrence for owned, hired and non-owned automobiles used for any activities and services covered by this Agreement. Such insurance shall be endorsed to include San Juan County, its officers, elected officials, employees and agents as an additional insured. Coverage shall not be reduced or cancelled without thirty (30) days prior written notice to the COUNTY.

3. Standard professional liability insurance covering damages resulting from errors or omissions of the CONSULTANT or its employees or agents. The limit of liability shall not be less than \$1,000,000 per claim and annual aggregate. Notwithstanding paragraph 5, professional liability insurance is not required to hold harmless or defend the COUNTY for any claim.

4. Statutory workers’ compensation insurance and employer’s liability insurance to cover employees and volunteers as required by state and federal law.

B. The CONSULTANT shall provide the COUNTY evidence of insurance in the form of a Certificate of Insurance satisfactory to the COUNTY, executed by a duly authorized representative of each insurer showing compliance with the insurance requirements set forth above, including endorsements. Upon the request of the COUNTY, the CONSULTANT shall also provide a duplicate (photocopy) of each insurance policy and the name, address and telephone number of the broker who issued each one as evidence of coverage. Approval of insurance is a condition precedent to full execution, including continued compensation, of this Agreement. The maintenance of said insurance will not in any manner affect the CONSULTANT'S obligation to hold harmless and indemnify the COUNTY as provided in this Agreement.

7. ASSIGNMENT/SUBCONTRACTING

The CONSULTANT shall not assign its rights and duties under any portion of this Agreement without the written consent of the County. Consent must be sought in writing by the CONSULTANT not less than fifteen days prior to the date of any proposed assignment.

8. MAINTENANCE AND INSPECTION OF RECORDS

A. The CONSULTANT shall maintain books, records and documents, which sufficiently and properly reflect all work related to the performance of the Agreement. In addition, the CONSULTANT shall maintain all accounting records in a form necessary to assure proper accounting of all funds paid pursuant to this Agreement. All of the above shall be subject at all reasonable times to inspection, review, or audit by the COUNTY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

B. The CONSULTANT shall retain all books, records, documents and other material relevant to this Agreement for six (6) years after its expiration. The CONSULTANT agrees that the COUNTY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

9. EXTRA WORK

A. The COUNTY may at any time, by written order, make changes within the general scope of the Agreement in the services to be performed.

B. If any such change causes an increase or decrease in the estimated cost of, or the time required for performance of any part of the work under this Agreement, whether or not changed by the order, or otherwise affects any other terms and conditions of the Agreement, the COUNTY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify the Agreement accordingly.

C. The CONSULTANT must submit its “request for equitable adjustment” or claim under this clause within thirty (30) days from the date of receipt of the written order.

D. The maximum amount payable for this Agreement shall not be increased or considered to be increased except by specific written supplement to this Agreement.

10. OWNERSHIP OF WORK PRODUCTS

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the COUNTY, shall be forwarded to the COUNTY at its request, and may be used by the COUNTY as it sees fit. The CONSULTANT shall not provide the documents developed under this Agreement to any other individual, contractor, subcontractor, or agency unless such transfer is approved by the COUNTY. The COUNTY agrees that if it uses products prepared by the CONSULTANT for purposes other than those intended by this Agreement, it does so at its sole risk and agrees to hold the CONSULTANT harmless therefor.

11. DUNS NUMBER

If this Agreement is funded in any part by federal funds, CONSULTANT will provide its DUNS number to the COUNTY prior to beginning work under this Agreement. CONSULTANT'S DUNS number is: _____

12. FEDERAL REQUIREMENTS

If CONSULTANT is a state agency, local government, or non-profit organization, CONSULTANT agrees to comply with federal audit requirements, which may apply if \$500,000 or more of total federal funds are expended by CONSULTANT during any federal fiscal year. These audits must comply with OMB Circular A-133 or 2 CFR 200, as applicable. A copy of any required audit must be submitted to COUNTY when available.

13. TERMINATION

A. Termination for Convenience. The COUNTY may terminate this Agreement, in whole or in part, at any time, by at least thirty (30) days written notice to the CONSULTANT. The CONSULTANT shall be paid for work performed and expenses incurred to the date of termination. Within 30 days, the CONSULTANT shall submit a termination claim to the COUNTY. If the CONSULTANT has any property in its possession belonging to the COUNTY, the CONSULTANT will account for the same, and dispose of it in the manner directed by the COUNTY.

B. Termination for Cause. If the CONSULTANT fails to perform in the manner called for in this Agreement, or if the CONSULTANT fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within five (5) days written notice thereof, the COUNTY may terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the CONSULTANT setting forth the manner in which the CONSULTANT is in default. The CONSULTANT will only be paid for services performed in accordance with the manner of performance set forth in this Agreement.

14. DISCLOSURE REQUIREMENTS

The CONSULTANT shall notify the COUNTY in writing as to any employment Agreements between the CONSULTANT and third parties, the subject of which relates to, or touches on, the scope of work of this Agreement. This disclosure shall extend to employment Agreements between any of the employees or agents of the CONSULTANT and third parties which relate to, or touch upon, the scope of work of this project. The requirement for disclosure shall include the nature of the work performed, and the value of the work performed, and shall continue throughout the term of this Agreement. The COUNTY shall have the right to terminate this Agreement for cause as described in Section 13.B if the COUNTY, in its sole discretion, determines that the Agreement between the CONSULTANT, or its agents/employees, and a third party presents a conflict of interest. The disclosure of potential conflicts will be a public document.

15. MEDIATION

The parties shall attempt to resolve any controversies or disputes arising out of or relating to this

Agreement through a good faith attempt at mediation. Each party will pay its own attorneys' fees and costs.

16. ARBITRATION

A. Any controversy or claim arising out of or relating to this Agreement that is not resolved through mediation, shall be resolved by final and binding arbitration pursuant to RCW 7.04A. Demand for arbitration shall be made in writing to the other party and shall be brought within six years after the initial occurrence giving rise to the controversy or claim for which arbitration is commenced, regardless of the date of discovery or whether the claim or controversy was continuing in nature. Claims or controversies arising more than six years prior to a written demand for arbitration issued under this agreement are not subject to arbitration. The arbitration shall be held in San Juan County before a single arbitrator selected by the Agreement of the parties. If the parties cannot agree upon an arbitrator within fifteen (15) days after the demand for arbitration is made, the arbitrator shall be selected by a judge in the Superior Court of San Juan County in accordance with the procedures set out in RCW 7.04A.110.

B. Unless the parties agree otherwise in writing, the arbitration hearing shall occur no later than sixty (60) days after the date the arbitrator is appointed.

C. The parties agree that, with the exception of the circumstances set out in RCW 7.04A.230, the arbitrator's decision shall be binding, final and not appealable to any court of law.

D. Each party shall pay its own costs of arbitration including attorneys' fees. The arbitrator's fee and any administrative expenses imposed by the arbitrator shall be shared equally by the parties.

E. This Agreement shall be governed by laws of the state of Washington, both as to interpretation and performance.

17. WAIVER

The waiver by, or the failure to take action with respect to, breach of any term, covenant or condition of the Agreement shall not be deemed to be a waiver of such term, covenant or condition on any subsequent breach. All remedies afforded in this Agreement shall be taken as cumulative; that is, in addition to every other remedy provided herein or by law.

18. SEVERABILITY

It is understood and agreed by the parties that if any term or provision of this Agreement is held by any court to be illegal or in conflict with any law of the state of Washington, the validity of the remaining portions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term, part or provision held to be invalid.

19. ENTIRE AGREEMENT

This instrument contains the entire Agreement between the parties and statements, promises, or inducements made by any party or agent of that party that are not contained in this Agreement shall not be valid or binding. This Agreement may not be enlarged, modified, or altered except in

writing signed by all parties.

20. NOTICE

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the first page of this Agreement.

Dated this _____ day of _____ 20__.

[CONSULTANT’S BUSINESS NAME]
[Insert Name]
[Insert Title]

SAN JUAN COUNTY [DEPARTMENT]
[Department Head]
[Insert Title]

Date

Date

APPROVED AS TO FORM ONLY
San Juan County Prosecuting Attorney
Randall K. Gaylord

FINAL APPROVAL
County Manager
Michael J. Thomas

By: _____
Date

Date