

RESOLUTION NO. 12-969

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, TO ENTER INTO NEGOTIATIONS AND AWARD CONTRACTS TO THE TOP FIVE CIVIL ENGINEERING FIRMS AGREEING TO THE TOWNS CONTRACTUAL TERMS, TO PROVIDE ENGINEERING AND DESIGN SERVICES ON AN AS NEEDED BASIS; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE CONTRACTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Town of Miami Lakes (the "Town") issued a Request for Qualifications (RFQ) No. 2012-04, for Miscellaneous Civil Engineering Services; and

**WHEREAS**, the Request for Qualifications (RFQ) was issued to establish a pool of engineering firms to provide design services on an as needed basis for construction projects not exceeding Two Million (\$2,000,000); and

**WHEREAS**, an Evaluation Committee was appointed to evaluate the proposals, and establish the ranking of the firms on the following criteria; qualifications, team qualifications, project manager's qualifications and experience, design philosophy and process, technical capabilities and project experience; and

**WHEREAS**, the Evaluation Committee established a short-list of five (5) proposers, and then ranked those firms as follows: 1) ADA Engineering, Inc., 1)(tied) Chen Moore & Associates, 3) Marlin Engineering, Inc., 4) Kimley Horn & Associates, and 5) Corzo Castella Carballo Thompson Salman, P.A.; and

**WHEREAS**, the Evaluation Committee recommended that the Town enter into negotiations to award contracts to the three top-ranked firms; and

**WHEREAS**, the top five ranked firms are fully qualified to provide the required services, and should enter into a contract in substantially the same form; and

**WHEREAS**, the Town Council desires to authorize the Town Manager to enter into a contract with the five top-ranked firms for miscellaneous civil engineering services on an as needed basis for the Town of Miami Lakes.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:**

**Section 1.** **Recitals.** The foregoing Recitals are true and correct and incorporated herein by this reference.

**Section 2.** **Approval of the Contract.** The Town Council hereby approves the award of contracts for miscellaneous civil engineering services for construction projects not exceeding \$2,000,000 to the five top-ranked firms, as set forth herein.

**Section 3.** **Execution of the Contract.** The Town Manager is authorized to negotiate and execute contracts, on behalf of the Town, with the top five ranked firms, for miscellaneous civil engineering services; subject to the approval as to form and legality by the Town Attorney.

**Section 4.** **Authorization of Town Manager.** The Town Manager and/or his designee and the Town Attorney are authorized to take all steps necessary to implement the terms and conditions of the Civil Engineering Service Contracts.

**Section 5. Authorization of Fund Expenditure.** The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of the Civil Engineering Contracts.

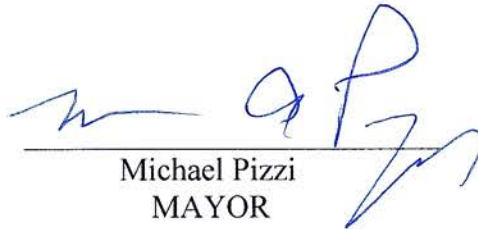
**Section 6. Effective Date.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 14 day of February 2012.

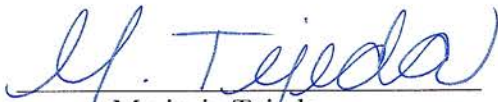
Motion to adopt by Mary Collins, second by Tim Daubert.

FINAL VOTE AT ADOPTION

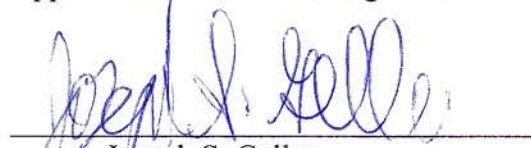
Mayor Michael Pizzi	<u>YES</u>
Vice-Mayor Ceasar Mestre	<u>YES</u>
Councilmember Mary Collins	<u>YES</u>
Councilmember Tim Daubert	<u>YES</u>
Councilmember Nelson Hernandez	<u>YES</u>
Councilmember Nick Perdomo	<u>YES</u>
Councilmember Richard Pulido	<u>YES</u>

  
Michael Pizzi  
MAYOR

Attest:

  
Marjorie Tejada  
TOWN CLERK

Approve as to Form and Legal Sufficiency

  
Joseph S. Geller  
GREENSPOON, MARDER, P.A.  
INTERIM TOWN ATTORNEY

**2012-04KH**  
**PROFESSIONAL SERVICES AGREEMENT**  
**MISCELLANEOUS CIVIL ENGINEERING SERVICES**



**The Town of Miami Lakes Council:**

**Mayor Michael Pizzi**  
**Vice Mayor Nick Perdomo**  
**Councilmember Mary Collins**  
**Councilmember Timothy Daubert**  
**Councilmember Nelson Hernandez**  
**Councilmember Cesar Mestre**  
**Councilmember Richard Pulido**

Alex Rey, Town Manager  
The Town of Miami Lakes  
15150 NW 79<sup>TH</sup> Court  
Miami Lakes, Florida 33016

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This Agreement made this 2<sup>nd</sup> day of April in the year **2012** ("Agreement") by and between the Town of Miami Lakes, Florida, hereinafter called the "Town," and (name of Proposer), hereinafter called the "Consultant."

### **RECITAL**

A. The Town issued a Request for Qualifications ("RFQ") 2012-04 on November 7, 2011 for the provision of professional services for miscellaneous civil engineering services ("Services") and Consultant's proposal ("Proposal"), in response thereto, was selected as one of the most qualified for the provision of said Services. The RFQ and the Proposal are expressly incorporated into and made a part of this Agreement as if set forth in full.

B. WHEREAS, the Town, through action of the Town Manager and/or the Town Commission, as applicable, has selected the Consultant in accordance with Section 287.055, Florida Statutes, (Consultants' Competitive Negotiation Act), and the applicable provisions of the Town Procurement Ordinance, to provide the professional services as described herein.

WITNESSETH, that the Town and the Consultant, for the considerations herein set forth, agree as follows:

### **SECTION A. GENERAL TERMS AND CONDITIONS**

#### **Article A1 Definitions**

**A1.01 Additional Services** means any Work defined as such in this Agreement, secured in compliance with Florida Statutes and Town Code.

**A1.02 Attachments** mean the Attachments to this Agreement which are expressly incorporated by reference and made a part of this Agreement as if set forth in full.

**A1.03 Base Fee** means the amount of compensation mutually agreed upon for the completion of Basic Services.

**A1.04 Basic Services** means those services designated as such in a Section B.

**A1.05 Consultant** means the individual, partnership, corporation, association, joint venture, or any combination thereof, of properly registered professional architects, or engineers, which has entered into the Agreement to provide professional services to the Town.

**A1.06 Contractor** means an individual, partnership, corporation, association, joint venture, or any combination thereof, which has entered into a contract with the Town for construction of Town facilities and incidentals thereto.



- A1.08 Errors** means items in the plans, specification or other documents prepared by the Consultant that are shown incorrectly, which results in a change to the Services and results in the need for the construction contractor to perform rework or additional work or which causes a delay to the completion of construction.
- A1.09 Errors and Omissions** means design deficiencies in the plans, specification or other documents prepared by the Consultant, which must be corrected in order for the project to function or be built as intended.
- A1.10 Inspector** means an employee or representative of the Town assigned by the Town to make observations of work performed by a Contractor.
- A1.14 Notice to Proceed** means same as "Authorization to Proceed." A duly authorized written letter or directive issued by the Town Manager or Procurement Manager acknowledging that all conditions precedent have been met and/or directing that Consultant may begin Work on a Project.
- A1.12 Omissions** means items the plans, specification or other documents prepared by the Consultant that are not shown or included which are necessary for the proper and/or safe operation of a Project or required to meet the Scope of Services.
- A1.13 Project Manager** means an employee or representative of the Town assigned by the Town Manager to manage and monitor the Services to be performed under this Agreement and the construction of the Project as a direct representative of the Town.
- A1.14 Project** means the construction, alteration and/or repair, and all services and incidentals thereto, of a Town facility or property as contemplated and budgeted by the Town. A Project shall be further defined in the Scope of Services of any Work Order issued under the Agreement.
- A1.15 Professional Services** means those services within the scope of the practice of architecture, professional engineering, or registered surveying and mapping, as applicable, as defined by the laws of the State of Florida, or those performed by any architect, professional engineer, or registered surveyor or mapper in connection with his or her professional employment or practice. These services may be abbreviated herein as "architectural/ engineering services" or "professional services", as applicable, which are within this definition.
- A1.17 Scope of Services or Services** means a comprehensive description of the activities, tasks, design features, objectives, deliverables and milestones required for the completion of Project with sufficient detail to allow a reasonably accurate estimation of resources necessary for its completion.
- A1.18 Subconsultant** means a person or organization of properly registered professional architects, engineers, registered surveyor or mapper, and/or other professional specialty that has entered into a written agreement with the Consultant to furnish specified professional services for the Project.
- A1.19 Town Council** means the legislative body of the Town of Miami Lakes.

**A1.20 *Town Manager*** means the duly appointed chief administrative officer of the Town of Miami Lakes or designee.

**A1.21 *Town or Owner*** means the Town of Miami Lakes, Florida, a Florida municipal corporation, the public agency which is a party hereto and for which this Agreement is to be performed. In all respects hereunder, Town's performance is pursuant to Town's position as the Owner of the Project. In the event the Town exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, codes, laws and ordinances shall be deemed to have occurred pursuant to Town's authority as a governmental body and shall not be attributable in any manner to Town as a party to this Agreement. The Town of Miami shall be referred to herein as "Town". For the purposes of this Agreement, "Town" without modification shall mean the Town Manager.

**A1.22 *Wage Rates*** means the effective direct expense to Consultant and/or Subconsultant, on an hourly rate basis, for employees in the specified professions and job categories assigned to provide services under this Agreement that justify and form the basis for professional fees regardless of actual manner of compensation.

**A1.23 *Work Order*** means a document approved and issued by the Town authorizing the performance of specific professional services for a Project or Projects under this Agreement.

**A1.24 *Work Order Proposal*** means a document prepared by the Consultant, at the request of the Town for Services to be provided by the Consultant on a specific Project or phase of a Project or for Additional Services.

## **ARTICLE A2 General Conditions**

### **A2.01 Term**

The term of this Agreement shall be for three (3) years commencing on the effective date of the Agreement. The Agreement shall remain in place until all Work Orders issued under the Agreement have been completed.

The Town, by action of the Town Manager, shall have the option to extend the term for two (2) additional period(s) of one (1) year each, subject to continued satisfactory performance as determined by the Town Manager, and to the availability and appropriation of funds. Town Commission authorization of this Agreement includes delegation of authority to the Town Manager to administratively approve said extensions.

### **A2.02 Scope of Services**

Consultant agrees to provide the Services as specifically described and set forth in Section B and any Work Order issued under this Agreement.

### **A2.03 Compensation**

#### **A2.03-1 Compensation Limits**

The amount of compensation payable by the Town to Consultant shall generally be a lump sum not to exceed fee, based on the rates and schedules established in Section E; provided, however, that in no event shall the amount of compensation exceed available budgeted

funds during the term of the Agreement and any extension(s), unless explicitly approved by action of the Town Commission or Town Manager as applicable and put into effect by written amendment to this Agreement.

#### **A2.03-2 Payments**

Unless otherwise specifically provided elsewhere in this Agreement, payment shall be made in accordance with Florida Statute Chapter 218, Part VII, Local Government Prompt Payment Act, after receipt of Consultant's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail, to allow a proper audit of expenditures, should Town require one to be performed. If Consultant is entitled to reimbursement of travel expenses, then all bills for travel expenses shall be submitted in accordance with Section 112.061, Florida Statutes. Consultant shall utilize Attachment I for the submission of invoices.

### **Article A3 Performance**

#### **A3.01 Performance and Delegation**

The Services to be performed hereunder shall be performed by the Consultant's own staff, unless otherwise provided in this Agreement, or approved, in writing by the Town Manager. Said approval shall not be construed as constituting an agreement between the Town and said other person or firm and the Town assumes no liability or responsibility for any Subconsultant.

#### **A3.02 Removal of Unsatisfactory Personnel**

The Town Manager may make written request to Consultant for the prompt removal and replacement of any personnel employed or retained by the Consultant, or any Subconsultants or subcontractors, or any personnel of any such Subconsultants or subcontractors engaged by the Consultant to provide and perform Services pursuant to the requirements of this Agreement. The Consultant shall respond to Town within seven (7) calendar days of receipt of such request with either the removal and replacement of such personnel or written justification as to why that may not occur. All decisions involving personnel will be made by Consultant. Such request shall solely relate to said employees work under this Agreement.

#### **A3.03 Consultant Key Staff**

The parties acknowledge that Consultant was selected by Town, in part, on the basis of qualifications of particular staff identified in Consultant's response to Town's solicitation, hereinafter referred to as "Key Staff". Consultant shall ensure that Key Staff are available for Services hereunder as long as said Key Staff is in Consultant's employ. Consultant will obtain prior written acceptance of Town Manager or designee to change Key Staff. Consultant shall provide the Town Manager with such information as necessary to determine the suitability of proposed new Key Staff. The Town Manager will act reasonably in evaluating Key Staff qualifications. Such acceptance shall not constitute any responsibility or liability for the individual's ability to perform.

#### **A3.04 Time for Performance**

The Consultant agrees to start all Services hereunder upon receipt of a Notice to Proceed issued by the Town Manager and to complete each assignment, task or phase within the time

stipulated in the Notice to Proceed. Time is of the essence with respect to performance of this Agreement.

A reasonable extension of the time for completion of various assignments, tasks or phases may be granted by the Town Manager should there be a delay on the part of the Town in fulfilling its obligations under this Agreement as stated herein. Such extension of time shall not be cause for any claim by the Consultant for extra compensation.

### **A3.05 STANDARD OF CARE**

Consultant is solely responsible for the technical accuracy and quality of its Services. Consultant shall perform all Services in compliance with Florida Administrative Code Rule 61G15-19.001(4) and Section 471.033(1) (g) of the Florida Statutes. Consultant shall perform due diligence, in accordance with best industry practices, in gather information and inspecting a Project site prior to the commencement of design. Consultant shall be responsible for the professional quality, technical accuracy and coordination of all design, drawings, specification, and other Services furnished by the Consultant under this Agreement. Consultant shall, without additional compensation, correct or revise any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services. Consultant shall also be liable for claims for delay costs, and any increased costs in construction, including but not limited to additional work, demolition of existing work, rework, etc., resulting from any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services.

## **ARTICLE A4 SUBCONSULTANTS**

### **A4.01 General**

A4.01-1 A Subconsultant, as defined in Article A1.18, is a firm that was identified as part of the consulting team in the competitive selection process by which Consultant was chosen to perform the services under this Agreement, and as such, is identified and listed in Schedule 1.

A4.01-2 A Specialty Subconsultant is a person or organization that has, with the consent of the Town Manager, entered into a written agreement with the Consultant to furnish unique and/or specialized professional services necessary for the Project or task described under Additional Services. Such Specialty Subconsultant shall be in addition to those identified in Schedule A1.

### **A4.02 Subconsultant Relationships**

A4.02-1 All Services provided by the Subconsultants shall be performed pursuant to appropriate written agreements between the Consultant and the Subconsultants, which shall contain provisions that preserve and protect the rights of the Town under this Agreement.

A4.02-2 Nothing contained in this Agreement shall create any contractual or business relationship between the Town and the Subconsultants. The Consultant acknowledges that Subconsultants are entirely under its direction, control, supervision, retention and/or discharge.

#### **A4.03 Changes to Subconsultants**

The Consultant shall not add, modify, or change any Subconsultant listed in Schedule 1 without prior written approval by the Town Manager, in response to a written request from the Consultant stating the reasons for any proposed substitution.

### **ARTICLE A5 DEFAULT**

#### **A5.01 General**

If Consultant fails to comply with any term or condition of this Agreement, or fails to perform any of its obligations hereunder, then Consultant shall be in default. Upon the occurrence of a default hereunder the Town, in addition to all remedies available to it by law, may immediately, upon written notice to Consultant, terminate this Agreement whereupon all payments, advances, or other compensation paid by the Town to Consultant while Consultant was in default shall be immediately returned to the Town. Consultant understands and agrees that termination of this Agreement under this section shall not release Consultant from any obligation accruing prior to the effective date of termination.

In the event of termination due to default, in addition to the foregoing, Consultant shall be liable to the Town for all expenses incurred by the Town in preparing and negotiating this Agreement, as well as all costs and expenses incurred by the Town in the re-procurement of the Services, including consequential and incidental damages. In the event of default, Town may also suspend or withhold reimbursements from Consultant until such time as the actions giving rise to default have been cured.

#### **A5.02 Conditions of Default**

A finding of default and subsequent termination for cause may include, without limitation, any of the following:

A5.02-1 Consultant fails to obtain or maintain the insurance or bonding herein required.

A5.02-2 Consultant fails to comply, in a substantial or material sense, with any of its duties under this Agreement, with any terms or conditions set forth in this Agreement or in any agreement it has with the Town, beyond the specified period allowed to cure such default.

A5.02-3 Consultant fails to commence the Services within the time provided or contemplated herein, or fails to complete the Services in a timely manner as required by this Agreement.

#### **A5.03 Time To Cure Default; Force Majeure**

Town through the Town Manager or designee shall provide written notice to Consultant as to a finding of default, and Consultant shall take all necessary action to cure said default within time stipulated in said notice, after which time the Town may terminate the Agreement. The Town at its sole discretion, may allow additional days to perform any required cure if Consultant provides written justification deemed reasonably sufficient.

Should any such failure on the part of Consultant be due to a condition of Force Majeure as that term is interpreted under Florida law, then the Town may allow an extension of time reasonably commensurate with the cause of such failure to perform or cure.

## **ARTICLE A6 Termination Of Agreement**

### **A6.01 Town's Right To Terminate**

The Town, including the Town Manager, has the right to terminate this Agreement for any reason or no reason, upon ten (10) days' written notice. Upon termination of this Agreement, all charts, sketches, studies, drawings, and other documents, including all electronic copies related to Services authorized under this Agreement, whether finished or not, must be turned over to the Town Manager. The Consultant shall be paid in accordance with provisions of Section C, provided that said documentation is turned over to Town Manager within ten (10) business days of termination. Failure to timely deliver the documentation shall be cause to withhold any payments due without recourse by Consultant until all documentation is delivered to the Town Manager or designee.

A6.01-1 Consultant shall have no recourse or remedy from a termination made by the Town except to retain the fees earned compensation for the Services that was performed in complete compliance with this Agreement, as full and final settlement of any claim, action, demand, cost, charge or entitlement it may have, or will, have against the Town, its officials or employees.

### **A6.02 Consultant's Right to Terminate**

The Consultant shall have the right to terminate this Agreement, in writing, following breach by the Town, if the breach of the Agreement has not been corrected within sixty (60) days from the date of the Town's receipt of a written statement from Consultant specifying its breach of its duties under this Agreement.

### **A6.03 Termination Due to Undisclosed Lobbyist or Agent**

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 he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

For the breach or violation of this provision, the Town shall have the right to terminate this Agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

## **Article A7 Documents And Records**

### **A7.01 Ownership of Documents**

All tracings, plans, drawings, specifications, maps, computer files, and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, including all electronic digital copies will be considered works made for hire and will, based on incremental transfer wherein the above shall become the property of the Town upon payments made to Consultant or termination of this Agreement without restriction or limitation on their use, and will be made available, on request, to Town at any time during the performance of such services and/or upon completion or termination of this Agreement. Consultant shall not copyright any material and products or patent any invention developed under this Agreement. The Town shall have the right to visit the site for inspection

of the work and the products of Consultant at any time. The Consultant shall be permitted to retain copies, including reproducible copies, solely for information and reference in connection with the Town's use and occupancy of the Project.

**A7.02 Delivery Upon Request Or Cancellation**

Failure of the Consultant to promptly deliver all such documents, both hard copy and digital, to the Town Manager within ten (10) days of cancellation, or within ten (10) days of request by the Town Manager, shall be just cause for the Town Manager to withhold payment of any fees due Consultant until Consultant delivers all such documents. Consultant shall have no recourse from these requirements.

**A7.03 Reuse by the Town**

It is understood that this Agreement and any subsequent Work Orders for Services issued hereunder shall include the provision for the re-use of plans and specifications, including construction drawings, at the Town's sole option, and by virtue of signing this Agreement Consultant agrees to such re-use in accordance with this provision without the necessity of further approvals, compensation, fees or documents being required and without recourse for such re-use. The Consultant will not be liable for re-use by the Town of plans, documents, studies, or other data for any purpose other than that intended by the terms and conditions of this Agreement.

**A7.04 Nondisclosure**

To the extent allowed by law, Consultant agrees not to divulge, furnish or make available to any third person, firm or organization, without Town Manager's prior written consent, or unless incident to the proper performance of the Consultant's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by Consultant hereunder, and Consultant shall require all of its employees, agents, Subconsultants and subcontractors to comply with the provisions of this paragraph.

**A7.05 Maintenance of Records**

Consultant will keep adequate records and supporting documentation, which concern or reflect its services hereunder. Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept in accordance with statute. Otherwise, the records and documentation will be retained by Consultant for a minimum of three (3) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. Town, or any duly authorized agents or representatives of Town, shall have the right to audit, inspect, and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the three (3) year period noted above; provided, however such activity shall be conducted only during normal business hours.

**Article A8 Indemnification**

The Consultant shall hold harmless, indemnify and defend the Town, its officials and employees from any and all claims, losses and causes of actions which may arise out of the performance of this Agreement as a result of any act of negligence or negligent omission, recklessness, or intentionally wrongful conduct of the Consultant or the Subconsultants. The Consultant shall pay all claims and losses of any nature whatsoever in connection therewith and shall defend all

project related suits, in the name of the Town when applicable, and shall pay all costs, including without limitation reasonable attorney's and appellate attorney's fees, and judgments which may issue thereon. The Consultant's obligation under this paragraph shall not be limited in any way by the agreed upon contract price, or the Consultant's limit of, or lack of, sufficient insurance protection and shall apply to the full extent that it is caused by the negligence, act, omission, recklessness or intentional wrongful conduct of the Consultants, its agents, servants, or representatives.

#### **Article A9     Insurance**

The Consultant shall not start Services under this Agreement until the Consultant has obtained all insurance required hereunder and the Town Manager has approved such insurance.

##### **A9.01 Companies Providing Coverage**

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and satisfactory to the Town Manager. All companies shall have a Florida resident agent and be rated at least A(X), as per A.M. Best Company's Key Rating Guide, latest edition.

##### **A9.02 Verification of Insurance Coverage**

The Consultant shall furnish certificates of insurance to the Town Manager for review and approval prior to the execution of this Agreement. The Certificates shall clearly indicate that the Consultant has obtained insurance of the type, amount and classification required by these provisions, in excess of any pending claims at the time of contract award to the Consultant. Consultant shall maintain coverage with equal or better rating as identified herein for the term of this Agreement. Consultant shall provide written notice to the Town Manager of any material change, cancellation and/or notice of non-renewal of the insurance within 30 days of the change. Consultant shall furnish a copy of the insurance policy or policies upon request of the Town Manager within ten (10) days of written request.

##### **A9.03 Forms of Coverage**

###### **A9.03-1 Commercial General Liability and Automobile Liability**

The Consultant shall maintain commercial general liability coverage with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage. The coverage shall include Premises and Operations, Contingent and Contractual Liability, and Products and Completed Operations, with additional endorsements as applicable. The coverage shall be written on a primary and non contributory basis with the Town listed as an additional insured as reflected by endorsement CG 2010 11/85 or its equivalence. Notice of cancellation should read (30) days/ (10) days for nonpayment.

###### **A9.03-2 Business Automobile**

The Consultant shall provide business automobile liability coverage including coverage for all owned, hired and non-owned autos with a minimal combined single limit of \$1,000,000 naming the Town as an additional insured with respect to this coverage. Notice of cancellation should read (30) days/(10) days for nonpayment.



**A9.03-3 Professional Liability Insurance**

The Consultant shall maintain Professional Liability Insurance including Errors and Omissions coverage in the minimum amount of \$500,000 per claim, \$500,000 aggregate providing for all sums which the Consultant shall be legally obligated to pay as damages for claims arising out of the services performed by the Consultant or any person employed by the Consultant in connection with this Agreement. This insurance shall be maintained for at least one year after completion of the construction and acceptance of any project covered by this Agreement.

**A9.03-4 Worker's Compensation Insurance**

The Consultant shall maintain Worker's Compensation Insurance in compliance with Florida Statutes, Chapter 440, as amended, and Employee's Liability with a minimum limit of \$500,000 each occurrence.

**A9.03-4 Subconsultant Compliance**

Consultant shall ensure that all Subconsultants comply with these same insurance requirements.

**A9.04 Modifications To Coverage**

The Town Manager reserves the right to require modifications, increases, or changes in the required insurance requirements, coverage, deductibles or other insurance obligations by providing a thirty (30) day written notice to the Consultant in accordance with Article 10.06 herein. Consultant shall comply with such requests unless the insurance coverage is not then readily available in the national market, and may request additional consideration from Town accompanied by justification.

**Article A10 Miscellaneous**

**A10.01 Audit Rights**

The Town reserves the right to audit the Consultant's accounts during the performance of this Agreement and for three (3) years after final payment under this Agreement. The Consultant agrees to furnish copies of any records necessary, in the opinion of the Town Manager, to approve any requests for payment by the Consultant.

**A10.02 Entire Agreement**

This Agreement, as it may be amended from time to time, represents the entire and integrated Agreement between the Town and the Consultant and supersedes all prior negotiations, representations or agreements, written or oral. This Agreement may not be amended, changed, modified, or otherwise altered in any respect, at any time after the execution hereof, except by a written document executed with the same formality and equal dignity herewith. Waiver by either party of a breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach of any provision of this Agreement.

**A10.03 Successors and Assigns**

The performance of this Agreement shall not be transferred pledged, sold, delegated or assigned, in whole or in part, by the Consultant without the written consent of the Town Council or Town Manager, as applicable. It is understood that a sale of the majority of the stock or partnership shares of the Consultant, a merger or bulk sale, an assignment for the benefit of

creditors shall each be deemed transactions that would constitute an assignment or sale hereunder requiring prior Town approval.

The Consultant's services are unique in nature and any transference without the prior written approval of the Town shall be cause for the Town to terminate this Agreement. The Consultant shall have no recourse from such cancellation. The Town may require bonding, other security, certified financial statements and tax returns from any proposed Assignee and the execution of an Assignment/ Assumption Agreement in a form satisfactory to the Town as a condition precedent to considering approval of an assignment.

The Consultant and the Town each binds one another, their partners, successors, legal representatives and authorized assigns to the other party of this Agreement and to the partners, successors, legal representatives and assigns of such party in respect to all covenants of this Agreement.

#### **A10.04 Truth-In-Negotiation Certification**

In compliance with the Consultant's Competitive Negotiation Act, for any Project to be compensated under the Lump Sum method, the Consultant certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of Notice to Proceed. The original Project price and any addition thereto will be adjusted to exclude any significant sums by which the Town determines the project price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such price adjustments will be made within 1 year following the end of the Project.

#### **A10.05 Applicable Law and Venue Of Litigation**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any suit or action brought by any party, concerning this Agreement, or arising out of this Agreement, shall be brought in Miami-Dade County, Florida. Each party shall bear its own attorney's fees except in actions arising out of Consultant's duties to indemnify the Town under 0 where Consultant shall pay the Town's reasonable attorney's fees.

#### **A10.06 Notices**

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by registered United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

For Town of Miami:  
Alex Rey  
Town Manager  
15150 NW 79<sup>th</sup> Court  
Miami, Florida 33016  
[reya@miamilakes-fl.gov](mailto:reya@miamilakes-fl.gov)

With a copy to:

Gary Fabrikant, Procurement Manager  
15150 NW 79<sup>th</sup> Court  
Miami, Florida 33016  
[fabrikantg@miamialkes-fl.gov](mailto:fabrikantg@miamialkes-fl.gov)

For Consultant:  
Kimley-Horn and Associates, Inc.  
Gary Ratay  
5200 NW 33 Ave, Suite 109  
Fort Lauderdale, FL 33309  
[Gary.ratay@kimley-horn.com](mailto:Gary.ratay@kimley-horn.com)  
954-535-5112

#### **A10.07 Interpretation**

The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as “herein,” “hereof,” “hereunder,” and “hereinafter” refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

#### **A10.08 Joint Preparation**

Preparation of this Agreement has been a joint effort of the Town and Consultant and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

#### **A10.09 Priority Of Provisions**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given effect.

#### **A10.10 Mediation - Waiver of Jury Trial**

In an effort to engage in a cooperative effort to resolve conflict which may arise during the course of the design and /or construction of the subject project(s), and/or following the completion of the projects(s), the parties to this Agreement agree all disputes between them shall be submitted to non-binding mediation prior to the initiation of litigation, unless otherwise agreed in writing by the parties. A certified Mediator, who the parties find mutually acceptable, will conduct any Mediation Proceedings in Miami-Dade County, State of Florida. The parties will split the costs of a certified mediator on a 50/50 basis. The Consultant agrees

to include such similar contract provisions with all Subconsultants and/or independent contractors and/or Consultants retained for the project(s), thereby providing for non-binding mediation as the primary mechanism for dispute resolution.

In an effort to expedite the conclusion of any litigation the parties voluntarily waive their right to jury trial or to file permissive counterclaims in any action arising under this Agreement.

**A10.11 Time**

Time is of the essence in this Agreement.

**A10.12 Compliance With Laws**

Consultant shall comply with all applicable laws, codes, ordinances, rules, regulations and resolutions including, without limitation, the Americans with Disabilities Act (“ADA”), as amended, and all applicable guidelines and standards in performing its duties, responsibilities, and obligations related to this Agreement. The Consultant represents and warrants that there shall be no unlawful discrimination as provided by law in connection with the performance of this Agreement.

**A10.12-1 Non-Discrimination**

Town warrants and represents that it does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Consultant’s performance under this Agreement on account of race, color, sex, religion, age, handicap, marital status or national origin. Consultant further covenants that no otherwise qualified individual shall, solely by reason of his/her race, color, sex, religion, age, handicap, marital status or national origin, be excluded from participation in, be denied services, or be subject to discrimination under any provision of this Agreement.

**A10.12- OSHA Compliance**

The Consultant warrants that it will comply with all safety precautions as required by federal, state or local laws, rules, regulations and ordinances. The Town reserves the right to refuse Consultant access to Town property, including project jobsites, if Consultant employees are not properly equipped with safety gear in accordance with OSHA regulations or if a continuing pattern of non-compliance with safety regulations is exhibited by Consultant.

**A10.12-3 ADA Compliance**

Consultant shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (“ADA”) in the course of providing any work, labor or services funded by the Town, including Titles I & II of the ADA (regarding nondiscrimination on the basis of disability) and all applicable regulations, guidelines and standards. Additionally—the Consultant shall take affirmative steps to—insure nondiscrimination in employment of disabled persons.

**A10.13 No Partnership**

Consultant is an independent contractor. This Agreement does not create a joint venture, partnership or other business enterprise between the parties. The Consultant has no authority to bind the Town to any promise, debt, default, or undertaking of the Consultant.

**A10.14 Discretion of Town Manager**

Any matter not expressly provided for herein dealing with the Town or decisions of the Town shall be within the exercise of the reasonable professional discretion of the Town Manager.

**A10.15 Resolution of Disputes**

Consultant understands and agrees that all disputes between it and the Town based upon an alleged violation of the terms of this Agreement by the Town shall be submitted for resolution in the following manner.

The initial step shall be for the Consultant to notify the Procurement Manager in writing of the dispute identified in Article A10.06, Notices. Consultant shall, within five (5) calendar days of the initial notification, all supporting documentation to the Procurement Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said documentation the Procurement Manager shall review the issues relative to the dispute and issue a written finding.

Should the Consultant and the Procurement Manager fail to resolve the dispute the Consultant shall submit their dispute in writing within five (5) calendar days to the Town Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said notification the Town Manager shall review the issues relative to the dispute and issue a written finding.

Appeal to the Town Manager for his/her resolution, is required prior to Consultant being entitled to seek judicial relief in connection therewith. Consultant shall be entitled to seek judicial relief if a period of sixty (60) days has expired after submitting to the Town Manager a detailed statement of the dispute, accompanied by all supporting documentation and the Town Manager has not issued a written determination. Should the amount of compensation require approval or disapproval by the Town Council, Consultant shall not be entitled to seek judicial relief unless:

- (i) it has first received Town Manager's written decision, approved by the Town Council or
- (ii) a period of (90) days has expired from the date of the Town Manager's decision and the Town Council has not taken action; or
- (iii) Town has waived compliance with the procedure set forth in this section by written instrument(s) signed by the Town Manager.

**A10.16 Contingency Clause**

Funding for this Agreement is contingent on the availability of funds and continued authorization for program activities and the Agreement is subject to amendment or termination due to lack of funds, reduction of funds and/or change in regulations, upon thirty (30) days notice.

**A10.17 Third Party Beneficiary**

Consultant and the Town agree that it is not intended that any provision of this Agreement establishes a third party beneficiary giving or allowing any claim or right of action whatsoever by any third party under this Agreement.

**10.18 No Estoppel**

Neither the Town's review, approval and/or acceptance of, or payment for Services performed under this Agreement shall be construed to operate as a waiver of any rights under this Agreement of any cause of action arising out of the performance of this Agreement, and the Consultant shall be and remain liable to the Town in accordance with applicable laws for all damages to the Town caused by the Consultant's negligent performance of any of the Services under this Agreement. The rights and remedies provided for under this Agreement are in addition to any other rights and remedies provided by law.

Where the Consultant is comprised of more than one legal entity, each such entity shall be jointly and severally liable under this Agreement.

**END OF SECTION**

**SECTION B      SCOPE OF WORK****Article B1      General**

Consultant shall provide comprehensive Civil Engineering services for a Project for which Consultant was selected in accordance with Section 287.055 Florida Statutes, as amended, Consultants' Competitive Negotiations Act (CCNA).

**B1.01      Scope of Services**

The Consultant agrees to provide comprehensive professional services in accordance with all applicable law and building and environmental regulations, including the Florida Building Code and the Town Code of Ordinances, and as set forth in this Agreement and further enumerated in a Work Order. Consultant may be required to perform all or some of the services presented in this Agreement. Consultant shall furnish, as Basic Services, comprehensive professional services for a Projects including, but not limited to those described below in Section B2, "Basic Services".

Project(s) may include roadway reconstruction or resurfacing, drainage improvements, storm water management, swale restoration, curbs, gutters, sidewalks, lighting improvements, landscaping, signage and striping, staff studies, recording, verification and analysis of existing conditions in a Project area; and any survey, geotechnical, and utility coordination required to produce complete sets of signed and sealed construction documents, specifications and estimates of probable construction costs for a Project.

Consultant may be required to perform all or some of the services presented in this Agreement, depending on the needs of the Town for a Project. Consultant may also be requested to perform the Services of a Design Criteria Professional, as detailed in Section 287.0555 Florida Statutes, should the Town to use the design-build methodology.

The Consultant will phase the Work required to complete the Project so that the Project is designed and constructed in the most logical, efficient, and cost effective manner

**B1.02      Work Orders**

When the Town Manager has determined that a specific phase of a Project or a Project is to proceed, the Town Manager will request in writing, a Work Order Proposal from the Consultant based on the proposed Scope of Services provided to the Consultant in writing by the Town Manager. The Consultant, the Town Manager, and others if appropriate, may have preliminary meetings, if warranted, to further define the Scope of Services and to resolve any questions. The Consultant shall then prepare a Work Order Proposal following the format provided by or acceptable to the Town, indicating the proposed Scope of Services, total time for performance, time for per of each task, phase or deliverable, staffing (including proposed hours per individual and/or classification, proposed fees, Subconsultants, and deliverable items and/or documents. The Town, at its sole discretion may provide the Consultant with a standardized Work Order Proposal Form to be used for all requests.

The Town Manager may accept the Work Order Proposal as submitted, reject the Work Order Proposal, or negotiate revisions to the Work Order Proposal. Upon successful conclusion of negotiations the Consultant may be required to submit a revised final Work Order Proposal. If

negotiations cannot be successfully completed, the Town Manager may terminate negotiations and may request a Work Order Proposal from another consultant under contract with the Town, or secure such services through other means available to the Town. Upon approval of the Work Order Proposal the Town Manger will issue a written Work Order assigning the Project to the Consultant.

It is understood that a Work Order or Notice to Proceed may be issued under this Agreement at the sole discretion of the Town Manager and that the Consultant has no expectation, entitlement, right to or privilege to receive a Work Order and/or Notice to Proceed for any Project or task. The Town reserves at all times the right to perform any or all Professional Services in-house, or with other private professional architects or engineers as provided by Section 287.055, Florida Statutes, as amended, (Consultants' Competitive Negotiation Act) or to discontinue or withdraw any or all Projects or tasks or to exercise any other choice allowed by law.

This Agreement does not confer on the Consultant any particular, exclusive or special rights to any Work required by the Town. Outside of this Agreement, the Town may submit proposals and/or qualifications for any professional services which the Consultant is qualified to perform in response to any public solicitation issued by Town.

#### **Article B2      Basic Services**

Consultant agrees to provide complete civil engineering services as set forth in the tasks enumerated in an approved Work Order, in accordance with the Florida Building Code, latest edition, all federal, state, county and Town, laws, codes and ordinances. Consultant shall maintain an adequate staff of qualified personnel on the Services at all times to ensure its performance as specified in the Agreement.

These Services may include, but are not limited to:

- |  |   |
|--|---|
| a. complete planning and design services                           | b. options evaluations                    |
| c. roadway analysis  | d. public meetings                        |
| e. pavement analysis   | f. drainage analysis                      |
| g. Drainage modeling   | h. programming                            |
| i. geotechnical  | j. surveying                              |
| k. detailed assessments and recommendations                        | l. cost estimates                         |
| m. Conflict tables for resolutions during design                   | n. opinions of probable construction cost |
| o. construction administration                                     | p. post design services                   |
| p. review of Work prepared by Subconsultants and other consultants |   |
| r. field investigations and observations                           | r. traffic studies                        |
| s. other related Services as needed                                |   |

Consultant shall coordinate with the residents as necessary to review, discuss and resolve the design and any issues that may arise.

Consultant shall submit one (1) electronic set of all documents and three (3) full size copies of documents required under this Section, without additional charge, for review and approval by Town. Consultant shall not proceed with the next task of the Services until the documents have been approved, in writing, by the Town, and a Notice to Proceed with the next phase or task has been issued by the Town.



**B2.01 Development of Objectives**

Consultant shall confer with representatives of Town, the assigned Town representative (Town's Project Manager), and other jurisdictional agencies to develop several options for how the various elements of a Project will be designed and constructed.

Consultant shall, utilizing a compilation of available documentation, confer with representatives of the Town, the designated Town representative, and other jurisdictional agencies in order to comprehensively identify aspects of the completed facility program that may require further refinement to attain the requisite detail of design development required to begin a Project or various phases/aspects of a Project. For clarity of scope, the items that need further development will be called Conceptuals and the remaining items will be called Designs.

Consultant may be required to prepare written descriptions of the various options and participate in presentations to multiple groups explaining alternative options. Sufficient detail shall be provided to support the presentation materials.

Consultant shall hire the appropriate Subcontractor to provide Civil Engineering support services which are not in-house. Field Surveys shall include the location of all site structures including all utility structures and facilities. Consultant shall also engage a soil testing firm to perform soil borings and other tests required for new construction work. The extent to which this Work will be needed shall be based on the surveying and soil borings performed previously by the Town. Cost of the surveyor and soil engineering services shall be billed as reimbursable expenses.

**B2.02 Schematic Design**

Consultant shall prepare and present, in writing and at an oral presentation if requested, for approval by Town, a recommended course of action (RCA), Design Concept and Schematics Report, comprising Schematic Design Studies, including an identification of any special requirement affecting the Project, a Statement of Probable Construction Cost, Project Development Schedule and review of Constructability Review reports.

Schematic Design Studies consist of site plan(s), elevations, sections, floor plans (where applicable), and all other elements required by Town or Town's Project Manager to show the scale and relationship of the components and design concepts of the whole. Any required floor plans may be single-line diagrams. A simple perspective rendering or sketch, model or photograph thereof may be provided to further show the design concept.

A Statement of Probable Construction Cost, prepared in Construction Standard Index (CSI) format, to include a summary of the estimated project cost and an evaluation of funding allocation. Such summary shall be in sufficient detail to identify the costs of each element and include a breakdown of the fees, general conditions and construction contingency. Such evaluation shall comprise a brief description of the basis for estimated costs per each element and similar project unit costs. Costs shall be adjusted to the projected bid date. Recommendations for reducing the scope of the Project in order to bring the estimated costs within allocated funds, in the event that the statement of Probable Construction Costs exceeds allocated funds, the Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope. Any "Statement of Probable Construction Costs" prepared

by Consultant represents a reasonable estimate of cost in Consultant's best judgment as a professional familiar with the local construction industry.

The Project Development Schedule shall show the proposed completion date of each task of the Project through design, bidding, and post design services.

Constructability Review reports may be conducted by the Town and/or its consultants at design stages deemed necessary by the Town's Project Manager. Consultant may be requested, as a reimbursable expense, to provide additional copies of the deliverables for distribution, by Town, to others for this purpose. There shall be an established deadline for review report submission back to Town. If required the Consultant shall provide written responses to all comments within two weeks and shall maintain files of all related review reports and response reports. If necessary, Town may coordinate Constructability Review meetings with some or all of the reviewers with Consultant present to discuss specific issues. In addition to the Constructability Review process mentioned above, Town reserves the right to conduct a Peer Review of a Project documents at any design stage. Cost of such a Peer Review would be borne by Town. Any findings as a result of said Peer Review would be addressed by Consultant, and if requested by Town, would be incorporated into the design documents, at no additional cost to Town and no extension of time to the schedule.

### **B2.03 Design Development**

From the approved Schematic Design documents, Consultant shall prepare and present in writing, and at oral presentations, if requested, for approval by Town, separate Design Development Documents, updated Project Development Schedules, updated Statements of Probable Construction Costs and a review of Constructability Review reports.

The Design Development Documents shall consist of drawings (site plans, floor plans, elevations, sections), outline specifications, and other documents.

Design Development consists of continued development and expansion of architectural and/or civil Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of each element through:

- a. Plan sections and elevations
- b. Typical construction details
- c. Final materials selection
- d. Construction phasing plan

The updated Development Schedules shall show the proposed completion dates of each milestone of each Project through design, bidding, construction and proposed date of occupancy. Consultant will also detail all long lead procurement items and architecturally significant equipment that will need to be purchased prior to the completion of Construction Documents.

Consultant shall provide updated Statements of Probable Construction Cost. If either statement of Probable Construction Cost exceeds allocated funds, Consultant shall prepare recommendations for reducing the scope of that particular Project in order to bring the estimated costs within allocated funds. Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope.

Consultant shall provide updated Constructability Review reports.

#### **B2.04 Construction Documents**

Prior to authorizing the Consultant to proceed with preparation of Construction Document Development, the Town may establish and communicate to the Consultant a maximum sum for the cost of construction of the Project ("Maximum Cost Limit") if the Town has not done so at the time the Work Order was issued. If the Town has not advertised for bids within ninety (90) days after the Consultant submits the Final Design to the Town, the estimate of the cost of construction shall be adjusted by Consultant. Notwithstanding anything above to the contrary, the Town may require the Consultant to revise and modify Construction Documents and assist in the re-bidding of the Work at no additional cost or fee to the Town if all responsive and responsible bids received exceed the Maximum Cost Limit.

From the approved Design Development Documents, Consultant shall prepare for written approval by the Town, Final Construction Documents setting forth all design drawings and specifications needed to comprise a fully biddable, permittable, constructible Project.

Consultant shall produce 30%, 60%, 90% and permit set for review and approval by Town, which shall include the following:

- a. A Drawing Cover Sheet listing an index of all number of drawings by each discipline. Drawings not included in the 30%, 60%, 90% and permit set review shall be noted. Consultant shall attach an index of all anticipated drawing sheets necessary to fully define the Project.
- b. The updated Project Schedule to include an outline of major construction milestone activities and the recommended construction duration period in calendar days.
- c. An updated Statement of Probable Construction Cost in CSI format.
- d. Consultant may also be authorized to include in the Construction Documents approved additive and/or deductive alternate bid items.
- e. A Project Specifications index and Project Specifications with at least the 60%, and permit set.
- f. Consultant shall provide an index of all submittals required by the Contractor that clearly identifies submittals for which the Contractor shall be responsible for design.
- g. Consultant shall submit the special conditions separate from the technical specifications.
- h. Consultant shall not proceed with further construction document development until approval of the 30% documents is received in writing from Town. Approval by Town shall be for progress only and does not relieve Consultant of its responsibilities and liabilities relative to code compliance and to other covenants contained in this Agreement. Consultant shall resolve all questions indicated on the documents and make all changes to the documents necessary in response to the review commentary. The Documents review (check) set shall be returned to Town upon submission of Final Construction Documents and Consultant shall provide an appropriate response to all review comments noted on these previously submitted documents.

**B2.05 Dry Run Permitting**

The Consultant shall file and follow-up for all required permits at the earliest practicable time during the performance of the Services, the necessary portions of the Construction Documents for approval by Town, County, State and/or Federal authorities having jurisdiction over the Project by law or contract with the Town, and shall assist in obtaining any such applicable certifications of permit approval by such authorities. The Consultant shall promptly, at any time during the performance of the Work hereunder, advise the Town of any substantial increases in costs set forth in the Statement of Probable Construction Cost that in the opinion of the Consultant is caused by the requirement(s) of any permitting entities.

Upon completion of dry run permitting Consultant shall provide three (3) full size sealed copies of the drawings and specifications. Consultant shall also provide digital versions of the drawings in .dwg, .plt, and .pdf formats. The specification additional terms and conditions shall be provided in both .pdf and .doc formats.

**B2.06 Bidding and Award of Contract****B2.06-1 Bid Documents Approvals and Printing**

Upon obtaining all necessary approvals of the Construction Documents, from authorities having jurisdiction, acceptance by the Town of the 100% Construction Documents and latest Statement of Probable Construction Cost, the Consultant shall assist the Town in obtaining bids, preparing and awarding the construction contract. The Town, for bidding purposes, will have the bid documents printed, or, at its own discretion, may authorize such printing as a reimbursable service to the Consultant.

**B2.06-2 Issuance of Bid Documents, Addenda and Bid Opening**

- a. The Town shall issue the bid documents to prospective bidders.
- b. The Consultant shall assist the Town in the preparation of responses to questions if any are required during the bidding period. All addendum or clarifications, or responses shall be issued by the Town.
- c. The Consultant shall prepare revised plans, at no cost to the Town, if any are required, for the Town to issue to all prospective bidders.
- d. The Town will schedule a "Pre-Bid Meeting" on an as needed basis, for the Project. The Consultant may be required to attend any pre-bid meeting(s) and require attendance of Subconsultants at such meetings.

**B2.06-3 Bid Evaluation and Award**

The Consultant shall assist the Town in evaluation of bids. If the lowest responsive Base Bid received exceeds the total allocated funds for construction, the Town may:

1. Approve an increase in the Project cost and award a Contract;
2. Reject all bids and re-bid the Project within a reasonable time with no change in the Project, or additional compensation to the Consultant;
3. Direct the Consultant to revise the scope and/or quality of construction, and rebid the Project. The Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost based on such revisions within the total authorized construction budget. The Town may exercise such option where the bid price exceeds 10% of the fixed construction

budget provided to the Consultant and as may be modified by the Town and the Consultant prior to soliciting bids.

4. Suspend, cancel or abandon the Project.

NOTE: Under item three (3.) above the Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost within the budgeted amount.

## **B2.07 Administration of the Construction Contract**

### **B2.07-1**

The Construction Phase will begin with the award of the construction contract and will end when the Consultant has provided to the Town all post construction documents, including Contractor As-Built drawings, Consultant's record drawings, warranties, guarantees, operational manuals, and Certificate(s) of Occupancy have been delivered to the Town and the Town approves the final payment to the Consultant. During this period, the Consultant shall provide administration of the construction contract as provided by this Agreement, and as provided by law.

### **B2.07-2**

The Consultant, as the representative of the Town during the Construction Phase, shall advise and consult with the Town and shall have the authority to act on behalf of the Town to the extent provided in the terms and conditions of the construction contract and their Agreement with the Town.

### **B2.07-3**

The Consultant and respective Subconsultants shall visit the site to conduct field observations, at a minimum twice a week, to ascertain the progress of the Project and shall visit the site as appropriate to conduct field inspections to ascertain the progress of the Project and determine, in general, if the work is proceeding in accordance with the Contract Documents. The Consultant shall provide any site visits necessary for certification if required by the authorities having jurisdiction. The Consultant shall report on the progress the Work, including any defects and deficiencies that may be observed in the work. The Consultant and/or Subconsultants will not be required to make extensive inspections or provide continuous daily on-site inspections to check the quality or quantity of the work unless otherwise set forth in this Agreement. The Consultant will be responsible for writing minutes of all meetings and field inspections report it is asked to attend, as well as the distribution of the minutes. Consultant and Subconsultants will not be held responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work. The Consultant and his/her Subconsultants will not be held responsible for the Contractor's or subcontractors', or any of their agents' or employees' failure to perform the work in accordance with the contract unless such failure of performance results from the Consultant's acts or omissions.

### **B2.07-4**

The Consultant shall furnish the Town with a written report of all observations of the Work made by Consultant and require all Subconsultants to do same during each visit

to the Project. The Consultant shall also note the general status and progress of the work. The Consultant shall submit the reports in a timely manner. The Consultant and the Subconsultants shall ascertain that the work is acceptable to the Town. Consultant shall assist the Town in ensuring that the Contractor is making timely, accurate, and complete notations on the "as-built" drawings. Copies of the field reports shall be attached to the monthly Professional Services payment request for construction administration services. The Consultant's failure to provide written reports of all site visits or minutes of meeting shall result in the rejection of payment requests and may result in a proportional reduction in Construction Administration fees paid to the Consultant.

**B2.07-5**

- a. Based on observations at the site and consultation with the Town, the Consultant shall determine the amount due the Contractor based on the pay for performance milestones and shall recommend approval of such amount as appropriate. This recommendation shall constitute a representation by the Consultant to the Town that, to the best of the Consultant's knowledge, information and belief, the work has progressed to the point indicated and that, the quality of the work is in accordance with the contract and the Contractor is entitled to amount stated on the requisition subject to: a detailed evaluation of the work for conformance with the contract upon substantial completion;
- b. the results of any subsequent tests required by the contract;
- c. minor deviations from the contract correctable prior to completion;
- d. any specific qualifications stated in the payment certificate and further that the Contractor is entitled to payment in the amount agreed upon at a requisition site meeting or as stated on the requisition.

Prior to recommending payment to the Contractor, the Consultant will prepare a written statement to the Town on the status of the work relative to the Construction Schedule, which shall be attached to the Contractor's Requisition. Such statement shall be prepared immediately following the requisition field meeting and shall not be cause for delay in timely payment to the Contractor. By recommending approval of a Payment Certificate, the Consultant shall not be deemed to represent that the Consultant has made any examination to ascertain how and for what purpose the Contractor has used money paid on account of the Construction Contract Sum.

**B2.07-6**

The Town shall be the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder. The Consultant shall render interpretations necessary for the proper execution or progress of the work upon written request of either the Town or the Contractor, and shall render written decisions, within maximum of ten (10) calendar days, on all claims, disputes and other matters in question between the Town and the Contractor relating to the execution or progress of the work. Interpretations and decisions of the Consultant shall be consistent with the intent of and reasonably inferable from, the Contract Documents and shall be in written or graphic form.

**B2.07-7**

The Consultant shall have the authority to recommend rejection of work, which does not conform to the Contract Documents. Whenever, in his/her reasonable opinion, the Consultant considers it necessary or advisable to insure compliance with the Contract Documents, the Consultant will have the authority to recommend special inspection or testing of any work deemed to be not in accordance with the Contract, whether or not such work has been fabricated and/or delivered to the Project, or installed and completed.

**B2.07-8**

The Consultant shall promptly review and approve, reject or take action on shop drawings, samples, RFIs and other submissions of the Contractor. Changes or substitutions to the construction documents shall not be authorized without concurrence of the Town. The Consultant shall have a maximum of ten (10) calendar days from receipt of shop drawings, samples, RFI's or other submittals by the Contractor, to return the shop drawings or submittals to the Contractor with comments indicating either approval or disapproval. Consultant shall provide the Contractor with a detailed written explanation as to the basis for any rejection.

**B2.07-9**

The Consultant shall initiate and prepare required documentation for changes as required by the Consultant's own observations or as requested by the Town, and shall review and recommend action on proposed changes. Where the Contractor submits a request for Change Order or Change Proposal request, the Consultant shall, within ten (10) calendar days, review and submit to the Town, his/her recommendation or proposed action along with an analysis and/or study supporting such recommendation.

**B2.07-10**

The Consultant shall examine the work upon receipt of the Contractor's request for substantial completion inspection of the Project and shall, prior to acceptance by the Town, recommend execution of a "Certificate of Acceptance for Substantial Completion" after first ascertaining that the Project is substantially complete in accordance with the contract requirements. The Consultant shall in conjunction with representatives of the Town and the Contractor prepare a punch list of any defects and discrepancies in the work required to be corrected by the Contractor in accordance with Florida Statute 218.735. Upon satisfactory completion of the punch list the Consultant shall recommend execution of a "Certificate of Final Acceptance" and final payment to the Contractor. The Consultant shall obtain from the Contractor upon satisfactory completion of all items on the punch list all necessary closeout documentation from the Contractor, including but not limited to all guarantees, operating and maintenance manuals for equipment, releases of liens/claims and such other documents and certificates as may be required by applicable codes, law, and the contract, and deliver them to the Town before final acceptance shall be issued to the Contractor.

Consultant shall attend a second substantial completion inspection if required.

**B2.07-11**

The Consultant shall review the Contractor's "as built" drawings and submit them to the Town upon approval by the Consultant. The Contractor is responsible for preparing the "as built" drawings.

**B2.07-12**

The Consultant shall furnish to the Town the original documents, including drawings, revised to "as-built" conditions based on information furnished by the Contractor; survey, and specific condition. In preparing the "Record Set" documents the Consultant shall rely on the accuracy of the information provided by the Contractor, including the Contractor's record drawings. Any certification required under this Agreement including the contents of "as-built" documents is conditioned upon the accuracy of the information and documents provided by the construction contractor. Transfer of changes made by "Change Authorization", "Change Order", "Request for Information", substitution approvals, or other clarifications will be the Consultant's responsibility to incorporate into the "Record Set". Changes made in the field to suit field conditions, or otherwise made by the Contractor for its convenience shall be marked by the Contractor on the "Field Record Set" and transferred to the original contract documents by the Consultant. The original documents as well as the "Record Set" shall become the property of the Town. A reproducible set of all other final documents will be furnished to the Town free of charge by the Consultant. The Consultant shall furnish to the Town one complete set of "Record Set Drawings", in Auto CADD Version 2007 or such other format acceptable to the Town.

**B2.07-14**

The Consultant shall prepare a statement of work completion and submit them to the Town and DERM.

**B2.05-15**

The Consultant shall assist the Town in the completion of the Contractor's performance evaluation during construction work and upon final completion of the Project.

**B2.08 Time Frames for Completion**

The timeframes for the completion of a Project and its phase or tasks will be established in an approved Work Order Proposal.

**Article B3     Additional Services****B3.01 General**

Services categorized below as "Additional Services" may be specified and authorized by Town and are normally considered to be beyond the scope of the Basic Services. Additional Services shall be authorized in a Work Order and will be compensated for as provided in **Section B**, Section B3.06.

**B3.02 Examples**

Except as may be specified in this Agreement, Additional Services may include, but are not limited to the following:



**B3.02-1**

Appraisals: Investigation and creation of detailed appraisals and valuations of existing facilities, and surveys or inventories in connection with construction performed by Town.

**B3.02-2**

Specialty Design: Any additional special professional services not included in the Scope of Services.

**B3.02-3**

Extended Testing & Training: Extended assistance beyond that provided under Basic Services for the initial start-up, testing, adjusting and balancing of any equipment or system; extended training of Town's personnel in operation and maintenance of equipment and systems, and consultation during such training; and preparation of operating and maintenance manuals, other than those provided by the Contractor, subcontractor, or equipment manufacturer. Provide Commissioning Services as part of systems start-up.

**B3.02-4**

Major Revisions: Making major revisions to drawings and specifications resulting in or from a change in Scope of Work, when such revisions are inconsistent with written approvals or instructions previously given by Town and are due to causes beyond the control of Consultant. (Major revisions are defined as those changing the Scope of Work and arrangement of spaces and/or scheme and/or any significant portion thereof).

**B3.02-5**

Expert Witness: Preparing to serve or serving as an expert witness in connection with any arbitration proceeding or legal proceeding, providing, however, that Consultant cannot testify against Town in any proceeding during the course of this Agreement.

**B3.02-6**

Miscellaneous: Any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural/engineering practice related to construction.

**B3.03 ADDITIONAL DESIGN**

The Town may, at its option, elect to proceed with additional design work, which shall be handled in accordance with the requirement for Additional Services.

**Article B4 REIMBURSABLE EXPENSES****B4.01 GENERAL**

Reimbursable Expenses cover those services and items authorized by Town in addition to the Basic and Additional Services and consist of actual, direct expenditures made by Consultant and the Subconsultant for the purposes listed below. Transportation, travel and per diem expenses within Dade, Broward, or Palm Beach Counties shall not be considered as reimbursable expenses under this Agreement.

Additional Reimbursable Expenses include, but are not limited to:

- a. Communications Expenses: Identifiable communication expenses approved by the Project Manager, long distance telephone, courier and express mail between

Consultant's various permanent offices and Subconsultant. Consultant's field office at the Project site is not considered a permanent office.

- b. Reproduction, Photography: Cost of printing, reproduction or photography, beyond that which is required by or of Consultant's part of the work, set forth in this Agreement.
- c. Surveys: Site surveys and special purpose surveys costs authorized by the Town.
- d. Geotechnical Investigation: Identifiable Soil Borings and Reports and testing costs authorized by the Town.
- e. Fees: All permit fees, review fees and other similar fees paid to regulatory agencies for approvals directly attributable to the Project.
- f.

#### **B4.02 SUBCONSULTANT REIMBURSEMENTS**

Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant's agreement provides for reimbursable expenses and when such agreement has been previously approved, in writing, by the Town Manager and subject to all budgetary limitations of the Town and requirements of this Agreement.

**END OF SECTION**

## **SECTION C    COMPENSATION AND PAYMENTS**

### **Article C1    Method of Compensation**

The fees for Professional Services for the Project and each Work Order shall be determined by one of the following methods or a combination thereof, at the option of the Town Manager or designee, with the consent of the Consultant.

- a) A Lump Sum, which may include not to exceed components in accordance with Article C2 below.
- b) An Hourly Rate, in accordance with Article C2 below & at the rates in the Agreement.
- c) A Percentage of Construction Cost, in accordance with Article C2 below.

#### **C1.01 Compensation Limits**

The aggregate sum of all payments for fees and costs, including reimbursable expenses, to the Consultant payable by the Town under this Agreement shall be limited to the threshold Established in Section A2.03 as the maximum compensation limit for cumulative expenditures under this Agreement. Under no circumstances will the Town have any liability for work performed, or as otherwise may be alleged or claimed by Consultant, beyond the cumulative amount provided herein, except where specifically approved in accordance with the Town Code by the Town Manager or Town Commission as applicable as an increase to the Agreement and put into effect via an Amendment to this Agreement.

#### **C1.02 Consultant Not To Exceed**

Absent an amendment to the Agreement or to any specific Work Order, any maximum dollar or percentage amounts stated for compensation shall not be exceeded. In the event they are so exceeded, the Town shall have no liability or responsibility for paying any amount of such excess, which will be at Consultant's own cost and expense.

### **Article C2    Wage Rates**

#### **C2.01 Fee Basis**

All fees and compensation payable under this Agreement shall be formulated and based upon the certified negotiated Wage Rates as stated in Article A2.03 of the Agreement. Said Wage Rates are the effective direct hourly rates, as approved by the Town, of Consultant and Subconsultant employees in the specified professions and job categories that are to be utilized to provide the services under this Agreement, regardless of manner of compensation.

Should the Consultant intend to utilize personnel or Subconsultants for a Project where the Wage Rates have not been established, the Consultant must request that the Town add the person or Subconsultant's established wage rates. The Town may require that the Consultant provide documentation substantiating the request.

#### **C2.02 Employees and Job Classifications**

Form SC identifies the professions, job categories and/or employees expected to be used during the term of this Agreement. These may include engineers, landscape architects, professional interns, designers, CADD technicians, project managers, GIS and environmental specialists, specification writers, clerical/administrative support, and others engaged in the Work. In determining compensation for a given Scope of Work, the Town reserves the right to recommend the use of Consultant employees at particular Wage Rate levels. Consultant shall not include any profession, job category or employees in a Work Order Proposal that do not

appear on Form SC. Consultant shall submit a request to the Town to add such to Form SC prior to the submittal of any affected Work Order Proposal.

**C2.03 Multiplier**

Subcontractor  
Multiplier:  
1. Robayna &  
Associates  
2.9  
2. Tierra  
South Florida  
2.55  
YRS

For Work assigned under this Agreement, a maximum multiplier of 2.9 to Consultant's hourly Wage Rates in calculating compensation payable by the Town. Should the Consultant have an approved multiplier with the State of Florida or Miami Dade County, the Town may elect to utilize either of these multipliers should they be less than above stipulated rates. Said multiplier is intended to cover Consultant's employee benefits (e.g. sick leave, vacation, holiday, unemployment taxes, retirement, medical, insurance and unemployment benefits) and Consultant's profit, and overhead including, without limitation, office rent, local telephone and utility charges, office and drafting supplies, depreciation of equipment, professional dues, subscriptions, stenographic, administrative and clerical support, management and supervisory responsibilities, time or travel and subsistence not directly related to a Project. The multiplier shall not be applied to the Principal, owner, or partner of the Consultant except where they are preparing drawings or specifications, preparing a study report, or similar tasks.

**C2.04 Calculation**

Said Wage Rates are to be utilized by Consultant in calculating compensation payable for Work Orders Proposals requested by Town. Consultant shall identify job classifications, available staff and projected man-hours required for the proper completion of tasks and/or groups of tasks, milestones and deliverables identified in a request for a Work Order Proposal.

**C2.05 Wage Rate Adjustments**

The Consultant may request an adjustment to the Wage Rates on an annual basis. Such request may only be made where there has been an actual increase in a Wage Rate(s) by the Consultant. The Town may also adjust the or where the Town Manager determines that extenuation circumstances exist. The maximum the Wage Rates depicted in Schedule 2 may be adjusted at the Consultant's request shall be based on the Miami – Fort Lauderdale Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics. Such adjustment shall be calculated by multiplying the ratio of the index in effect at that time divided by the previous year's index by the hourly rate entries in the Wage Rate Schedule to determine the adjusted Wage Rate Schedule. In no event shall the Wage Rate increase by more than three percent (3%) in any one year period.

**Article C3 Computation of Fees and Compensation**

The Town agrees to pay the Consultant, and the Consultant agrees to accept for services rendered pursuant to this Agreement, fees computed by one or a combination of the methods outlined above, as applicable, in the following manner:

**C3.01 Lump Sum**

Compensation for a Scope of Work shall generally be a Lump Sum, either a Fixed Fee or Not to Exceed Fee as deemed appropriate by the Town, to be mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order. Lump Sum and Lump Sum not to Exceed methods of compensation are the preferred methods of compensation.

**C3.01-1 Lump Sum Fixed Fee:** shall be the total amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase or task under a

Work Order. Payments to the Consultant shall be based on a percentage of completion basis.

**C3.01-3 Lump Sum Not to Exceed Fee** shall establish the maximum amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase, or task under a Work Order. Payments to the Consultant shall be based on the actual work effort required to complete the Project, phase or task.

**C3.01-3 Guaranteed Maximum Lump Sum**: shall be the total maximum fee amount payable by Town wherein certain aspects, tasks or allowances may not be defined, quantified and calculated at the time of Work Order issuance. A Guaranteed Maximum Lump Sum compensation may represent a combination of Fixed Fees for professional services and not to exceed allowances for Reimbursable Expenses or Additional Services.

**C3.01-4 Lump Sum Fee Adjustment**: Where the Town authorizes a substantial or material change in the Scope of Work, the Lump Sum Base Fee may be equitably adjusted by mutually consent of the parties, which shall be reflected in an amendment to the Work Order.

**C3.01-6** Lump Sum Fees shall be calculated by Consultant utilizing the Wage Rates established in Schedule ~~2~~ of the Agreement.

### **C3.02 Hourly Rate Fees**

**C3.02-1** Hourly Rate Fees shall be those rates for Consultant and Subconsultant employees identified in Schedule ~~2~~ Wage Rates. All hourly rate fees will include a maximum not to exceed figure, inclusive of all costs expressed in the contract documents. The Town shall have no liability for any fee, cost or expense above this figure.

Hourly Rate Fees shall be used only in those instances where the parties agree that it is not possible to determine, define, quantify and/or calculate the complete nature, and/or aspects, tasks, man-hours, or milestones for a particular Project or portion thereof at the time of Work Order issuance. In such cases, the Town will establish an Allowance in the Work Order that shall serve as a Not to Exceed Fee for the Work to be performed on an Hourly Rate Basis.

Consultant shall maintain records acceptable to the Town to track the hours of work performed by each person.

### **C3.03 Percentage of Construction Cost**

This is a percentage fee based on the Total Authorized Design Value of a project said percentage being hereinafter called the "Base Fee," as mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order or Notice to Proceed

#### **C3.03-1 Fee Computation:**

C3.03-1(a) The Total Authorized Design Value shall be used and identified in the Work Order as the basis for establishing the compensatory fee for all phases identified as part of Basic Services.

C3.03-1(b) If the actual construction cost is increased during the construction phase, the "Actual Construction Cost" shall be used as the basis for determining the fee for Construction Administration Phase if included in Basic Services.

C3.03-1(c) The term "Actual Construction Cost" does not include any compensation to the Consultant, the cost of the land, rights-of-way, works of art, permit fees or other costs which are the responsibility of the Town.

**C3.03-2 Inclusive Fee**

It is understood that with percentage compensation the Consultant shall perform all services for the stated percentage of the construction cost budgeted when the contract is signed.

**C3.03-3 Changes to Project Scope**

If the Town authorizes an increase or decrease in the scope of the Project or the Total Authorized Design Value of the Project, the Base Fee will be adjusted accordingly, based on justification from the Wage Rates or as mutually agreed upon.

**C3.04 Reimbursable Expenses**

Any fees for authorized reimbursable expenses shall not include charges for any expenses identified in Article C2.03, Multiplier. All reimbursable services shall be billed to the Town at direct cost expended by the Consultant. Town authorized reproductions in excess of sets required at each phase of the Work will be a Reimbursable Expense.

The Town will reimburse the Consultant for authorized Reimbursable Expenses pursuant to the limitations of this Agreement as verified by supporting documentation deemed appropriate by Town Manager or designee including, without limitation, detailed bills, itemized invoices and/or copies of cancelled checks.

Article C5 contains additional information on the payment of Reimbursable Expenses.

**C3.05 Fees for Additive or Deductive Alternates**

The design of additive and deductive alternates contemplated as part of the original Scope for a Project as authorized by the Town Manager will be considered as part of Basic Services. The design of additive and deductive alternates that are beyond the original Scope of Work and construction budget must be authorized through a Work Order and shall be billed to Town as Additional Services. The fees for alternates will be calculated by one of the three methods outlined above, as mutually agreed by the Town Manager and the Consultant.

**C3.06 Fees for Additional Services**

The Consultant may be authorized to perform Additional Services for which additional compensation and/or Reimbursable Expenses, as defined in this Agreement under Article B3.

**C3.06-1 Determination of Fee**

The compensation for such services will be one of the methods described herein: mutually agreed upon Lump Sum; Hourly Rate with a Not to Exceed Limit, or Percentage of Construction Cost.

**C3.06-2 Procedure and Compliance**

An independent and detailed Work Order or an Amendment to a previously issued Work Order shall be required to be issued and signed by the Town Manager for each additional service requested by the Town. The Work Order will specify the fee for such service and upper limit of the fee, which shall not be exceeded, and shall comply with the Town's

regulations, including the Purchasing Ordinance, the Consultant's Competitive Negotiation Act, and other applicable laws.

### **C3.07 Payment Exclusions**

Consultant shall not be compensated by Town for revisions and/or modifications to drawings and specifications, for extended construction administration, or for other work when such work is due to errors or omissions of Consultant as determined by Town.

### **C3.08 Fees Resulting From Project Suspension**

If a Project is suspended for the convenience of the Town for more than three (3) months or terminated without any cause in whole or in part, during any Phase, the Consultant shall be paid for services duly authorized, performed prior to such suspension or termination, together with the cost of authorized reimbursable services and expenses then due, and all appropriate, applicable, and documented expenses resulting from such suspension or termination. If the Project is resumed after having been suspended for more than three months, the Consultant's further compensation shall be subject to renegotiations.

## **Article C4 Payments to the Consultant**

### **C4.01 Payments Generally**

Payments for Basic Services may be requested monthly in proportion to Services performed during each Phase of the Work. Subconsultant fees and Reimbursable Expenses shall be billed to the Town in the actual amount paid by Consultant. Consultant shall utilize the Town standard Consultant Invoice Form that will be provided to the Consultant.

### **C4.02 For Comprehensive Basic Services**

For those Projects and Work Orders contain multiple phases or task, payments shall not exceed the amount stipulated for each phase and the aggregate payment shall not exceed the total value of the Work Order

### **C4.03 Billing – Hourly Rate**

Invoices submitted by Consultant shall be sufficiently detailed and accompanied by supporting documentation to allow for proper audit of expenditures. When Services are authorized on an Hourly Rate basis, the Consultant shall submit for approval by the Town Manager, a duly certified invoice, giving names, classification, salary rate per hour, hours worked and total charge for all personnel directly engaged on a Project, phase or task. , Reimbursable Services Cost should then be added to the sum for the total charges for the personnel. The Consultant shall attach to the invoice all supporting data for payments made to and incurred by Subconsultants engaged on the Project. In addition to the invoice, the Consultant shall, for Hourly Rate authorizations, submit a progress report giving an update on the completion of the Project and/or the applicable phase or task.

## **Article C5 Reimbursable Expenses**

### **Article C5.01 General**

Reimbursable Expenses are those items authorized by the Town outside of or in addition to the Scope of Work as identified in the Work Order (as Basic Services and/or Additional Services) and consist of actual expenditures made by the Consultant and the Consultant's Subconsultants for the following:

**C5.01-1 Transportation**

Identifiable transportation expenses in connection with the Project, subject to Section 112.061, Florida Statutes, as amended, excluding, however, all, general automobile transportation expenses within Miami-Dade, and Broward counties. Transportation expenses to locations outside the Miami-Dade-Broward-Palm Beach County area or from locations outside the Miami-Dade-Broward area will not be reimbursed unless specifically pre-authorized in writing by the Town Manager.

**C5.01-2 Travel And Per Diem**

Identifiable per diem, meals and lodging, lodging, taxi fares and miscellaneous travel-connected expenses for Consultant's personnel are subject to Section 112.061 Florida Statutes as amended. Meals for class C travel inside Miami-Dade or Broward County will not be reimbursed. Meals and lodging expenses will not be reimbursed for temporarily relocating Consultant's employees from one of Consultant's offices to another office if the employee is relocated for more than five (5) consecutive Working days. Lodging will be reimbursed only for room rates equivalent to Holiday Inn, Howard Johnson or Ramada Inn. Governmental lodging or meals will not be reimbursed that result from travel within Miami-Dade, Broward or Palm Beach Counties. Travel and per diem expenses are subject to the prior approval of the Town Manager.

**C5.01-3 Communication Expenses**

Identifiable communication expenses approved, in writing and in advance by the Town Manager, including long distance telephone, courier and express mail between the Consultant's various permanent offices. The Consultant's field office at the Project site is not considered a permanent office. Express mail or courier services are to be used only where there are significant time constraints.

**C5.01-4 Reproduction, Photography**

Cost of printing, reproduction or photography, which is required by or of Consultant to deliver services, set forth in this Agreement.

**C5.01-5 Permit Fees**

All Permit fees paid to regulatory agencies for approvals directly attributable to the Project. These permit fees do not include those permits required to be paid by the construction Contractor.

**C5.02 Reimbursements to Subconsultants**

Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant agreement provides for reimbursable expenses and when such agreement has been previously approved in writing by the Town Manager and subject to all budgetary limitations of the Town and the requirements of the Agreement.



IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WITNESS/ATTEST

Consultant, Kimley-Horn and Associates, Inc.

Stewart Robertson

Gary R Rataj

Signature

Signature

Stewart Robertson, Associate

GARY R RATAJ, SENIOR ASSOCIATE

Print Name, Title

Print Name, Title of Authorized Officer or Official

ATTEST:

Consultant Secretary  
(Affirm Consultant Seal, if available)



ATTEST:

**Town of Miami Lakes**, a municipal corporation  
of the State of Florida

M. Tejada

Alex Rey

Marjorie Tejada, Town Clerk

Alex Rey, Town Manager

APPROVED AS TO LEGAL FORM AND  
CORRECTNESS:

Joseph S. Keller  
Town Attorney

**CERTIFICATE OF AUTHORITY**

**(IF CORPORATION)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of Kimley-Horn and Associates, Inc., a corporation organized and existing under the laws of the State of Florida, held on the 20 day of December, 2011, a resolution was duly passed and adopted authorizing (Name) Gary Katay as (Title) Sr. Associate of the corporation to execute agreements on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, shall be the official act and deed of the corporation.

I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 29<sup>th</sup> day of March, 2012.

Secretary: Dreg Kyle

Print: Gregory S. Kyle

**NOTARIZATION**

STATE OF Florida )

) SS:

COUNTY OF Broward )

The foregoing instrument was acknowledged before me this 29<sup>th</sup> day of March, 2012, by Gary Katay, who is personally known to me or who has produced \_\_\_\_\_ as identification and who (did / did not) take an oath.

[Signature]

SIGNATURE OF NOTARY PUBLIC

STATE OF FLORIDA

Shanda S Layne

PRINTED, STAMPED OR TYPED

NAME OF NOTARY PUBLIC



## **SECTION D – FORMS & SCHEDULES**

### **Form SC - SUBCONSULTANTS**

<b>FIRM NAME</b>	<b>CONSULTING FIELD</b>
Robayna and Associates, Inc.	Land Survey
Tierra South Florida	Geotechnical

### **Form KS – KEY STAFF**

<b>NAME</b>	<b>JOB CLASSIFICATION</b>
Gary R Ratay	Project Manager
Russell Barnes	Principal-in-Charge
Bill Cary	Senior Engineer
Heather Spencer	Engineer
Stefano Viola	Engineer
Stewart Robertson	Engineer

## Section E - WAGE RATES SUMMARY

NAME/JOB CLASSIFICATION	BASE HOURLY RATE
Kimley-Horn & Associates, Inc. (below)	
Principal	\$223.09
Project Manager	\$161.39
Senior Engineer	\$180.21
Engineer	\$112.48
Senior Planner	\$141.18
Planner/LA	\$97.61
Construction Observation	\$96.42
Designer/CADD	\$117.13
Draftsman	\$81.01
Robayana and Associates, Inc. (Land Survey):	
Principal Surveyor	\$159.00
Surveyor Computer	\$90.00
Senior CADD Technician	\$80.00
Survey Crew no GPS:	
2 Men Crew	\$944.00
3 Men Crew	\$976.00
4 Men Crew	\$1,201.00
Survey Crew w/ GPS:	
2 Men Crew	\$1,369.00
3 Men Crew	\$1,294.00
4 Men Crew	\$1,519.00
Tierra South Florida (Geotechnical):	
Engineering Technician	\$84.79
Designer	\$116.46
Senior Engineer	\$136.04
Senior Project Engineer	\$121.99
Staff Engineer	\$63.75
Project Manager	\$153.26
Threshold Inspection	\$136.04
Building and Threshold Inspection	\$60.24
Construction Technician	\$47.18
CADD/Senior Engineering Technician	\$84.79

**2012-04CM**  
**PROFESSIONAL SERVICES AGREEMENT**  
**MISCELLANEOUS CIVIL ENGINEERING SERVICES**



**The Town of Miami Lakes Council:**

**Mayor Michael Pizzi**  
**Vice Mayor Nick Perdomo**  
**Councilmember Mary Collins**  
**Councilmember Timothy Daubert**  
**Councilmember Nelson Hernandez**  
**Councilmember Ceasar Mestre**  
**Councilmember Richard Pulido**

Alex Rey, Town Manager  
The Town of Miami Lakes  
15150 NW 79<sup>TH</sup> Court  
Miami Lakes, Florida 33016

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This Agreement made this 13 day of April in the year **2012** ("Agreement") by and between the Town of Miami Lakes, Florida, hereinafter called the "Town," and (name of Proposer), hereinafter called the "Consultant."

#### **RECITAL**

A. The Town issued a Request for Qualifications ("RFQ") 2012-04 on November 7, 2011 for the provision of professional services for miscellaneous civil engineering services ("Services") and Consultant's proposal ("Proposal"), in response thereto, was selected as one of the most qualified for the provision of said Services. The RFQ and the Proposal are expressly incorporated into and made a part of this Agreement as if set forth in full.

B. WHEREAS, the Town, through action of the Town Manager and/or the Town Commission, as applicable, has selected the Consultant in accordance with Section 287.055, Florida Statutes, (Consultants' Competitive Negotiation Act), and the applicable provisions of the Town Procurement Ordinance, to provide the professional services as described herein.

WITNESSETH, that the Town and the Consultant, for the considerations herein set forth, agree as follows:

#### **SECTION A GENERAL TERMS AND CONDITIONS**

**Article A1 Definitions**  
**A1.01 Additional Services** means any Work defined as such in this Agreement, secured in compliance with Florida Statutes and Town Code.

**A1.02 Attachments** mean the Attachments to this Agreement which are expressly incorporated by reference and made a part of this Agreement as if set forth in full.

**A1.03 Base Fee** means the amount of compensation mutually agreed upon for the completion of Basic Services.

**A1.04 Basic Services** means those services designated as such in a Section B.

**A1.05 Consultant** means the individual, partnership, corporation, association, joint venture, or any combination thereof, of properly registered professional architects, or engineers, which has entered into the Agreement to provide professional services to the Town.

**A1.06 Contractor** means an individual, partnership, corporation, association, joint venture, or any combination thereof, which has entered into a contract with the Town for construction of Town facilities and incidentals thereto.

**A1.08 Errors** means items in the plans, specification or other documents prepared by the Consultant that are shown incorrectly, which results in a change to the Services and

results in the need for the construction contractor to perform rework or additional work or which causes a delay to the completion of construction.

- A1.09 Errors and Omissions** means design deficiencies in the plans, specification or other documents prepared by the Consultant, which must be corrected in order for the project to function or be built as intended.
- A1.10 Inspector** means an employee or representative of the Town assigned by the Town to make observations of work performed by a Contractor.
- A1.14 Notice to Proceed** means same as "Authorization to Proceed." A duly authorized written letter or directive issued by the Town Manager or Procurement Manager acknowledging that all conditions precedent have been met and/or directing that Consultant may begin Work on a Project.
- A1.12 Omissions** means items the plans, specification or other documents prepared by the Consultant that are not shown or included which are necessary for the proper and/or safe operation of a Project or required to meet the Scope of Services.
- A1.13 Project Manager** means an employee or representative of the Town assigned by the Town Manager to manage and monitor the Services to be performed under this Agreement and the construction of the Project as a direct representative of the Town.
- A1.14 Project** means the construction, alteration and/or repair, and all services and incidentals thereto, of a Town facility or property as contemplated and budgeted by the Town. A Project shall be further defined in the Scope of Services of any Work Order issued under the Agreement.
- A1.15 Professional Services** means those services within the scope of the practice of architecture, professional engineering, or registered surveying and mapping, as applicable, as defined by the laws of the State of Florida, or those performed by any architect, professional engineer, or registered surveyor or mapper in connection with his or her professional employment or practice. These services may be abbreviated herein as "architectural/ engineering services" or "professional services", as applicable, which are within this definition.
- A1.17 Scope of Services or Services** means a comprehensive description of the activities, tasks, design features, objectives, deliverables and milestones required for the completion of Project with sufficient detail to allow a reasonably accurate estimation of resources necessary for its completion.
- A1.18 Subconsultant** means a person or organization of properly registered professional architects, engineers, registered surveyor or mapper, and/or other professional specialty that has entered into a written agreement with the Consultant to furnish specified professional services for the Project.
- A1.19 Town Council** means the legislative body of the Town of Miami Lakes.
- A1.20 Town Manager** means the duly appointed chief administrative officer of the Town of Miami Lakes or designee.

**A1.21 Town or Owner** means the Town of Miami Lakes, Florida, a Florida municipal corporation, the public agency which is a party hereto and for which this Agreement is to be performed. In all respects hereunder, Town's performance is pursuant to Town's position as the Owner of the Project. In the event the Town exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, codes, laws and ordinances shall be deemed to have occurred pursuant to Town's authority as a governmental body and shall not be attributable in any manner to Town as a party to this Agreement. The Town of Miami shall be referred to herein as "Town". For the purposes of this Agreement, "Town" without modification shall mean the Town Manager.

**A1.22 Wage Rates** means the effective direct expense to Consultant and/or Subconsultant, on an hourly rate basis, for employees in the specified professions and job categories assigned to provide services under this Agreement that justify and form the basis for professional fees regardless of actual manner of compensation.

**A1.23 Work Order** means a document approved and issued by the Town authorizing the performance of specific professional services for a Project or Projects under this Agreement.

**A1.24 Work Order Proposal** means a document prepared by the Consultant, at the request of the Town for Services to be provided by the Consultant on a specific Project or phase of a Project or for Additional Services.

## **ARTICLE A2 General Conditions**

### **A2.01 Term**

The term of this Agreement shall be for three (3) years commencing on the effective date of the Agreement. The Agreement shall remain in place until all Work Orders issued under the Agreement have been completed.

The Town, by action of the Town Manager, shall have the option to extend the term for two (2) additional period(s) of one (1) year each, subject to continued satisfactory performance as determined by the Town Manager, and to the availability and appropriation of funds. Town Commission authorization of this Agreement includes delegation of authority to the Town Manager to administratively approve said extensions.

### **A2.02 Scope of Services**

Consultant agrees to provide the Services as specifically described and set forth in Section B and any Work Order issued under this Agreement.

### **A2.03 Compensation**

#### **A2.03-1 Compensation Limits**

The amount of compensation payable by the Town to Consultant shall generally be a lump sum not to exceed fee, based on the rates and schedules established in Section E; provided, however, that in no event shall the amount of compensation exceed available budgeted funds during the term of the Agreement and any extension(s), unless explicitly approved by

action of the Town Commission or Town Manager as applicable and put into effect by written amendment to this Agreement.

#### **A2.03-2 Payments**

Unless otherwise specifically provided elsewhere in this Agreement, payment shall be made in accordance with Florida Statute Chapter 218, Part VII, Local Government Prompt Payment Act, after receipt of Consultant's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail, to allow a proper audit of expenditures, should Town require one to be performed. If Consultant is entitled to reimbursement of travel expenses, then all bills for travel expenses shall be submitted in accordance with Section 112.061, Florida Statutes. Consultant shall utilize Attachment I for the submission of invoices.

### **Article A3 Performance**

#### **A3.01 Performance and Delegation**

The Services to be performed hereunder shall be performed by the Consultant's own staff, unless otherwise provided in this Agreement, or approved, in writing by the Town Manager. Said approval shall not be construed as constituting an agreement between the Town and said other person or firm and the Town assumes no liability or responsibility for any Subconsultant.

#### **A3.02 Removal of Unsatisfactory Personnel**

The Town Manager may make written request to Consultant for the prompt removal and replacement of any personnel employed or retained by the Consultant, or any Subconsultants or subcontractors, or any personnel of any such Subconsultants or subcontractors engaged by the Consultant to provide and perform Services pursuant to the requirements of this Agreement. The Consultant shall respond to Town within seven (7) calendar days of receipt of such request with either the removal and replacement of such personnel or written justification as to why that may not occur. All decisions involving personnel will be made by Consultant. Such request shall solely relate to said employees work under this Agreement.

#### **A3.03 Consultant Key Staff**

The parties acknowledge that Consultant was selected by Town, in part, on the basis of qualifications of particular staff identified in Consultant's response to Town's solicitation, hereinafter referred to as "Key Staff". Consultant shall ensure that Key Staff are available for Services hereunder as long as said Key Staff is in Consultant's employ. Consultant will obtain prior written acceptance of Town Manager or designee to change Key Staff. Consultant shall provide the Town Manager with such information as necessary to determine the suitability of proposed new Key Staff. The Town Manager will act reasonably in evaluating Key Staff qualifications. Such acceptance shall not constitute any responsibility or liability for the individual's ability to perform.

#### **A3.04 Time for Performance**

The Consultant agrees to start all Services hereunder upon receipt of a Notice to Proceed issued by the Town Manager and to complete each assignment, task or phase within the time stipulated in the Notice to Proceed. Time is of the essence with respect to performance of this Agreement.

A reasonable extension of the time for completion of various assignments, tasks or phases may be granted by the Town Manager should there be a delay on the part of the Town in fulfilling its obligations under this Agreement as stated herein. Such extension of time shall not be cause for any claim by the Consultant for extra compensation.

### **A3.05 STANDARD OF CARE**

Consultant is solely responsible for the technical accuracy and quality of its Services. Consultant shall perform all Services in compliance with Florida Administrative Code Rule 61G15-19.001(4) and Section 471.033(1) (g) of the Florida Statutes. Consultant shall perform due diligence, in accordance with best industry practices, in gather information and inspecting a Project site prior to the commencement of design. Consultant shall be responsible for the professional quality, technical accuracy and coordination of all design, drawings, specification, and other Services furnished by the Consultant under this Agreement. Consultant shall, without additional compensation, correct or revise any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services. Consultant shall also be liable for claims for delay costs, and any increased costs in construction, including but not limited to additional work, demolition of existing work, rework, etc., resulting from any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services.

## **ARTICLE A4 SUBCONSULTANTS**

### **A4.01 General**

A4.01-1 A Subconsultant, as defined in Article A1.18, is a firm that was identified as part of the consulting team in the competitive selection process by which Consultant was chosen to perform the services under this Agreement, and as such, is identified and listed in Schedule 1.

A4.01-2 A Specialty Subconsultant is a person or organization that has, with the consent of the Town Manager, entered into a written agreement with the Consultant to furnish unique and/or specialized professional services necessary for the Project or task described under Additional Services. Such Specialty Subconsultant shall be in addition to those identified in Schedule A1.

### **A4.02 Subconsultant Relationships**

A4.02-1 All Services provided by the Subconsultants shall be performed pursuant to appropriate written agreements between the Consultant and the Subconsultants, which shall contain provisions that preserve and protect the rights of the Town under this Agreement.

A4.02-2 Nothing contained in this Agreement shall create any contractual or business relationship between the Town and the Subconsultants. The Consultant acknowledges that Subconsultants are entirely under its direction, control, supervision, retention and/or discharge.

### **A4.03 Changes to Subconsultants**

The Consultant shall not add, modify, or change any Subconsultant listed in Schedule 1 without prior written approval by the Town Manager, in response to a written request from the Consultant stating the reasons for any proposed substitution.

## **ARTICLE A5   DEFAULT**

### **A5.01   General**

If Consultant fails to comply with any term or condition of this Agreement, or fails to perform any of its obligations hereunder, then Consultant shall be in default. Upon the occurrence of a default hereunder the Town, in addition to all remedies available to it by law, may immediately, upon written notice to Consultant, terminate this Agreement whereupon all payments, advances, or other compensation paid by the Town to Consultant while Consultant was in default shall be immediately returned to the Town. Consultant understands and agrees that termination of this Agreement under this section shall not release Consultant from any obligation accruing prior to the effective date of termination.

In the event of termination due to default, in addition to the foregoing, Consultant shall be liable to the Town for all expenses incurred by the Town in preparing and negotiating this Agreement, as well as all costs and expenses incurred by the Town in the re-procurement of the Services, including consequential and incidental damages. In the event of default, Town may also suspend or withhold reimbursements from Consultant until such time as the actions giving rise to default have been cured.

### **A5.02   Conditions of Default**

A finding of default and subsequent termination for cause may include, without limitation, any of the following:

A5.02-1   Consultant fails to obtain or maintain the insurance or bonding herein required.

A5.02-2   Consultant fails to comply, in a substantial or material sense, with any of its duties under this Agreement, with any terms or conditions set forth in this Agreement or in any agreement it has with the Town, beyond the specified period allowed to cure such default.

A5.02-3   Consultant fails to commence the Services within the time provided or contemplated herein, or fails to complete the Services in a timely manner as required by this Agreement.

### **A5.03   Time To Cure Default; Force Majeure**

Town through the Town Manager or designee shall provide written notice to Consultant as to a finding of default, and Consultant shall take all necessary action to cure said default within time stipulated in said notice, after which time the Town may terminate the Agreement. The Town at its sole discretion, may allow additional days to perform any required cure if Consultant provides written justification deemed reasonably sufficient.

Should any such failure on the part of Consultant be due to a condition of Force Majeure as that term is interpreted under Florida law, then the Town may allow an extension of time reasonably commensurate with the cause of such failure to perform or cure.

## **ARTICLE A6   Termination Of Agreement**

### **A6.01   Town's Right To Terminate**

The Town, including the Town Manager, has the right to terminate this Agreement for any reason or no reason, upon ten (10) days' written notice. Upon termination of this Agreement,

all charts, sketches, studies, drawings, and other documents, including all electronic copies related to Services authorized under this Agreement, whether finished or not, must be turned over to the Town Manager. The Consultant shall be paid in accordance with provisions of Section C, provided that said documentation is turned over to Town Manager within ten (10) business days of termination. Failure to timely deliver the documentation shall be cause to withhold any payments due without recourse by Consultant until all documentation is delivered to the Town Manager or designee.

A6.01-1 Consultant shall have no recourse or remedy from a termination made by the Town except to retain the fees earned compensation for the Services that was performed in complete compliance with this Agreement, as full and final settlement of any claim, action, demand, cost, charge or entitlement it may have, or will, have against the Town, its officials or employees.

**A6.02 Consultant's Right to Terminate**

The Consultant shall have the right to terminate this Agreement, in writing, following breach by the Town, if the breach of the Agreement has not been corrected within sixty (60) days from the date of the Town's receipt of a written statement from Consultant specifying its breach of its duties under this Agreement.

**A6.03 Termination Due to Undisclosed Lobbyist or Agent**

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 he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

For the breach or violation of this provision, the Town shall have the right to terminate this Agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

**Article A7 Documents And Records**

**A7.01 Ownership of Documents**

All tracings, plans, drawings, specifications, maps, computer files, and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, including all electronic digital copies will be considered works made for hire and will, based on incremental transfer wherein the above shall become the property of the Town upon payments made to Consultant or termination of this Agreement without restriction or limitation on their use, and will be made available, on request, to Town at any time during the performance of such services and/or upon completion or termination of this Agreement. Consultant shall not copyright any material and products or patent any invention developed under this Agreement. The Town shall have the right to visit the site for inspection of the work and the products of Consultant at any time. The Consultant shall be permitted to retain copies, including reproducible copies, solely for information and reference in connection with the Town's use and occupancy of the Project.

#### **A7.02 Delivery Upon Request Or Cancellation**

Failure of the Consultant to promptly deliver all such documents, both hard copy and digital, to the Town Manager within ten (10) days of cancellation, or within ten (10) days of request by the Town Manager, shall be just cause for the Town Manager to withhold payment of any fees due Consultant until Consultant delivers all such documents. Consultant shall have no recourse from these requirements.

#### **A7.03 Reuse by the Town**

It is understood that this Agreement and any subsequent Work Orders for Services issued hereunder shall include the provision for the re-use of plans and specifications, including construction drawings, at the Town's **sole option, and by virtue** of signing this Agreement Consultant agrees to such re-use in accordance with this provision without the necessity of further approvals, compensation, fees or documents being required and without recourse for such re-use. The Consultant will not be liable for re-use by the Town of plans, documents, studies, or other data for any purpose other than that intended by the terms and conditions of this Agreement.

#### **A7.04 Nondisclosure**

To the extent allowed by law, Consultant agrees not to divulge, furnish or make available to any third person, firm or organization, without Town Manager's **prior written consent, or unless incident to the proper performance of the Consultant's obligations** hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by Consultant hereunder, and Consultant shall require all of its employees, agents, Subconsultants and subcontractors to comply with the provisions of this paragraph.

#### **A7.05 Maintenance of Records**

Consultant will keep adequate records and supporting documentation, which concern or reflect its services hereunder. Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept in accordance with statute. Otherwise, the records and documentation will be retained by Consultant for a minimum of three (3) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. Town, or any duly authorized agents or representatives of Town, shall have the right to audit, inspect, and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the three (3) year period noted above; provided, however such activity shall be conducted only during normal business hours.

#### **Article A8    Indemnification**

The Consultant shall hold harmless, indemnify and defend the Town, its officials and employees from any and all claims, losses and causes of actions which may arise out of the performance of this Agreement as a result of any act of negligence or negligent omission, recklessness, or intentionally wrongful conduct of the Consultant or the Subconsultants. The Consultant shall pay all claims and losses of any nature whatsoever in connection therewith and shall defend all project related suits, in the name of the Town when applicable, and shall pay all costs, including **without limitation reasonable attorney's and appellate attorney's fees, and judgments which may issue thereon.** The Consultant's obligation under this paragraph shall not be limited in any



way by the agreed upon contract price, or the Consultant's limit of, or lack of, sufficient insurance protection and shall apply to the full extent that it is caused by the negligence, act, omission, recklessness or intentional wrongful conduct of the Consultants, its agents, servants, or representatives.

#### **Article A9 Insurance**

The Consultant shall not start Services under this Agreement until the Consultant has obtained all insurance required hereunder and the Town Manager has approved such insurance.

##### **A9.01 Companies Providing Coverage**

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and satisfactory to the Town Manager. All companies shall have a Florida resident agent and be rated at least A(X), as per A.M. Best Company's Key Rating Guide, latest edition.

##### **A9.02 Verification of Insurance Coverage**

The Consultant shall furnish certificates of insurance to the Town Manager for review and approval prior to the execution of this Agreement. The Certificates shall clearly indicate that the Consultant has obtained insurance of the type, amount and classification required by these provisions, in excess of any pending claims at the time of contract award to the Consultant. Consultant shall maintain coverage with equal or better rating as identified herein for the term of this Agreement. Consultant shall provide written notice to the Town Manager of any material change, cancellation and/or notice of non-renewal of the insurance within 30 days of the change. Consultant shall furnish a copy of the insurance policy or policies upon request of the Town Manager within ten (10) days of written request.

##### **A9.03 Forms of Coverage**

###### **A9.03-1 Commercial General Liability and Automobile Liability**

The Consultant shall maintain commercial general liability coverage with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage. The coverage shall include Premises and Operations, Contingent and Contractual Liability, and Products and Completed Operations, with additional endorsements as applicable. The coverage shall be written on a primary and non contributory basis with the Town listed as an additional insured as reflected by endorsement CG 2010 11/85 or its equivalence. Notice of cancellation should read (30) days/ (10) days for nonpayment.

###### **A9.03-2 Business Automobile**

The Consultant shall provide business automobile liability coverage including coverage for all owned, hired and non-owned autos with a minimal combined single limit of \$1,000,000 naming the Town as an additional insured with respect to this coverage. Notice of cancellation should read (30) days/(10) days for nonpayment.

###### **A9.03-3 Professional Liability Insurance**

The Consultant shall maintain Professional Liability Insurance including Errors and Omissions coverage in the minimum amount of \$500,000 per claim, \$500,000 aggregate providing for all sums which the Consultant shall be legally obligated to pay as damages for claims arising out of the services performed by the Consultant or any person employed by

the Consultant in connection with this Agreement. This insurance shall be maintained for at least one year after completion of the construction and acceptance of any project covered by this Agreement.

**A9.03-4 Worker's Compensation Insurance**

The Consultant shall maintain Worker's Compensation Insurance in compliance with Florida Statutes, Chapter 440, as amended, and Employee's Liability with a minimum limit of \$500,000 each occurrence.

**A9.03-4 Subconsultant Compliance**

Consultant shall ensure that all Subconsultants comply with these same insurance requirements.

**A9.04 Modifications To Coverage**

The Town Manager reserves the right to require modifications, increases, or changes in the required insurance requirements, coverage, deductibles or other insurance obligations by providing a thirty (30) day written notice to the Consultant in accordance with Article 10.06 herein. Consultant shall comply with such requests unless the insurance coverage is not then readily available in the national market, and may request additional consideration from Town accompanied by justification.

**Article A10 Miscellaneous**

**A10.01 Audit Rights**

The Town reserves the right to audit the Consultant's accounts during the performance of this Agreement and for three (3) years after final payment under this Agreement. The Consultant agrees to furnish copies of any records necessary, in the opinion of the Town Manager, to approve any requests for payment by the Consultant.

**A10.02 Entire Agreement**

This Agreement, as it may be amended from time to time, represents the entire and integrated Agreement between the Town and the Consultant and supersedes all prior negotiations, representations or agreements, written or oral. This Agreement may not be amended, changed, modified, or otherwise altered in any respect, at any time after the execution hereof, except by a written document executed with the same formality and equal dignity herewith. Waiver by either party of a breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach of any provision of this Agreement.

**A10.03 Successors and Assigns**

The performance of this Agreement shall not be transferred pledged, sold, delegated or assigned, in whole or in part, by the Consultant without the written consent of the Town Council or Town Manager, as applicable. It is understood that a sale of the majority of the stock or partnership shares of the Consultant, a merger or bulk sale, an assignment for the benefit of creditors shall each be deemed transactions that would constitute an assignment or sale hereunder requiring prior Town approval.

The Consultant's services are unique in nature and any transference without the prior written approval of the Town shall be cause for the Town to terminate this Agreement. The Consultant

shall have no recourse from such cancellation. The Town may require bonding, other security, certified financial statements and tax returns from any proposed Assignee and the execution of an Assignment/ Assumption Agreement in a form satisfactory to the Town as a condition precedent to considering approval of an assignment.

The Consultant and the Town each binds one another, their partners, successors, legal representatives and authorized assigns to the other party of this Agreement and to the partners, successors, legal representatives and assigns of such party in respect to all covenants of this Agreement.

**A10.04 Truth-In-Negotiation Certification**

In compliance with the Consultant's Competitive Negotiation Act, for any Project to be compensated under the Lump Sum method, the Consultant certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of Notice to Proceed. The original Project price and any addition thereto will be adjusted to exclude any significant sums by which the Town determines the project price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such price adjustments will be made within 1 year following the end of the Project.

**A10.05 Applicable Law and Venue Of Litigation**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any suit or action brought by any party, concerning this Agreement, or arising out of this Agreement, shall be brought in Miami-Dade County, Florida. Each party shall bear its own attorney's fees except in actions arising out of Consultant's duties to indemnify the Town under A8 above where Consultant shall pay the Town's reasonable attorney's fees.

**A10.06 Notices**

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by registered United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

For Town of Miami:

Alex Rey

Town Manager

15150 NW 79<sup>th</sup> Court

Miami, Florida 33016

[reva@miamilakes-fl.gov](mailto:reva@miamilakes-fl.gov)

With a copy to:

Gary Fabrikant, Procurement Manager

15150 NW 79<sup>th</sup> Court

Miami, Florida 33016

[fabrikantg@miamialkes-fl.gov](mailto:fabrikantg@miamialkes-fl.gov)

For Consultant:  
Chen Moore and Associates  
Jose Acosta  
1444 Biscayne Blvd., Suite 204  
Miami, FL 33132  
[jacosta@chenmoore.com](mailto:jacosta@chenmoore.com)  
786-497-1500

#### **A10.07 Interpretation**

The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as “herein,” “hereof,” “hereunder,” and “hereinafter” refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

#### **A10.08 Joint Preparation**

Preparation of this Agreement has been a joint effort of the Town and Consultant and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

#### **A10.09 Priority Of Provisions**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given effect.

#### **A10.10 Mediation - Waiver of Jury Trial**

In an effort to engage in a cooperative effort to resolve conflict which may arise during the course of the design and /or construction of the subject project(s), and/or following the completion of the projects(s), the parties to this Agreement agree all disputes between them shall be submitted to non-binding mediation prior to the initiation of litigation, unless otherwise agreed in writing by the parties. A certified Mediator, who the parties find mutually acceptable, will conduct any Mediation Proceedings in Miami-Dade County, State of Florida. The parties will split the costs of a certified mediator on a 50/50 basis. The Consultant agrees to include such similar contract provisions with all Subconsultants and/or independent contractors and/or Consultants retained for the project(s), thereby providing for non-binding mediation as the primary mechanism for dispute resolution.

In an effort to expedite the conclusion of any litigation the parties voluntarily waive their right to jury trial or to file permissive counterclaims in any action arising under this Agreement.

**A10.11 Time**

Time is of the essence in this Agreement.

**A10.12 Compliance With Laws**

Consultant shall comply with all applicable laws, codes, ordinances, rules, regulations and resolutions including, without limitation, the Americans with Disabilities Act (“ADA”), as amended, and all applicable guidelines and standards in performing its duties, responsibilities, and obligations related to this Agreement. The Consultant represents and warrants that there shall be no unlawful discrimination as provided by law in connection with the performance of this Agreement.

**A10.12-1 Non-Discrimination**

Town warrants and represents that it does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Consultant’s performance under this Agreement on account of race, color, sex, religion, age, handicap, marital status or national origin. Consultant further covenants that no otherwise qualified individual shall, solely by reason of his/her race, color, sex, religion, age, handicap, marital status or national origin, be excluded from participation in, be denied services, or be subject to discrimination under any provision of this Agreement.

**A10.12- OSHA Compliance**

The Consultant warrants that it will comply with all safety precautions as required by federal, state or local laws, rules, regulations and ordinances. The Town reserves the right to refuse Consultant access to Town property, including project jobsites, if Consultant employees are not properly equipped with safety gear in accordance with OSHA regulations or if a continuing pattern of non-compliance with safety regulations is exhibited by Consultant.

**A10.12-3 ADA Compliance**

Consultant shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (“ADA”) in the course of providing any work, labor or services funded by the Town, including Titles I & II of the ADA (regarding nondiscrimination on the basis of disability) and all applicable regulations, guidelines and standards. Additionally—the Consultant shall take affirmative steps to—insure nondiscrimination in employment of disabled persons.

**A10.13 No Partnership**

Consultant is an independent contractor. This Agreement does not create a joint venture, partnership or other business enterprise between the parties. The Consultant has no authority to bind the Town to any promise, debt, default, or undertaking of the Consultant.

**A10.14 Discretion of Town Manager**

Any matter not expressly provided for herein dealing with the Town or decisions of the Town shall be within the exercise of the reasonable professional discretion of the Town Manager.

#### **A10.15 Resolution of Disputes**

Consultant understands and agrees that all disputes between it and the Town based upon an alleged violation of the terms of this Agreement by the Town shall be submitted for resolution in the following manner.

The initial step shall be for the Consultant to notify the Procurement Manager in writing of the dispute identified in Article A10.06, Notices. Consultant shall, within five (5) calendar days of the initial notification, all supporting documentation to the Procurement Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said documentation the Procurement Manager shall review the issues relative to the dispute and issue a written finding.

Should the Consultant and the Procurement Manager fail to resolve the dispute the Consultant shall submit their dispute in writing within five (5) calendar days to the Town Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said notification the Town Manager shall review the issues relative to the dispute and issue a written finding.

Appeal to the Town Manager for his/her resolution, is required prior to Consultant being entitled to seek judicial relief in connection therewith. Consultant shall be entitled to seek judicial relief if a period of sixty (60) days has expired after submitting to the Town Manager a detailed statement of the dispute, accompanied by all supporting documentation and the Town Manger has not issued a written determination. Should the amount of compensation require approval or disapproval by the Town Council, Consultant shall not be entitled to seek judicial relief unless:

- (i) it has first received Town **Manager's written decision, approved by the Town Council** or
- (ii) a period of (90) days has expired from the date of the **Town Manager's decision** and the Town Council has not taken action; or
- (iii) Town has waived compliance with the procedure set forth in this section by written instrument(s) signed by the Town Manager.

#### **A10.16 Contingency Clause**

Funding for this Agreement is contingent on the availability of funds and continued authorization for program activities and the Agreement is subject to amendment or termination due to lack of funds, reduction of funds and/or change in regulations, upon thirty (30) days notice.

#### **A10.17 Third Party Beneficiary**

Consultant and the Town agree that it is not intended that any provision of this Agreement establishes a third party beneficiary giving or allowing any claim or right of action whatsoever by any third party under this Agreement.

#### **10.18 No Estoppel**

Neither the Town's **review, approval and/or acceptance of, or payment for Services performed** under this Agreement shall be construed to operate as a waiver of any rights under this Agreement of any cause of action arising out of the performance of this Agreement, and the

Consultant shall be and remain liable to the Town in accordance with applicable laws for all damages to the Town caused by the Consultant's negligent performance of any of the Services under this Agreement. The rights and remedies provided for under this Agreement are in addition to any other rights and remedies provided by law.

Where the Consultant is comprised of more than one legal entity, each such entity shall be jointly and severally liable under this Agreement.

**END OF SECTION**

## **SECTION B      SCOPE OF WORK**

### **Article B1      General**

Consultant shall provide comprehensive Civil Engineering services for a Project for which Consultant was selected in accordance with Section 287.055 Florida Statutes, as amended, **Consultants' Competitive Negotiations Act (CCNA)**.

#### **B1.01      Scope of Services**

The Consultant agrees to provide comprehensive professional services in accordance with all applicable law and building and environmental regulations, including the Florida Building Code and the Town Code of Ordinances, and as set forth in this Agreement and further enumerated in a Work Order. Consultant may be required to perform all or some of the services presented in this Agreement. Consultant shall furnish, as Basic Services, comprehensive professional services for a Projects including, but not limited to those described below in Section B2, "Basic Services".

Project(s) may include roadway reconstruction or resurfacing, drainage improvements, storm water management, swale restoration, curbs, gutters, sidewalks, lighting improvements, landscaping, signage and striping, staff studies, recording, verification and analysis of existing conditions in a Project area; and any survey, geotechnical, and utility coordination required to produce complete sets of signed and sealed construction documents, specifications and estimates of probable construction costs for a Project.

Consultant may be required to perform all or some of the services presented in this Agreement, depending on the needs of the Town for a Project. Consultant may also be requested to perform the Services of a Design Criteria Professional, as detailed in Section 287.0555 Florida Statutes, should the Town to use the design-build methodology.

The Consultant will phase the Work required to complete the Project so that the Project is designed and constructed in the most logical, efficient, and cost effective manner

#### **B1.02      Work Orders**

When the Town Manager has determined that a specific phase of a Project or a Project is to proceed, the Town Manager will request in writing, a Work Order Proposal from the Consultant based on the proposed Scope of Services provided to the Consultant in writing by the Town Manager. The Consultant, the Town Manager, and others if appropriate, may have preliminary meetings, if warranted, to further define the Scope of Services and to resolve any questions. The Consultant shall then prepare a Work Order Proposal following the format provided by or acceptable to the Town, indicating the proposed Scope of Services, total time for performance, time for per of each task, phase or deliverable, staffing (including proposed hours per individual and/or classification, proposed fees, Subconsultants, and deliverable items and/or documents. The Town, at its sole discretion may provide the Consultant with a standardized Work Order Proposal Form to be used for all requests.

The Town Manager may accept the Work Order Proposal as submitted, reject the Work Order Proposal, or negotiate revisions to the Work Order Proposal. Upon successful conclusion of negotiations the Consultant may be required to submit a revised final Work Order Proposal. If



negotiations cannot be successfully completed, the Town Manager may terminate negotiations and may request a Work Order Proposal from another consultant under contract with the Town, or secure such services through other means available to the Town. Upon approval of the Work Order Proposal the Town Manager will issue a written Work Order assigning the Project to the Consultant.

It is understood that a Work Order or Notice to Proceed may be issued under this Agreement at the sole discretion of the Town Manager and that the Consultant has no expectation, entitlement, right to or privilege to receive a Work Order and/or Notice to Proceed for any Project or task. The Town reserves at all times the right to perform any or all Professional Services in-house, or with other private professional architects or engineers as provided by Section 287.055, Florida Statutes, as amended, (Consultants' Competitive Negotiation Act) or to discontinue or withdraw any or all Projects or tasks or to exercise any other choice allowed by law.

This Agreement does not confer on the Consultant any particular, exclusive or special rights to any Work required by the Town. Outside of this Agreement, the Town may submit proposals and/or qualifications for any professional services which the Consultant is qualified to perform in response to any public solicitation issued by Town.

**Article B2**     **Basic Services**

Consultant agrees to provide complete civil engineering services as set forth in the tasks enumerated in an approved Work Order, in accordance with the Florida Building Code, latest edition, all federal, state, county and Town, laws, codes and ordinances. Consultant shall maintain an adequate staff of qualified personnel on the Services at all times to ensure its performance as specified in the Agreement.

These Services may include, but are not limited to:

- |  |   |
|--|---|
| a. complete planning and design services                           | b. options evaluations                    |
| c. roadway analysis  | d. public meetings                        |
| e. pavement analysis   | f. drainage analysis                      |
| g. Drainage modeling   | h. programming                            |
| i. geotechnical  | j. surveying                              |
| k. detailed assessments and recommendations                        | l. cost estimates                         |
| m. Conflict tables for resolutions during design                   | n. opinions of probable construction cost |
| o. construction administration                                     | p. post design services                   |
| p. review of Work prepared by Subconsultants and other consultants |   |
| r. field investigations and observations                           | r. traffic studies                        |
| s. other related Services as needed                                |   |

Consultant shall coordinate with the residents as necessary to review, discuss and resolve the design and any issues that may arise.

Consultant shall submit one (1) electronic set of all documents and three (3) full size copies of documents required under this Section, without additional charge, for review and approval by Town. Consultant shall not proceed with the next task of the Services until the documents have been approved, in writing, by the Town, and a Notice to Proceed with the next phase or task has been issued by the Town.

### **B2.01 Development of Objectives**

Consultant shall confer with representatives of Town, the assigned Town representative (**Town's Project Manager**), and other jurisdictional agencies to develop several options for how the various elements of a Project will be designed and constructed.

Consultant shall, utilizing a compilation of available documentation, confer with representatives of the Town, the designated Town representative, and other jurisdictional agencies in order to comprehensively identify aspects of the completed facility program that may require further refinement to attain the requisite detail of design development required to begin a Project or various phases/aspects of a Project. For clarity of scope, the items that need further development will be called Conceptuals and the remaining items will be called Designs.

Consultant may be required to prepare written descriptions of the various options and participate in presentations to multiple groups explaining alternative options. Sufficient detail shall be provided to support the presentation materials.

Consultant shall hire the appropriate Subcontractor to provide Civil Engineering support services which are not in-house. Field Surveys shall include the location of all site structures including all utility structures and facilities. Consultant shall also engage a soil testing firm to perform soil borings and other tests required for new construction work. The extent to which this Work will be needed shall be based on the surveying and soil borings performed previously by the Town. Cost of the surveyor and soil engineering services shall be billed as reimbursable expenses.

### **B2.02 Schematic Design**

Consultant shall prepare and present, in writing and at an oral presentation if requested, for approval by Town, a recommended course of action (RCA), Design Concept and Schematics Report, comprising Schematic Design Studies, including an identification of any special requirement affecting the Project, a Statement of Probable Construction Cost, Project Development Schedule and review of Constructability Review reports.

Schematic Design Studies consist of site plan(s), elevations, sections, floor plans (where applicable), and all other elements required by Town or Town's Project Manager to show the scale and relationship of the components and design concepts of the whole. Any required floor plans may be single-line diagrams. A simple perspective rendering or sketch, model or photograph thereof may be provided to further show the design concept.

A Statement of Probable Construction Cost, prepared in Construction Standard Index (CSI) format, to include a summary of the estimated project cost and an evaluation of funding allocation. Such summary shall be in sufficient detail to identify the costs of each element and include a breakdown of the fees, general conditions and construction contingency. Such evaluation shall comprise a brief description of the basis for estimated costs per each element and similar project unit costs. Costs shall be adjusted to the projected bid date. Recommendations for reducing the scope of the Project in order to bring the estimated costs within allocated funds, in the event that the statement of Probable Construction Costs exceeds allocated funds, the Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope. Any **"Statement of Probable Construction Costs"** prepared

by Consultant represents a reasonable estimate of cost in **Consultant's best judgment as a professional familiar with the local construction industry.**

The Project Development Schedule shall show the proposed completion date of each task of the Project through design, bidding, and post design services.

Constructability Review reports may be conducted by the Town and/or its consultants at design **stages deemed necessary by the Town's Project Manager.** Consultant may be requested, as a reimbursable expense, to provide additional copies of the deliverables for distribution, by Town, to others for this purpose. There shall be an established deadline for review report submission back to Town. If required the Consultant shall provide written responses to all comments within two weeks and shall maintain files of all related review reports and response reports. If necessary, Town may coordinate Constructability Review meetings with some or all of the reviewers with Consultant present to discuss specific issues. In addition to the Constructability Review process mentioned above, Town reserves the right to conduct a Peer Review of a Project documents at any design stage. Cost of such a Peer Review would be borne by Town. Any findings as a result of said Peer Review would be addressed by Consultant, and if requested by Town, would be incorporated into the design documents, at no additional cost to Town and no extension of time to the schedule.

### **B2.03 Design Development**

From the approved Schematic Design documents, Consultant shall prepare and present in writing, and at oral presentations, if requested, for approval by Town, separate Design Development Documents, updated Project Development Schedules, updated Statements of Probable Construction Costs and a review of Constructability Review reports.

The Design Development Documents shall consist of drawings (site plans, floor plans, elevations, sections), outline specifications, and other documents.

Design Development consists of continued development and expansion of architectural and/or civil Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of each element through:

- a. Plan sections and elevations
- b. Typical construction details
- c. Final materials selection
- d. Construction phasing plan

The updated Development Schedules shall show the proposed completion dates of each milestone of each Project through design, bidding, construction and proposed date of occupancy. Consultant will also detail all long lead procurement items and architecturally significant equipment that will need to be purchased prior to the completion of Construction Documents.

Consultant shall provide updated Statements of Probable Construction Cost. If either statement of Probable Construction Cost exceeds allocated funds, Consultant shall prepare recommendations for reducing the scope of that particular Project in order to bring the estimated costs within allocated funds. Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope.

Consultant shall provide updated Constructability Review reports.

**B2.04 Construction Documents**

Prior to authorizing the Consultant to proceed with preparation of Construction Document Development, the Town may establish and communicate to the Consultant a maximum sum for the cost of construction of the Project ("Maximum Cost Limit") if the Town has not done so at the time the Work Order was issued. If the Town has not advertised for bids within ninety (90) days after the Consultant submits the Final Design to the Town, the estimate of the cost of construction shall be adjusted by Consultant. Notwithstanding anything above to the contrary, the Town may require the Consultant to revise and modify Construction Documents and assist in the re-bidding of the Work at no additional cost or fee to the Town if all responsive and responsible bids received exceed the Maximum Cost Limit.

From the approved Design Development Documents, Consultant shall prepare for written approval by the Town, Final Construction Documents setting forth all design drawings and specifications needed to comprise a fully biddable, permittable, constructible Project.

Consultant shall produce 30%, 60%, 90% and permit set for review and approval by Town, which shall include the following:

- a. A Drawing Cover Sheet listing an index of all number of drawings by each discipline. Drawings not included in the 30%, 60%, 90% and permit set review shall be noted. Consultant shall attach an index of all anticipated drawing sheets necessary to fully define the Project.
- b. The updated Project Schedule to include an outline of major construction milestone activities and the recommended construction duration period in calendar days.
- c. An updated Statement of Probable Construction Cost in CSI format.
- d. Consultant may also be authorized to include in the Construction Documents approved additive and/or deductive alternate bid items.
- e. A Project Specifications index and Project Specifications with at least the 60%, and permit set.
- f. Consultant shall provide an index of all submittals required by the Contractor that clearly identifies submittals for which the Contractor shall be responsible for design.
- g. Consultant shall submit the special conditions separate from the technical specifications.
- h. Consultant shall not proceed with further construction document development until approval of the 30% documents is received in writing from Town. Approval by Town shall be for progress only and does not relieve Consultant of its responsibilities and liabilities relative to code compliance and to other covenants contained in this Agreement. Consultant shall resolve all questions indicated on the documents and make all changes to the documents necessary in response to the review commentary. The Document review (check) sets shall be returned to Town upon submission of Final Construction Documents and Consultant shall provide an appropriate response to all review comments noted on these previously submitted documents.

**B2.05 Dry Run Permitting**

The Consultant shall file and follow-up for all required permits at the earliest practicable time during the performance of the Services, the necessary portions of the Construction Documents for approval by Town, County, State and/or Federal authorities having jurisdiction over the Project by law or contract with the Town, and shall assist in obtaining any such applicable certifications of permit approval by such authorities. The Consultant shall promptly, at any time during the performance of the Work hereunder, advise the Town of any substantial increases in costs set forth in the Statement of Probable Construction Cost that in the opinion of the Consultant is caused by the requirement(s) of any permitting entities.

Upon completion of dry run permitting Consultant shall provide three (3) full size sealed copies of the drawings and specifications. Consultant shall also provide digital versions of the drawings in .dwg, .plt, and .pdf formats. The specification additional terms and conditions shall be provided in both .pdf and .doc formats.

**B2.06 Bidding and Award of Contract****B2.06-1 Bid Documents Approvals and Printing**

Upon obtaining all necessary approvals of the Construction Documents, from authorities having jurisdiction, acceptance by the Town of the 100% Construction Documents and latest Statement of Probable Construction Cost, the Consultant shall assist the Town in obtaining bids, preparing and awarding the construction contract. The Town, for bidding purposes, will have the bid documents printed, or, at its own discretion, may authorize such printing as a reimbursable service to the Consultant.

**B2.06-2 Issuance of Bid Documents, Addenda and Bid Opening**

- a. The Town shall issue the bid documents to prospective bidders.
- b. The Consultant shall assist the Town in the preparation of responses to questions if any are required during the bidding period. All addendum or clarifications, or responses shall be issued by the Town.
- c. The Consultant shall prepare revised plans, at no cost to the Town, if any are required, for the Town to issue to all prospective bidders.
- d. The Town will schedule a "Pre-Bid Meeting" on an as needed basis, for the Project. The Consultant may be required to attend any pre-bid meeting(s) and require attendance of Subconsultants at such meetings.

**B2.06-3 Bid Evaluation and Award**

The Consultant shall assist the Town in evaluation of bids. If the lowest responsive Base Bid received exceeds the total allocated funds for construction, the Town may:

1. Approve an increase in the Project cost and award a Contract;
2. Reject all bids and re-bid the Project within a reasonable time with no change in the Project, or additional compensation to the Consultant;
3. Direct the Consultant to revise the scope and/or quality of construction, and rebid the Project. The Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost based on such revisions within the total authorized construction budget. The Town may exercise such option where the bid price exceeds 10% of the fixed construction

budget provided to the Consultant and as may be modified by the Town and the Consultant prior to soliciting bids.

**4. Suspend, cancel or abandon the Project.**

NOTE: Under item three (3.) above the Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost within the budgeted amount.

**B2.07 Administration of the Construction Contract**

**B2.07-1**

The Construction Phase will begin with the award of the construction contract and will end when the Consultant has provided to the Town all post construction documents, including Contractor As-Built drawings, Consultant's record drawings, warranties, guarantees, operational manuals, and Certificate(s) of Occupancy have been delivered to the Town and the Town approves the final payment to the Consultant. During this period, the Consultant shall provide administration of the construction contract as provided by this Agreement, and as provided by law.

**B2.07-2**

The Consultant, as the representative of the Town during the Construction Phase, shall advise and consult with the Town and shall have the authority to act on behalf of the Town to the extent provided in the terms and conditions of the construction contract and their Agreement with the Town.

**B2.07-3**

The Consultant and respective Subconsultants shall visit the site to conduct field observations, at a minimum twice a week, to ascertain the progress of the Project and shall visit the site as appropriate to conduct field inspections to ascertain the progress of the Project and determine, in general, if the work is proceeding in accordance with the Contract Documents. The Consultant shall provide any site visits necessary for certification if required by the authorities having jurisdiction. The Consultant shall report on the progress the Work, including any defects and deficiencies that may be observed in the work. The Consultant and/or Subconsultants will not be required to make extensive inspections or provide continuous daily on-site inspections to check the quality or quantity of the work unless otherwise set forth in this Agreement. The Consultant will be responsible for writing minutes of all meetings and field inspections report it is asked to attend, as well as the distribution of the minutes. Consultant and Subconsultants will not be held responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work. The Consultant and his/her Subconsultants will not be held responsible for the Contractor's or subcontractors', or any of their agents' or employees' failure to perform the work in accordance with the contract unless such failure of performance results from the Consultant's acts or omissions.

**B2.07-4**

The Consultant shall furnish the Town with a written report of all observations of the Work made by Consultant and require all Subconsultants to do same during each visit

to the Project. The Consultant shall also note the general status and progress of the work. The Consultant shall submit the reports in a timely manner. The Consultant and the Subconsultants shall ascertain that the work is acceptable to the Town. Consultant shall assist the Town in ensuring that the Contractor is making timely, accurate, and complete notations on the "as-built" drawings. Copies of the field reports shall be attached to the monthly Professional Services payment request for construction administration services. The Consultant's failure to provide written reports of all site visits or minutes of meeting shall result in the rejection of payment requests and may result in a proportional reduction in Construction Administration fees paid to the Consultant.

**B2.07-5**

- a. Based on observations at the site and consultation with the Town, the Consultant shall determine the amount due the Contractor based on the pay for performance milestones and shall recommend approval of such amount as appropriate. This recommendation shall constitute a representation by the Consultant to the Town that, to the best of the Consultant's knowledge, information and belief, the work has progressed to the point indicated and that, the quality of the work is in accordance with the contract and the Contractor is entitled to amount stated on the requisition subject to: a detailed evaluation of the work for conformance with the contract upon substantial completion;
- b. the results of any subsequent tests required by the contract;
- c. minor deviations from the contract correctable prior to completion;
- d. any specific qualifications stated in the payment certificate and further that the Contractor is entitled to payment in the amount agreed upon at a requisition site meeting or as stated on the requisition.

Prior to recommending payment to the Contractor, the Consultant will prepare a written statement to the Town on the status of the work relative to the Construction Schedule, which shall be attached to the Contractor's Requisition. Such statement shall be prepared immediately following the requisition field meeting and shall not be cause for delay in timely payment to the Contractor. By recommending approval of a Payment Certificate, the Consultant shall not be deemed to represent that the Consultant has made any examination to ascertain how and for what purpose the Contractor has used money paid on account of the Construction Contract Sum.

**B2.07-6**

The Town shall be the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder. The Consultant shall render interpretations necessary for the proper execution or progress of the work upon written request of either the Town or the Contractor, and shall render written decisions, within maximum of ten (10) calendar days, on all claims, disputes and other matters in question between the Town and the Contractor relating to the execution or progress of the work. Interpretations and decisions of the Consultant shall be consistent with the intent of and reasonably inferable from, the Contract Documents and shall be in written or graphic form.

**B2.07-7**

The Consultant shall have the authority to recommend rejection of work, which does not conform to the Contract Documents. Whenever, in his/her reasonable opinion, the Consultant considers it necessary or advisable to insure compliance with the Contract Documents, the Consultant will have the authority to recommend special inspection or testing of any work deemed to be not in accordance with the Contract, whether or not such work has been fabricated and/or delivered to the Project, or installed and completed.

**B2.07-8**

The Consultant shall promptly review and approve, reject or take action on shop drawings, samples, RFIs and other submissions of the Contractor. Changes or substitutions to the construction documents shall not be authorized without concurrence of the Town. The Consultant shall have a maximum of ten (10) calendar days from receipt of shop drawings, samples, RFI's or other submittals by the Contractor, to return the shop drawings or submittals to the Contractor with comments indicating either approval or disapproval. Consultant shall provide the Contractor with a detailed written explanation as to the basis for any rejection.

**B2.07-9**

The Consultant shall initiate and prepare required documentation for changes as required by the Consultant's own observations or as requested by the Town, and shall review and recommend action on proposed changes. Where the Contractor submits a request for Change Order or Change Proposal request, the Consultant shall, within ten (10) calendar days, review and submit to the Town, his/her recommendation or proposed action along with an analysis and/or study supporting such recommendation.

**B2.07-10**

The Consultant shall examine the work upon receipt of the Contractor's request for substantial completion inspection of the Project and shall, prior to acceptance by the Town, recommend execution of a "Certificate of Acceptance for Substantial Completion after first ascertaining that the Project is substantially complete in accordance with the contract requirements. The Consultant shall in conjunction with representatives of the Town and the Contractor prepare a punch list of any defects and discrepancies in the work required to be corrected by the Contractor in accordance with Florida Statute 218.735. Upon satisfactory completion of the punch list the Consultant shall recommend execution of a "Certificate of Final Acceptance" and final payment to the Contractor. The Consultant shall obtain from the Contractor upon satisfactory completion of all items on the punch list all necessary closeout documentation from the Contractor, including but not limited to all guarantees, operating and maintenance manuals for equipment, releases of liens/claims and such other documents and certificates as may be required by applicable codes, law, and the contract, and deliver them to the Town before final acceptance shall be issued to the Contractor.

Consultant shall attend a second substantial completion inspection if required.



**B2.07-11**

The Consultant shall review the Contractor's "as built" drawings and submit them to the Town upon approval by the Consultant. The Contractor is responsible for preparing the "as built" drawings.

**B2.07-12**

The Consultant shall furnish to the Town the original documents, including drawings, revised to "as-built" conditions based on information furnished by the Contractor; survey, and specific condition. In preparing the "Record Set" documents the Consultant shall rely on the accuracy of the information provided by the Contractor, including the Contractor's record drawings. Any certification required under this Agreement including the contents of "as-built" documents is conditioned upon the accuracy of the information and documents provided by the construction contractor. Transfer of changes made by "Change Authorization", "Change Order", "Request for Information", substitution approvals, or other clarifications will be the Consultant's responsibility to incorporate into the "Record Set". Changes made in the field to suit field conditions, or otherwise made by the Contractor for its convenience shall be marked by the Contractor on the "Field Record Set" and transferred to the original contract documents by the Consultant. The original documents as well as the "Record Set" shall become the property of the Town. A reproducible set of all other final documents will be furnished to the Town free of charge by the Consultant. The Consultant shall furnish to the Town one complete set of "Record Set Drawings", in Auto CADD Version 2007 or such other format acceptable to the Town.

**B2.07-14**

The Consultant shall prepare a statement of work completion and submit them to the Town and PERA.

**B2.05-15**

The Consultant shall assist the Town in the completion of the Contractor's performance evaluation during construction work and upon final completion of the Project.

**B2.08 Time Frames for Completion**

The timeframes for the completion of a Project and its phase or tasks will be established in an approved Work Order Proposal.

**Article B3 Additional Services****B3.01 General**

Services categorized below as "Additional Services" may be specified and authorized by Town and are normally considered to be beyond the scope of the Basic Services. Additional Services shall be authorized in a Work Order and will be compensated for as provided in Section B, Section B3.06.

**B3.02 Examples**

Except as may be specified in this Agreement, Additional Services may include, but are not limited to the following:

**B3.02-1**

Appraisals: Investigation and creation of detailed appraisals and valuations of existing facilities, and surveys or inventories in connection with construction performed by Town.

**B3.02-2**

Specialty Design: Any additional special professional services not included in the Scope of Services.

**B3.02-3**

Extended Testing & Training: Extended assistance beyond that provided under Basic Services for the initial start-up, testing, adjusting and balancing of any equipment or system; extended training of Town's **personnel in operation and maintenance of equipment and systems**, and consultation during such training; and preparation of operating and maintenance manuals, other than those provided by the Contractor, subcontractor, or equipment manufacturer. Provide Commissioning Services as part of systems start-up.

**B3.02-4**

Major Revisions: Making major revisions to drawings and specifications resulting in or from a change in Scope of Work, when such revisions are inconsistent with written approvals or instructions previously given by Town and are due to causes beyond the control of Consultant. (Major revisions are defined as those changing the Scope of Work and arrangement of spaces and/or scheme and/or any significant portion thereof).

**B3.02-5**

Expert Witness: Preparing to serve or serving as an expert witness in connection with any arbitration proceeding or legal proceeding, providing, however, that Consultant cannot testify against Town in any proceeding during the course of this Agreement.

**B3.02-6**

Miscellaneous: Any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural/engineering practice related to construction.

**B3.03 ADDITIONAL DESIGN**

The Town may, at its option, elect to proceed with additional design work, which shall be handled in accordance with the requirement for Additional Services.

**Article B4 REIMBURSABLE EXPENSES**

**B4.01 GENERAL**

Reimbursable Expenses cover those services and items authorized by Town in addition to the Basic and Additional Services and consist of actual, direct expenditures made by Consultant and the Subconsultant for the purposes listed below. Transportation, travel and per diem expenses within Dade, Broward, or Palm Beach Counties shall not be considered as reimbursable expenses under this Agreement.

Additional Reimbursable Expenses include, but are not limited to:

- a. Communications Expenses: Identifiable communication expenses approved by the Project Manager, long distance telephone, courier and express mail between

**Consultant's various permanent offices and Subconsultant. Consultant's field office at the Project site is not considered a permanent office.**

- b. **Reproduction, Photography: Cost of printing, reproduction or photography, beyond that which is required by or of Consultant's part of the work, set forth in this Agreement.**
- c. **Surveys: Site surveys and special purpose surveys costs authorized by the Town.**
- d. **Geotechnical Investigation: Identifiable Soil Borings and Reports and testing costs authorized by the Town.**
- e. **Fees: All permit fees, review fees and other similar fees paid to regulatory agencies for approvals directly attributable to the Project.**
- f.

**B4.02 SUBCONSULTANT REIMBURSEMENTS**

Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant's agreement provides for reimbursable expenses and when such agreement has been previously approved, in writing, by the Town Manager and subject to all budgetary limitations of the Town and requirements of this Agreement.

**END OF SECTION**

## **SECTION C    COMPENSATION AND PAYMENTS**

### **Article C1    Method of Compensation**

The fees for Professional Services for the Project and each Work Order shall be determined by one of the following methods or a combination thereof, at the option of the Town Manager or designee, with the consent of the Consultant.

- a) A Lump Sum, which may include not to exceed components in accordance with Article C2 below.
- b) An Hourly Rate, in accordance with Article C2 below & at the rates in the Agreement.
- c) A Percentage of Construction Cost, in accordance with Article C2 below.

#### **C1.01    Compensation Limits**

The aggregate sum of all payments for fees and costs, including reimbursable expenses, to the Consultant payable by the Town under this Agreement shall be limited to the threshold Established in Section A2.03 as the maximum compensation limit for cumulative expenditures under this Agreement. Under no circumstances will the Town have any liability for work performed, or as otherwise may be alleged or claimed by Consultant, beyond the cumulative amount provided herein, except where specifically approved in accordance with the Town Code by the Town Manager or Town Commission as applicable as an increase to the Agreement and put into effect via an Amendment to this Agreement.

#### **C1.02    Consultant Not To Exceed**

Absent an amendment to the Agreement or to any specific Work Order, any maximum dollar or percentage amounts stated for compensation shall not be exceeded. In the event they are so exceeded, the Town shall have no liability or responsibility for paying any amount of such excess, which will be at Consultant's own cost and expense.

### **Article C2    Wage Rates**

#### **C2.01    Fee Basis**

All fees and compensation payable under this Agreement shall be formulated and based upon the certified negotiated Wage Rates as stated in Article A2.03 of the Agreement. Said Wage Rates are the effective direct hourly rates, as approved by the Town, of Consultant and Subconsultant employees in the specified professions and job categories that are to be utilized to provide the services under this Agreement, regardless of manner of compensation.

Should the Consultant intend to utilize personnel or Subconsultants for a Project where the Wage Rates have not been established, the Consultant must request that the Town add the person or Subconsultant's established wage rates. The Town may require that the Consultant provide documentation substantiating the request.

#### **C2.02    Employees and Job Classifications**

Form SC identifies the professions, job categories and/or employees expected to be used during the term of this Agreement. These may include engineers, landscape architects, professional interns, designers, CADD technicians, project managers, GIS and environmental specialists, specification writers, clerical/administrative support, and others engaged in the Work. In determining compensation for a given Scope of Work, the Town reserves the right to recommend the use of Consultant employees at particular Wage Rate levels. Consultant shall not include any profession, job category or employees in a Work Order Proposal that do not

appear on Form SC. Consultant shall submit a request to the Town to add such to Form SC prior to the submittal of any affected Work Order Proposal.

### **C2.03 Multiplier**

For Work assigned under this Agreement, a maximum multiplier of 2.65 to Consultant's hourly Wage Rates in calculating compensation payable by the Town. Consultant's subcontractors have a multiplier of: Stoner & Associates 2.67 and Nutting Engineers 2.83. Should the Consultant have an approved multiplier with the State of Florida or Miami Dade County, the Town may elect to utilize either of these multipliers should they be less than above stipulated rates. Said multiplier is intended to cover Consultant's employee benefits (e.g. sick leave, vacation, holiday, unemployment taxes, retirement, medical, insurance and unemployment benefits) and Consultant's profit, and overhead including, without limitation, office rent, local telephone and utility charges, office and drafting supplies, depreciation of equipment, professional dues, subscriptions, stenographic, administrative and clerical support, management and supervisory responsibilities, time or travel and subsistence not directly related to a Project. The multiplier shall not be applied to the Principal, owner, or partner of the Consultant except where they are preparing drawings or specifications, preparing a study report, or similar tasks.

### **C2.04 Calculation**

Said Wage Rates are to be utilized by Consultant in calculating compensation payable for Work Orders Proposals requested by Town. Consultant shall identify job classifications, available staff and projected man-hours required for the proper completion of tasks and/or groups of tasks, milestones and deliverables identified in a request for a Work Order Proposal.

### **C2.05 Wage Rate Adjustments**

The Consultant may request an adjustment to the Wage Rates on an annual basis. Such request may only be made where there has been an actual increase in a Wage Rate(s) by the Consultant. The Town may also adjust the or where the Town Manager determines that extenuation circumstances exist. The maximum the Wage Rates depicted in ~~Schedule 2~~ *Section E* may be **adjusted at the Consultant's request** shall be based on the Miami – Fort Lauderdale Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics. Such adjustment shall be calculated by multiplying the ratio of the index in effect at that time divided by the **previous year's index by the hourly rate entries in the Wage Rate Schedule to determine the** adjusted Wage Rate Schedule. In no event shall the Wage Rate increase by more than three percent (3%) in any one year period.

## **Article C3 Computation of Fees and Compensation**

The Town agrees to pay the Consultant, and the Consultant agrees to accept for services rendered pursuant to this Agreement, fees computed by one or a combination of the methods outlined above, as applicable, in the following manner:

### **C3.01 Lump Sum**

Compensation for a Scope of Work shall generally be a Lump Sum, either a Fixed Fee or Not to Exceed Fee as deemed appropriate by the Town, to be mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order. Lump Sum and Lump Sum not to Exceed methods of compensation are the preferred methods of compensation.

**C3.01-1 Lump Sum Fixed Fee:** shall be the total amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase or task under a Work Order. Payments to the Consultant shall be based on a percentage of completion basis.

**C3.01-3 Lump Sum Not to Exceed Fee** shall establish the maximum amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase, or task under a Work Order. Payments to the Consultant shall be based on the actual work effort required to complete the Project, phase or task.

**C3.01-3 Guaranteed Maximum Lump Sum:** shall be the total maximum fee amount payable by Town wherein certain aspects, tasks or allowances may not be defined, quantified and calculated at the time of Work Order issuance. A Guaranteed Maximum Lump Sum compensation may represent a combination of Fixed Fees for professional services and not to exceed allowances for Reimbursable Expenses or Additional Services.

**C3.01-4 Lump Sum Fee Adjustment:** Where the Town authorizes a substantial or material change in the Scope of Work, the Lump Sum Base Fee may be equitably adjusted by mutually consent of the parties, which shall be reflected in an amendment to the Work Order.

**C3.01-6** Lump Sum Fees shall be calculated by Consultant utilizing the Wage Rates established in ~~Schedule 2~~ <sup>Section B.11</sup> of the Agreement.

**C3.02 Hourly Rate Fees**

**C3.02-1** Hourly Rate Fees shall be those rates for Consultant and Subconsultant employees identified in ~~Schedule 2~~ <sup>Section B.11</sup> Wage Rates. All hourly rate fees will include a maximum not to exceed figure, inclusive of all costs expressed in the contract documents. The Town shall have no liability for any fee, cost or expense above this figure.

Hourly Rate Fees shall be used only in those instances where the parties agree that it is not possible to determine, define, quantify and/or calculate the complete nature, and/or aspects, tasks, man-hours, or milestones for a particular Project or portion thereof at the time of Work Order issuance. In such cases, the Town will establish an Allowance in the Work Order that shall serve as a Not to Exceed Fee for the Work to be performed on an Hourly Rate Basis.

Consultant shall maintain records acceptable to the Town to track the hours of work performed by each person.

**C3.03 Percentage of Construction Cost**

This is a percentage fee based on the Total Authorized Design Value of a project said percentage being hereinafter called the "Base Fee," as mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order or Notice to Proceed

**C3.03-1 Fee Computation:**

C3.03-1(a) The Total Authorized Design Value shall be used and identified in the Work Order as the basis for establishing the compensatory fee for all phases identified as part of Basic Services.

C3.03-1(b) If the actual construction cost is increased during the construction phase, the "Actual Construction Cost" shall be used as the basis for determining the fee for Construction Administration Phase if included in Basic Services.

C3.03-1(c) The term "Actual Construction Cost" does not include any compensation to the Consultant, the cost of the land, rights-of-way, works of art, permit fees or other costs which are the responsibility of the Town.

**C3.03-2 Inclusive Fee**

It is understood that with percentage compensation the Consultant shall perform all services for the stated percentage of the construction cost budgeted when the contract is signed.

**C3.03-3 Changes to Project Scope**

If the Town authorizes an increase or decrease in the scope of the Project or the Total Authorized Design Value of the Project, the Base Fee will be adjusted accordingly, based on justification from the Wage Rates or as mutually agreed upon.

**C3.04 Reimbursable Expenses**

Any fees for authorized reimbursable expenses shall not include charges for any expenses identified in Article C2.03, Multiplier. All reimbursable services shall be billed to the Town at direct cost expended by the Consultant. Town authorized reproductions in excess of sets required at each phase of the Work will be a Reimbursable Expense.

The Town will reimburse the Consultant for authorized Reimbursable Expenses pursuant to the limitations of this Agreement as verified by supporting documentation deemed appropriate by Town Manager or designee including, without limitation, detailed bills, itemized invoices and/or copies of cancelled checks.

Article C5 contains additional information on the payment of Reimbursable Expenses.

**C3.05 Fees for Additive or Deductive Alternates**

The design of additive and deductive alternates contemplated as part of the original Scope for a Project as authorized by the Town Manager will be considered as part of Basic Services. The design of additive and deductive alternates that are beyond the original Scope of Work and construction budget must be authorized through a Work Order and shall be billed to Town as Additional Services. The fees for alternates will be calculated by one of the three methods outlined above, as mutually agreed by the Town Manager and the Consultant.

**C3.06 Fees for Additional Services**

The Consultant may be authorized to perform Additional Services for which additional compensation and/or Reimbursable Expenses, as defined in this Agreement under Article B3.

**C3.06-1 Determination of Fee**

The compensation for such services will be one of the methods described herein: mutually agreed upon Lump Sum; Hourly Rate with a Not to Exceed Limit, or Percentage of Construction Cost.

**C3.06-2 Procedure and Compliance**

An independent and detailed Work Order or an Amendment to a previously issued Work Order shall be required to be issued and signed by the Town Manager for each additional

service requested by the Town. The Work Order will specify the fee for such service and upper limit of the fee, which shall not be exceeded, and shall comply with the Town's regulations, including the Purchasing Ordinance, the Consultant's Competitive Negotiation Act, and other applicable laws.

**C3.07 Payment Exclusions**

Consultant shall not be compensated by Town for revisions and/or modifications to drawings and specifications, for extended construction administration, or for other work when such work is due to errors or omissions of Consultant as determined by Town.

**C3.08 Fees Resulting From Project Suspension**

If a Project is suspended for the convenience of the Town for more than three (3) months or terminated without any cause in whole or in part, during any Phase, the Consultant shall be paid for services duly authorized, performed prior to such suspension or termination, together with the cost of authorized reimbursable services and expenses then due, and all appropriate, applicable, and documented expenses resulting from such suspension or termination. If the Project is resumed after having been suspended for more than three months, the Consultant's further compensation shall be subject to renegotiations.

**Article C4 Payments to the Consultant**

**C4.01 Payments Generally**

Payments for Basic Services may be requested monthly in proportion to Services performed during each Phase of the Work. Subconsultant fees and Reimbursable Expenses shall be billed to the Town in the actual amount paid by Consultant. Consultant shall utilize the Town standard Consultant Invoice Form that will be provided to the Consultant.

**C4.02 For Comprehensive Basic Services**

For those Projects and Work Orders contain multiple phases or task, payments shall not exceed the amount stipulated for each phase and the aggregate payment shall not exceed the total value of the Work Order

**C4.03 Billing – Hourly Rate**

Invoices submitted by Consultant shall be sufficiently detailed and accompanied by supporting documentation to allow for proper audit of expenditures. When Services are authorized on an Hourly Rate basis, the Consultant shall submit for approval by the Town Manager, a duly certified invoice, giving names, classification, salary rate per hour, hours worked and total charge for all personnel directly engaged on a Project, phase or task. , Reimbursable Services Cost should then be added to the sum for the total charges for the personnel. The Consultant shall attach to the invoice all supporting data for payments made to and incurred by Subconsultants engaged on the Project. In addition to the invoice, the Consultant shall, for Hourly Rate authorizations, submit a progress report giving an update on the completion of the Project and/or the applicable phase or task.

**Article C5 Reimbursable Expenses**

**Article C5.01 General**

Reimbursable Expenses are those items authorized by the Town outside of or in addition to the Scope of Work as identified in the Work Order (as Basic Services and/or Additional Services)



and consist of actual expenditures made by the Consultant and the Consultant's Subconsultants for the following:

**C5.01-1 Transportation**

Identifiable transportation expenses in connection with the Project, subject to Section 112.061, Florida Statutes, as amended, excluding, however, all, general automobile transportation expenses within Miami-Dade, and Broward counties. Transportation expenses to locations outside the Miami-Dade-Broward-Palm Beach County area or from locations outside the Miami-Dade-Broward area will not be reimbursed unless specifically pre-authorized in writing by the Town Manager.

**C5.01-2 Travel And Per Diem**

Identifiable per diem, meals and lodging, lodging, taxi fares and miscellaneous travel-connected expenses for Consultant's personnel are subject to Section 112.061 Florida Statutes as amended. Meals for class C travel inside Miami-Dade or Broward County will not be reimbursed. Meals and lodging expenses will not be reimbursed for temporarily relocating Consultant's employees from one of Consultant's offices to another office if the employee is relocated for more than five (5) consecutive Working days. Lodging will be reimbursed only for room rates equivalent to Holiday Inn, Howard Johnson or Ramada Inn. Governmental lodging or meals will not be reimbursed that result from travel within Miami-Dade, Broward or Palm Beach Counties. Travel and per diem expenses are subject to the prior approval of the Town Manager.

**C5.01-3 Communication Expenses**

Identifiable communication expenses approved, in writing and in advance by the Town Manager, including long distance telephone, courier and express mail between the Consultant's various permanent offices. The Consultant's field office at the Project site is not considered a permanent office. Express mail or courier services are to be used only where there are significant time constraints.

**C5.01-4 Reproduction, Photography**

Cost of printing, reproduction or photography, which is required by or of Consultant to deliver services, set forth in this Agreement.

**C5.01-5 Permit Fees**

All Permit fees paid to regulatory agencies for approvals directly attributable to the Project. These permit fees do not include those permits required to be paid by the construction Contractor.

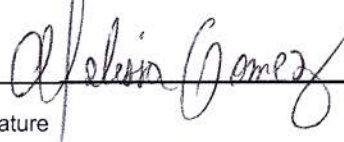
**C5.02 Reimbursements to Subconsultants**


Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant agreement provides for reimbursable expenses and when such agreement has been previously approved in writing by the Town Manager and subject to all budgetary limitations of the Town and the requirements of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WITNESS/ATTEST

**Consultant, Chen Moore and Associates**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

Melissa Gomez, Admin. Assistant  
Print Name, Title

Peter Moore, President  
Print Name, Title of Authorized Officer or Official

ATTEST:


(Corporate Seal)

Consultant Secretary  
(Affirm Consultant Seal, if available)

ATTEST:

**Town of Miami Lakes, a municipal corporation  
of the State of Florida**

  
\_\_\_\_\_  
Marjorie Tejada, Town Clerk

  
\_\_\_\_\_  
Alex Rey, Town Manager

APPROVED AS TO LEGAL FORM AND  
CORRECTNESS:

  
\_\_\_\_\_  
Town Attorney

**CERTIFICATE OF AUTHORITY  
(IF CORPORATION)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of CHEW MOORE & ASSOCIATES, a corporation organized and existing under the laws of the State of FLORIDA, held on the 17 day of NOVEMBER 2007, a resolution was duly passed and adopted authorizing (Name) PETER M. MOORE as (Title) PRESIDENT of the corporation to execute agreements on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, shall be the official act and deed of the corporation.

I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 4, day of APRIL, 2012.

Secretary: [Signature]  
Print: OSCAR R. BELLO

**NOTARIZATION**

STATE OF Florida )

) SS:

COUNTY OF Broward )

The foregoing instrument was acknowledged before me this 6th day of April, 2012, by Oscar R. Bello, who is personally known to me or who has produced \_\_\_\_\_ as identification and who (did / did not) take an oath.

[Signature]  
SIGNATURE OF NOTARY PUBLIC  
STATE OF FLORIDA

NOTARY PUBLIC-STATE OF FLORIDA  
Kathryn J. Horrigan  
Commission # DD997048  
Expires: JUNE 01, 2014  
BONDED THRU ATLANTIC BONDING CO., INC.

Kathryn J. Horrigan  
PRINTED, STAMPED OR TYPED  
NAME OF NOTARY PUBLIC

**SECTION D – FORMS & SCHEDULES**

**Form SC - SUBCONSULTANTS**

FIRM NAME	CONSULTING FIELD
Stoner & Associates	Crews
Nutting Engineers	Geotechnical and Construction Materials

**Form KS – KEY STAFF**

NAME	JOB CLASSIFICATION

## Section E - WAGE RATES SUMMARY

NAME/JOB CLASSIFICATION	BASE HOURLY RATE
Technician	\$23.00
Senior CAD Designer	\$25.00
Engineer/Designer/Planner	\$26.93
Construction Specialist	\$27.10
Project Engineer	\$29.81
Senior Construction Specialist	\$45.12
Senior Engineer	\$44.43
<b>Senior Project Manager</b>	<b>\$48.00</b>
Principal	\$66.36
Stoner & Associates, Inc.:	
Principal	\$50.00
Professional Land Surveyor	\$29.00
Survey/ CAD Technician	\$22.00
<b>3 Man Survey Crew</b>	<b>\$39.00 (39*8= \$312 per day)</b>
4 Man Survey Crew	\$51.50 (51.50*8= \$412 per day)
Administrative	\$19.50
Nutting Engineers:	
<b>Technician/ Inspector (Level I)</b>	<b>\$15.00</b>
Technician/ Inspector (Level II)	\$18.00
Technician/ Inspector (Level III)	\$22.00
Engineer/Scientist/Geologist (Level I)	\$28.00
Engineer/Scientist/Geologist (Level II)	\$34.50
<b>Engineer/Scientist/Geologist (Level III)</b>	<b>\$40.00</b>
Project Manager (Level I)	\$31.50
Project Manager (Level II)	\$38.00
Project Manager (Level III)	\$50.00
CADD Operator	\$23.00
CADD Designers	\$26.50

**2012-04C3TS**  
**PROFESSIONAL SERVICES AGREEMENT**  
**MISCELLANEOUS CIVIL ENGINEERING SERVICES**



**The Town of Miami Lakes Council:**

**Mayor Michael Pizzi**  
**Vice Mayor Nick Perdomo**  
**Councilmember Mary Collins**  
**Councilmember Timothy Daubert**  
**Councilmember Nelson Hernandez**  
**Councilmember Ceasar Mestre**  
**Councilmember Richard Pulido**

Alex Rey, Town Manager  
The Town of Miami Lakes  
15150 NW 79<sup>TH</sup> Court  
Miami Lakes, Florida 33016

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This Agreement made this \_\_\_ day of \_\_\_\_\_ in the year **2012** ("Agreement") by and between the Town of Miami Lakes, Florida, hereinafter called the "Town," and (name of Proposer), hereinafter called the "Consultant."

### RECITAL

A. The Town issued a Request for Qualifications ("RFQ") 2012-04 on November 7, 2011 for the provision of professional services for miscellaneous civil engineering services ("Services") and Consultant's proposal ("Proposal"), in response thereto, was selected as one of the most qualified for the provision of said Services. The RFQ and the Proposal are expressly incorporated into and made a part of this Agreement as if set forth in full.

B. WHEREAS, the Town, through action of the Town Manager and/or the Town Commission, as applicable, has selected the Consultant in accordance with Section 287.055, Florida Statutes, (Consultants' Competitive Negotiation Act), and the applicable provisions of the Town Procurement Ordinance, to provide the professional services as described herein.

WITNESSETH, that the Town and the Consultant, for the considerations herein set forth, agree as follows:

### SECTION A GENERAL TERMS AND CONDITIONS

**Article A1 Definitions**  
**A1.01 Additional Services** means any Work defined as such in this Agreement, secured in compliance with Florida Statutes and Town Code.

**A1.02 Attachments** mean the Attachments to this Agreement which are expressly incorporated by reference and made a part of this Agreement as if set forth in full.

**A1.03 Base Fee** means the amount of compensation mutually agreed upon for the completion of Basic Services.

**A1.04 Basic Services** means those services designated as such in a Section B.

**A1.05 Consultant** means the individual, partnership, corporation, association, joint venture, or any combination thereof, of properly registered professional architects, or engineers, which has entered into the Agreement to provide professional services to the Town.

**A1.06 Contractor** means an individual, partnership, corporation, association, joint venture, or any combination thereof, which has entered into a contract with the Town for construction of Town facilities and incidentals thereto.

**A1.08 Errors** means items in the plans, specification or other documents prepared by the Consultant that are shown incorrectly, which results in a change to the Services and

results in the need for the construction contractor to perform rework or additional work or which causes a delay to the completion of construction.

**A1.09 Errors and Omissions** means design deficiencies in the plans, specification or other documents prepared by the Consultant, which must be corrected in order for the project to function or be built as intended.

**A1.10 Inspector** means an employee or representative of the Town assigned by the Town to make observations of work performed by a Contractor.

**A1.14 Notice to Proceed** means same as "Authorization to Proceed." A duly authorized written letter or directive issued by the Town Manager or Procurement Manager acknowledging that all conditions precedent have been met and/or directing that Consultant may begin Work on a Project.

**A1.12 Omissions** means items the plans, specification or other documents prepared by the Consultant that are not shown or included which are necessary for the proper and/or safe operation of a Project or required to meet the Scope of Services.

**A1.13 Project Manager** means an employee or representative of the Town assigned by the Town Manager to manage and monitor the Services to be performed under this Agreement and the construction of the Project as a direct representative of the Town.

**A1.14 Project** means the construction, alteration and/or repair, and all services and incidentals thereto, of a Town facility or property as contemplated and budgeted by the Town. A Project shall be further defined in the Scope of Services of any Work Order issued under the Agreement.

**A1.15 Professional Services** means those services within the scope of the practice of architecture, professional engineering, or registered surveying and mapping, as applicable, as defined by the laws of the State of Florida, or those performed by any architect, professional engineer, or registered surveyor or mapper in connection with his or her professional employment or practice. These services may be abbreviated herein as "architectural/ engineering services" or "professional services", as applicable, which are within this definition.

**A1.17 Scope of Services or Services** means a comprehensive description of the activities, tasks, design features, objectives, deliverables and milestones required for the completion of Project with sufficient detail to allow a reasonably accurate estimation of resources necessary for its completion.

**A1.18 Subconsultant** means a person or organization of properly registered professional architects, engineers, registered surveyor or mapper, and/or other professional specialty that has entered into a written agreement with the Consultant to furnish specified professional services for the Project.

**A1.19 Town Council** means the legislative body of the Town of Miami Lakes.

**A1.20 Town Manager** means the duly appointed chief administrative officer of the Town of Miami Lakes or designee.

**A1.21 Town or Owner** means the Town of Miami Lakes, Florida, a Florida municipal corporation, the public agency which is a party hereto and for which this Agreement is to be performed. In all respects hereunder, Town's performance is pursuant to Town's position as the Owner of the Project. In the event the Town exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, codes, laws and ordinances shall be deemed to have occurred pursuant to Town's authority as a governmental body and shall not be attributable in any manner to Town as a party to this Agreement. The Town of Miami shall be referred to herein as "Town". For the purposes of this Agreement, "Town" without modification shall mean the Town Manager.

**A1.22 Wage Rates** means the effective direct expense to Consultant and/or Subconsultant, on an hourly rate basis, for employees in the specified professions and job categories assigned to provide services under this Agreement that justify and form the basis for professional fees regardless of actual manner of compensation.

**A1.23 Work Order** means a document approved and issued by the Town authorizing the performance of specific professional services for a Project or Projects under this Agreement.

**A1.24 Work Order Proposal** means a document prepared by the Consultant, at the request of the Town for Services to be provided by the Consultant on a specific Project or phase of a Project or for Additional Services.

## **ARTICLE A2 General Conditions**

### **A2.01 Term**

The term of this Agreement shall be for three (3) years commencing on the effective date of the Agreement. The Agreement shall remain in place until all Work Orders issued under the Agreement have been completed.

The Town, by action of the Town Manager, shall have the option to extend the term for two (2) additional period(s) of one (1) year each, subject to continued satisfactory performance as determined by the Town Manager, and to the availability and appropriation of funds. Town Commission authorization of this Agreement includes delegation of authority to the Town Manager to administratively approve said extensions.

### **A2.02 Scope of Services**

Consultant agrees to provide the Services as specifically described and set forth in Section B and any Work Order issued under this Agreement.

### **A2.03 Compensation**

#### **A2.03-1 Compensation Limits**

The amount of compensation payable by the Town to Consultant shall generally be a lump sum not to exceed fee, based on the rates and schedules established in Section E; provided, however, that in no event shall the amount of compensation exceed available budgeted funds during the term of the Agreement and any extension(s), unless explicitly approved by

action of the Town Commission or Town Manager as applicable and put into effect by written amendment to this Agreement.

#### **A2.03-2 Payments**

Unless otherwise specifically provided elsewhere in this Agreement, payment shall be made in accordance with Florida Statute Chapter 218, Part VII, Local Government Prompt Payment Act, after receipt of Consultant's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail, to allow a proper audit of expenditures, should Town require one to be performed. If Consultant is entitled to reimbursement of travel expenses, then all bills for travel expenses shall be submitted in accordance with Section 112.061, Florida Statutes. Consultant shall utilize Attachment I for the submission of invoices.

### **Article A3 Performance**

#### **A3.01 Performance and Delegation**

The Services to be performed hereunder shall be performed by the Consultant's own staff, unless otherwise provided in this Agreement, or approved, in writing by the Town Manager. Said approval shall not be construed as constituting an agreement between the Town and said other person or firm and the Town assumes no liability or responsibility for any Subconsultant.

#### **A3.02 Removal of Unsatisfactory Personnel**

The Town Manager may make written request to Consultant for the prompt removal and replacement of any personnel employed or retained by the Consultant, or any Subconsultants or subcontractors, or any personnel of any such Subconsultants or subcontractors engaged by the Consultant to provide and perform Services pursuant to the requirements of this Agreement. The Consultant shall respond to Town within seven (7) calendar days of receipt of such request with either the removal and replacement of such personnel or written justification as to why that may not occur. All decisions involving personnel will be made by Consultant. Such request shall solely relate to said employees work under this Agreement.

#### **A3.03 Consultant Key Staff**

The parties acknowledge that Consultant was selected by Town, in part, on the basis of qualifications of particular staff identified in Consultant's response to Town's solicitation, hereinafter referred to as "Key Staff". Consultant shall ensure that Key Staff are available for Services hereunder as long as said Key Staff is in Consultant's employ. Consultant will obtain prior written acceptance of Town Manager or designee to change Key Staff. Consultant shall provide the Town Manager with such information as necessary to determine the suitability of proposed new Key Staff. The Town Manager will act reasonably in evaluating Key Staff qualifications. Such acceptance shall not constitute any responsibility or liability for the individual's ability to perform.

#### **A3.04 Time for Performance**

The Consultant agrees to start all Services hereunder upon receipt of a Notice to Proceed issued by the Town Manager and to complete each assignment, task or phase within the time stipulated in the Notice to Proceed. Time is of the essence with respect to performance of this Agreement.

A reasonable extension of the time for completion of various assignments, tasks or phases may be granted by the Town Manager should there be a delay on the part of the Town in fulfilling its obligations under this Agreement as stated herein. Such extension of time shall not be cause for any claim by the Consultant for extra compensation.

### **A3.05 STANDARD OF CARE**

Consultant is solely responsible for the technical accuracy and quality of its Services. Consultant shall perform all Services in compliance with Florida Administrative Code Rule 61G15-19.001(4) and Section 471.033(1) (g) of the Florida Statutes. Consultant shall perform due diligence, in accordance with best industry practices, in gather information and inspecting a Project site prior to the commencement of design. Consultant shall be responsible for the professional quality, technical accuracy and coordination of all design, drawings, specification, and other Services furnished by the Consultant under this Agreement. Consultant shall, without additional compensation, correct or revise any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services. Consultant shall also be liable for claims for delay costs, and any increased costs in construction, including but not limited to additional work, demolition of existing work, rework, etc., resulting from any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services.

## **ARTICLE A4 SUBCONSULTANTS**

### **A4.01 General**

A4.01-1 A Subconsultant, as defined in Article A1.18, is a firm that was identified as part of the consulting team in the competitive selection process by which Consultant was chosen to perform the services under this Agreement, and as such, is identified and listed in Schedule 1.

A4.01-2 A Specialty Subconsultant is a person or organization that has, with the consent of the Town Manager, entered into a written agreement with the Consultant to furnish unique and/or specialized professional services necessary for the Project or task described under Additional Services. Such Specialty Subconsultant shall be in addition to those identified in Schedule A1.

### **A4.02 Subconsultant Relationships**

A4.02-1 All Services provided by the Subconsultants shall be performed pursuant to appropriate written agreements between the Consultant and the Subconsultants, which shall contain provisions that preserve and protect the rights of the Town under this Agreement.

A4.02-2 Nothing contained in this Agreement shall create any contractual or business relationship between the Town and the Subconsultants. The Consultant acknowledges that Subconsultants are entirely under its direction, control, supervision, retention and/or discharge.

### **A4.03 Changes to Subconsultants**

The Consultant shall not add, modify, or change any Subconsultant listed in Schedule 1 without prior written approval by the Town Manager, in response to a written request from the Consultant stating the reasons for any proposed substitution.

## **ARTICLE A5   DEFAULT**

### **A5.01   General**

If Consultant fails to comply with any term or condition of this Agreement, or fails to perform any of its obligations hereunder, then Consultant shall be in default. Upon the occurrence of a default hereunder the Town, in addition to all remedies available to it by law, may immediately, upon written notice to Consultant, terminate this Agreement whereupon all payments, advances, or other compensation paid by the Town to Consultant while Consultant was in default shall be immediately returned to the Town. Consultant understands and agrees that termination of this Agreement under this section shall not release Consultant from any obligation accruing prior to the effective date of termination.

In the event of termination due to default, in addition to the foregoing, Consultant shall be liable to the Town for all expenses incurred by the Town in preparing and negotiating this Agreement, as well as all costs and expenses incurred by the Town in the re-procurement of the Services, including consequential and incidental damages. In the event of default, Town may also suspend or withhold reimbursements from Consultant until such time as the actions giving rise to default have been cured.

### **A5.02   Conditions of Default**

A finding of default and subsequent termination for cause may include, without limitation, any of the following:

A5.02-1   Consultant fails to obtain or maintain the insurance or bonding herein required.

A5.02-2   Consultant fails to comply, in a substantial or material sense, with any of its duties under this Agreement, with any terms or conditions set forth in this Agreement or in any agreement it has with the Town, beyond the specified period allowed to cure such default.

A5.02-3   Consultant fails to commence the Services within the time provided or contemplated herein, or fails to complete the Services in a timely manner as required by this Agreement.

### **A5.03   Time To Cure Default; Force Majeure**

Town through the Town Manager or designee shall provide written notice to Consultant as to a finding of default, and Consultant shall take all necessary action to cure said default within time stipulated in said notice, after which time the Town may terminate the Agreement. The Town at its sole discretion, may allow additional days to perform any required cure if Consultant provides written justification deemed reasonably sufficient.

Should any such failure on the part of Consultant be due to a condition of Force Majeure as that term is interpreted under Florida law, then the Town may allow an extension of time reasonably commensurate with the cause of such failure to perform or cure.

## **ARTICLE A6   Termination Of Agreement**

### **A6.01   Town's Right To Terminate**

The Town, including the Town Manager, has the right to terminate this Agreement for any reason or no reason, upon ten (10) days' written notice. Upon termination of this Agreement,

all charts, sketches, studies, drawings, and other documents, including all electronic copies related to Services authorized under this Agreement, whether finished or not, must be turned over to the Town Manager. The Consultant shall be paid in accordance with provisions of Section C, provided that said documentation is turned over to Town Manager within ten (10) business days of termination. Failure to timely deliver the documentation shall be cause to withhold any payments due without recourse by Consultant until all documentation is delivered to the Town Manager or designee.

A6.01-1 Consultant shall have no recourse or remedy from a termination made by the Town except to retain the fees earned compensation for the Services that was performed in complete compliance with this Agreement, as full and final settlement of any claim, action, demand, cost, charge or entitlement it may have, or will, have against the Town, its officials or employees.

**A6.02 Consultant's Right to Terminate**

The Consultant shall have the right to terminate this Agreement, in writing, following breach by the Town, if the breach of the Agreement has not been corrected within sixty (60) days from the date of the Town's receipt of a written statement from Consultant specifying its breach of its duties under this Agreement.

**A6.03 Termination Due to Undisclosed Lobbyist or Agent**

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 he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

For the breach or violation of this provision, the Town shall have the right to terminate this Agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

**Article A7 Documents And Records**

**A7.01 Ownership of Documents**

All tracings, plans, drawings, specifications, maps, computer files, and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, including all electronic digital copies will be considered works made for hire and will, based on incremental transfer wherein the above shall become the property of the Town upon payments made to Consultant or termination of this Agreement without restriction or limitation on their use, and will be made available, on request, to Town at any time during the performance of such services and/or upon completion or termination of this Agreement. Consultant shall not copyright any material and products or patent any invention developed under this Agreement. The Town shall have the right to visit the site for inspection of the work and the products of Consultant at any time. The Consultant shall be permitted to retain copies, including reproducible copies, solely for information and reference in connection with the Town's use and occupancy of the Project.



#### **A7.02 Delivery Upon Request Or Cancellation**

Failure of the Consultant to promptly deliver all such documents, both hard copy and digital, to the Town Manager within ten (10) days of cancellation, or within ten (10) days of request by the Town Manager, shall be just cause for the Town Manager to withhold payment of any fees due Consultant until Consultant delivers all such documents. Consultant shall have no recourse from these requirements.

#### **A7.03 Reuse by the Town**

It is understood that this Agreement and any subsequent Work Orders for Services issued hereunder shall include the provision for the re-use of plans and specifications, including construction drawings, at the Town's sole option, and by virtue of signing this Agreement Consultant agrees to such re-use in accordance with this provision without the necessity of further approvals, compensation, fees or documents being required and without recourse for such re-use. The Consultant will not be liable for re-use by the Town of plans, documents, studies, or other data for any purpose other than that intended by the terms and conditions of this Agreement.

#### **A7.04 Nondisclosure**

To the extent allowed by law, Consultant agrees not to divulge, furnish or make available to any third person, firm or organization, without Town Manager's prior written consent, or unless incident to the proper performance of the Consultant's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by Consultant hereunder, and Consultant shall require all of its employees, agents, Subconsultants and subcontractors to comply with the provisions of this paragraph.

#### **A7.05 Maintenance of Records**

Consultant will keep adequate records and supporting documentation, which concern or reflect its services hereunder. Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept in accordance with statute. Otherwise, the records and documentation will be retained by Consultant for a minimum of three (3) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. Town, or any duly authorized agents or representatives of Town, shall have the right to audit, inspect, and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the three (3) year period noted above; provided, however such activity shall be conducted only during normal business hours.

#### **Article A8     Indemnification**

The Consultant shall hold harmless, indemnify and defend the Town, its officials and employees from any and all claims, losses and causes of actions which may arise out of the performance of this Agreement as a result of any act of negligence or negligent omission, recklessness, or intentionally wrongful conduct of the Consultant or the Subconsultants. The Consultant shall pay all claims and losses of any nature whatsoever in connection therewith and shall defend all project related suits, in the name of the Town when applicable, and shall pay all costs, including without limitation reasonable attorney's and appellate attorney's fees, and judgments which may issue thereon. The Consultant's obligation under this paragraph shall not be limited in any

way by the agreed upon contract price, or the Consultant's limit of, or lack of, sufficient insurance protection and shall apply to the full extent that it is caused by the negligence, act, omission, recklessness or intentional wrongful conduct of the Consultants, its agents, servants, or representatives.

## **Article A9 Insurance**

The Consultant shall not start Services under this Agreement until the Consultant has obtained all insurance required hereunder and the Town Manager has approved such insurance.

### **A9.01 Companies Providing Coverage**

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and satisfactory to the Town Manager. All companies shall have a Florida resident agent and be rated at least A(X), as per A.M. Best Company's Key Rating Guide, latest edition.

### **A9.02 Verification of Insurance Coverage**

The Consultant shall furnish certificates of insurance to the Town Manager for review and approval prior to the execution of this Agreement. The Certificates shall clearly indicate that the Consultant has obtained insurance of the type, amount and classification required by these provisions, in excess of any pending claims at the time of contract award to the Consultant. Consultant shall maintain coverage with equal or better rating as identified herein for the term of this Agreement. Consultant shall provide written notice to the Town Manager of any material change, cancellation and/or notice of non-renewal of the insurance within 30 days of the change. Consultant shall furnish a copy of the insurance policy or policies upon request of the Town Manager within ten (10) days of written request.

### **A9.03 Forms of Coverage**

#### **A9.03-1 Commercial General Liability and Automobile Liability**

The Consultant shall maintain commercial general liability coverage with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage. The coverage shall include Premises and Operations, Contingent and Contractual Liability, and Products and Completed Operations, with additional endorsements as applicable. The coverage shall be written on a primary and non contributory basis with the Town listed as an additional insured as reflected by endorsement CG 2010 11/85 or its equivalence. Notice of cancellation should read (30) days/ (10) days for nonpayment.

#### **A9.03-2 Business Automobile**

The Consultant shall provide business automobile liability coverage including coverage for all owned, hired and non-owned autos with a minimal combined single limit of \$1,000,000 naming the Town as an additional insured with respect to this coverage. Notice of cancellation should read (30) days/(10) days for nonpayment.

#### **A9.03-3 Professional Liability Insurance**

The Consultant shall maintain Professional Liability Insurance including Errors and Omissions coverage in the minimum amount of \$500,000 per claim, \$500,000 aggregate providing for all sums which the Consultant shall be legally obligated to pay as damages for claims arising out of the services performed by the Consultant or any person employed by

the Consultant in connection with this Agreement. This insurance shall be maintained for at least one year after completion of the construction and acceptance of any project covered by this Agreement.

**A9.03-4 Worker's Compensation Insurance**

The Consultant shall maintain Worker's Compensation Insurance in compliance with Florida Statutes, Chapter 440, as amended, and Employee's Liability with a minimum limit of \$500,000 each occurrence.

**A9.03-4 Subconsultant Compliance**

Consultant shall ensure that all Subconsultants comply with these same insurance requirements.

**A9.04 Modifications To Coverage**

The Town Manager reserves the right to require modifications, increases, or changes in the required insurance requirements, coverage, deductibles or other insurance obligations by providing a thirty (30) day written notice to the Consultant in accordance with Article 10.06 herein. Consultant shall comply with such requests unless the insurance coverage is not then readily available in the national market, and may request additional consideration from Town accompanied by justification.

**Article A10 Miscellaneous**

**A10.01 Audit Rights**

The Town reserves the right to audit the Consultant's accounts during the performance of this Agreement and for three (3) years after final payment under this Agreement. The Consultant agrees to furnish copies of any project or contract records necessary, in the opinion of the Town Manager, to approve any requests for payment by the Consultant.

**A10.02 Entire Agreement**

This Agreement, as it may be amended from time to time, represents the entire and integrated Agreement between the Town and the Consultant and supersedes all prior negotiations, representations or agreements, written or oral. This Agreement may not be amended, changed, modified, or otherwise altered in any respect, at any time after the execution hereof, except by a written document executed with the same formality and equal dignity herewith. Waiver by either party of a breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach of any provision of this Agreement.

**A10.03 Successors and Assigns**

The performance of this Agreement shall not be transferred pledged, sold, delegated or assigned, in whole or in part, by the Consultant without the written consent of the Town Council or Town Manager, as applicable. It is understood that a sale of the majority of the stock or partnership shares of the Consultant, a merger or bulk sale, an assignment for the benefit of creditors shall each be deemed transactions that would constitute an assignment or sale hereunder requiring prior Town approval.

The Consultant's services are unique in nature and any transference without the prior written approval of the Town shall be cause for the Town to terminate this Agreement. The Consultant

shall have no recourse from such cancellation. The Town may require bonding, other security, certified financial statements and tax returns from any proposed Assignee and the execution of an Assignment/ Assumption Agreement in a form satisfactory to the Town as a condition precedent to considering approval of an assignment.

The Consultant and the Town each binds one another, their partners, successors, legal representatives and authorized assigns to the other party of this Agreement and to the partners, successors, legal representatives and assigns of such party in respect to all covenants of this Agreement.

#### **A10.04 Truth-In-Negotiation Certification**

In compliance with the Consultant's Competitive Negotiation Act, for any Project to be compensated under the Lump Sum method, the Consultant certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of Notice to Proceed. The original Project price and any addition thereto will be adjusted to exclude any significant sums by which the Town determines the project price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such price adjustments will be made within 1 year following the end of the Project.

#### **A10.05 Applicable Law and Venue Of Litigation**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any suit or action brought by any party, concerning this Agreement, or arising out of this Agreement, shall be brought in Miami-Dade County, Florida. Each party shall bear its own attorney's fees except in actions arising out of Consultant's duties to indemnify the Town under A8 above where Consultant shall pay the Town's reasonable attorney's fees.

#### **A10.06 Notices**

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by registered United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

For Town of Miami:  
Alex Rey  
Town Manager  
15150 NW 79<sup>th</sup> Court  
Miami, Florida 33016  
[reya@miamilakes-fl.gov](mailto:reya@miamilakes-fl.gov)

With a copy to:  
Gary Fabrikant, Procurement Manager  
15150 NW 79<sup>th</sup> Court  
Miami, Florida 33016  
[fabrikantg@miamialkes-fl.gov](mailto:fabrikantg@miamialkes-fl.gov)

For Consultant:  
Corzo Castella Carballo Thompson Salman, P.A. (C3TS)  
Ramon Castella  
901 Ponce de Leon Blvd., Suite 900  
Coral Gables, FL 33134  
[marketing@c3ts.com](mailto:marketing@c3ts.com)  
305-445-2900

#### **A10.07 Interpretation**

The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter" refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

#### **A10.08 Joint Preparation**

Preparation of this Agreement has been a joint effort of the Town and Consultant and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

#### **A10.09 Priority Of Provisions**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given effect.

#### **A10.10 Mediation - Waiver of Jury Trial**

In an effort to engage in a cooperative effort to resolve conflict which may arise during the course of the design and /or construction of the subject project(s), and/or following the completion of the projects(s), the parties to this Agreement agree all disputes between them shall be submitted to non-binding mediation prior to the initiation of litigation, unless otherwise agreed in writing by the parties. A certified Mediator, who the parties find mutually acceptable, will conduct any Mediation Proceedings in Miami-Dade County, State of Florida. The parties will split the costs of a certified mediator on a 50/50 basis. The Consultant agrees to include such similar contract provisions with all Subconsultants and/or independent contractors and/or Consultants retained for the project(s), thereby providing for non-binding mediation as the primary mechanism for dispute resolution.

In an effort to expedite the conclusion of any litigation the parties voluntarily waive their right to jury trial or to file permissive counterclaims in any action arising under this Agreement.

**A10.11 Time**

Time is of the essence in this Agreement.

**A10.12 Compliance With Laws**

Consultant shall comply with all applicable laws, codes, ordinances, rules, regulations and resolutions including, without limitation, the Americans with Disabilities Act ("ADA"), as amended, and all applicable guidelines and standards in performing its duties, responsibilities, and obligations related to this Agreement. The Consultant represents and warrants that there shall be no unlawful discrimination as provided by law in connection with the performance of this Agreement.

**A10.12-1 Non-Discrimination**

Town warrants and represents that it does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Consultant's performance under this Agreement on account of race, color, sex, religion, age, handicap, marital status or national origin. Consultant further covenants that no otherwise qualified individual shall, solely by reason of his/her race, color, sex, religion, age, handicap, marital status or national origin, be excluded from participation in, be denied services, or be subject to discrimination under any provision of this Agreement.

**A10.12- OSHA Compliance**

The Consultant warrants that it will comply with all safety precautions as required by federal, state or local laws, rules, regulations and ordinances. The Town reserves the right to refuse Consultant access to Town property, including project jobsites, if Consultant employees are not properly equipped with safety gear in accordance with OSHA regulations or if a continuing pattern of non-compliance with safety regulations is exhibited by Consultant.

**A10.12-3 ADA Compliance**

Consultant shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act ("ADA") in the course of providing any work, labor or services funded by the Town, including Titles I & II of the ADA (regarding nondiscrimination on the basis of disability) and all applicable regulations, guidelines and standards. Additionally—the Consultant shall take affirmative steps to—insure nondiscrimination in employment of disabled persons.

**A10.13 No Partnership**

Consultant is an independent contractor. This Agreement does not create a joint venture, partnership or other business enterprise between the parties. The Consultant has no authority to bind the Town to any promise, debt, default, or undertaking of the Consultant.

**A10.14 Discretion of Town Manager**

Any matter not expressly provided for herein dealing with the Town or decisions of the Town shall be within the exercise of the reasonable professional discretion of the Town Manager.

#### **A10.15 Resolution of Disputes**

Consultant understands and agrees that all disputes between it and the Town based upon an alleged violation of the terms of this Agreement by the Town shall be submitted for resolution in the following manner.

The initial step shall be for the Consultant to notify the Procurement Manager in writing of the dispute identified in Article A10.06, Notices. Consultant shall, within five (5) calendar days of the initial notification, all supporting documentation to the Procurement Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said documentation the Procurement Manager shall review the issues relative to the dispute and issue a written finding.

Should the Consultant and the Procurement Manager fail to resolve the dispute the Consultant shall submit their dispute in writing within five (5) calendar days to the Town Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said notification the Town Manager shall review the issues relative to the dispute and issue a written finding.

Appeal to the Town Manager for his/her resolution, is required prior to Consultant being entitled to seek judicial relief in connection therewith. Consultant shall be entitled to seek judicial relief if a period of sixty (60) days has expired after submitting to the Town Manager a detailed statement of the dispute, accompanied by all supporting documentation and the Town Manager has not issued a written determination. Should the amount of compensation require approval or disapproval by the Town Council, Consultant shall not be entitled to seek judicial relief unless:

- (i) it has first received Town Manager's written decision, approved by the Town Council or
- (ii) a period of (90) days has expired from the date of the Town Manager's decision and the Town Council has not taken action; or
- (iii) Town has waived compliance with the procedure set forth in this section by written instrument(s) signed by the Town Manager.

#### **A10.16 Contingency Clause**

Funding for this Agreement is contingent on the availability of funds and continued authorization for program activities and the Agreement is subject to amendment or termination due to lack of funds, reduction of funds and/or change in regulations, upon thirty (30) days notice.

#### **A10.17 Third Party Beneficiary**

Consultant and the Town agree that it is not intended that any provision of this Agreement establishes a third party beneficiary giving or allowing any claim or right of action whatsoever by any third party under this Agreement.

#### **10.18 No Estoppel**

Neither the Town's review, approval and/or acceptance of, or payment for Services performed under this Agreement shall be construed to operate as a waiver of any rights under this Agreement of any cause of action arising out of the performance of this Agreement, and the

Consultant shall be and remain liable to the Town in accordance with applicable laws for all damages to the Town caused by the Consultant's negligent performance of any of the Services under this Agreement. The rights and remedies provided for under this Agreement are in addition to any other rights and remedies provided by law.

Where the Consultant is comprised of more than one legal entity, each such entity shall be jointly and severally liable under this Agreement.

**END OF SECTION**



## **SECTION B      SCOPE OF WORK**

### **Article B1      General**

Consultant shall provide comprehensive Civil Engineering services for a Project for which Consultant was selected in accordance with Section 287.055 Florida Statutes, as amended, Consultants' Competitive Negotiations Act (CCNA).

#### **B1.01      Scope of Services**

The Consultant agrees to provide comprehensive professional services in accordance with all applicable law and building and environmental regulations, including the Florida Building Code and the Town Code of Ordinances, and as set forth in this Agreement and further enumerated in a Work Order. Consultant may be required to perform all or some of the services presented in this Agreement. Consultant shall furnish, as Basic Services, comprehensive professional services for a Projects including, but not limited to those described below in Section B2, "Basic Services".

Project(s) may include roadway reconstruction or resurfacing, drainage improvements, storm water management, swale restoration, curbs, gutters, sidewalks, lighting improvements, landscaping, signage and striping, staff studies, recording, verification and analysis of existing conditions in a Project area; and any survey, geotechnical, and utility coordination required to produce complete sets of signed and sealed construction documents, specifications and estimates of probable construction costs for a Project.

Consultant may be required to perform all or some of the services presented in this Agreement, depending on the needs of the Town for a Project. Consultant may also be requested to perform the Services of a Design Criteria Professional, as detailed in Section 287.0555 Florida Statutes, should the Town to use the design-build methodology.

The Consultant will phase the Work required to complete the Project so that the Project is designed and constructed in the most logical, efficient, and cost effective manner

#### **B1.02      Work Orders**

When the Town Manager has determined that a specific phase of a Project or a Project is to proceed, the Town Manager will request in writing, a Work Order Proposal from the Consultant based on the proposed Scope of Services provided to the Consultant in writing by the Town Manager. The Consultant, the Town Manager, and others if appropriate, may have preliminary meetings, if warranted, to further define the Scope of Services and to resolve any questions. The Consultant shall then prepare a Work Order Proposal following the format provided by or acceptable to the Town, indicating the proposed Scope of Services, total time for performance, time for per of each task, phase or deliverable, staffing (including proposed hours per individual and/or classification, proposed fees, Subconsultants, and deliverable items and/or documents. The Town, at its sole discretion may provide the Consultant with a standardized Work Order Proposal Form to be used for all requests.

The Town Manager may accept the Work Order Proposal as submitted, reject the Work Order Proposal, or negotiate revisions to the Work Order Proposal. Upon successful conclusion of negotiations the Consultant may be required to submit a revised final Work Order Proposal. If

negotiations cannot be successfully completed, the Town Manager may terminate negotiations and may request a Work Order Proposal from another consultant under contract with the Town, or secure such services through other means available to the Town. Upon approval of the Work Order Proposal the Town Manger will issue a written Work Order assigning the Project to the Consultant.

It is understood that a Work Order or Notice to Proceed may be issued under this Agreement at the sole discretion of the Town Manager and that the Consultant has no expectation, entitlement, right to or privilege to receive a Work Order and/or Notice to Proceed for any Project or task. The Town reserves at all times the right to perform any or all Professional Services in-house, or with other private professional architects or engineers as provided by Section 287.055, Florida Statutes, as amended, (Consultants' Competitive Negotiation Act) or to discontinue or withdraw any or all Projects or tasks or to exercise any other choice allowed by law.

This Agreement does not confer on the Consultant any particular, exclusive or special rights to any Work required by the Town. Outside of this Agreement, the Town may submit proposals and/or qualifications for any professional services which the Consultant is qualified to perform in response to any public solicitation issued by Town.

**Article B2      Basic Services**

Consultant agrees to provide complete civil engineering services as set forth in the tasks enumerated in an approved Work Order, in accordance with the Florida Building Code, latest edition, all federal, state, county and Town, laws, codes and ordinances. Consultant shall maintain an adequate staff of qualified personnel on the Services at all times to ensure its performance as specified in the Agreement.

These Services may include, but are not limited to:

- |  |   |
|--|---|
| a. complete planning and design services                           | b. options evaluations                    |
| c. roadway analysis  | d. public meetings                        |
| e. pavement analysis   | f. drainage analysis                      |
| g. Drainage modeling   | h. programming                            |
| i. geotechnical  | j. surveying                              |
| k. detailed assessments and recommendations                        | l. cost estimates                         |
| m. Conflict tables for resolutions during design                   | n. opinions of probable construction cost |
| o. construction administration                                     | p. post design services                   |
| p. review of Work prepared by Subconsultants and other consultants |   |
| r. field investigations and observations                           | r. traffic studies                        |
| s. other related Services as needed                                |   |

Consultant shall coordinate with the residents as necessary to review, discuss and resolve the design and any issues that may arise.

Consultant shall submit one (1) electronic set of all documents and three (3) full size copies of documents required under this Section, without additional charge, for review and approval by Town. Consultant shall not proceed with the next task of the Services until the documents have been approved, in writing, by the Town, and a Notice to Proceed with the next phase or task has been issued by the Town.

**B2.01 Development of Objectives**

Consultant shall confer with representatives of Town, the assigned Town representative (Town's Project Manager), and other jurisdictional agencies to develop several options for how the various elements of a Project will be designed and constructed.

Consultant shall, utilizing a compilation of available documentation, confer with representatives of the Town, the designated Town representative, and other jurisdictional agencies in order to comprehensively identify aspects of the completed facility program that may require further refinement to attain the requisite detail of design development required to begin a Project or various phases/aspects of a Project. For clarity of scope, the items that need further development will be called Conceptuals and the remaining items will be called Designs.

Consultant may be required to prepare written descriptions of the various options and participate in presentations to multiple groups explaining alternative options. Sufficient detail shall be provided to support the presentation materials.

Consultant shall hire the appropriate Subcontractor to provide Civil Engineering support services which are not in-house. Field Surveys shall include the location of all site structures including all utility structures and facilities. Consultant shall also engage a soil testing firm to perform soil borings and other tests required for new construction work. The extent to which this Work will be needed shall be based on the surveying and soil borings performed previously by the Town. Cost of the surveyor and soil engineering services shall be billed as reimbursable expenses.

**B2.02 Schematic Design**

Consultant shall prepare and present, in writing and at an oral presentation if requested, for approval by Town, a recommended course of action (RCA), Design Concept and Schematics Report, comprising Schematic Design Studies, including an identification of any special requirement affecting the Project, a Statement of Probable Construction Cost, Project Development Schedule and review of Constructability Review reports.

Schematic Design Studies consist of site plan(s), elevations, sections, floor plans (where applicable), and all other elements required by Town or Town's Project Manager to show the scale and relationship of the components and design concepts of the whole. Any required floor plans may be single-line diagrams. A simple perspective rendering or sketch, model or photograph thereof may be provided to further show the design concept.

A Statement of Probable Construction Cost, prepared in Construction Standard Index (CSI) format, to include a summary of the estimated project cost and an evaluation of funding allocation. Such summary shall be in sufficient detail to identify the costs of each element and include a breakdown of the fees, general conditions and construction contingency. Such evaluation shall comprise a brief description of the basis for estimated costs per each element and similar project unit costs. Costs shall be adjusted to the projected bid date. Recommendations for reducing the scope of the Project in order to bring the estimated costs within allocated funds, in the event that the statement of Probable Construction Costs exceeds allocated funds, the Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope. Any "Statement of Probable Construction Costs" prepared

by Consultant represents a reasonable estimate of cost in Consultant's best judgment as a professional familiar with the local construction industry.

The Project Development Schedule shall show the proposed completion date of each task of the Project through design, bidding, and post design services.

Constructability Review reports may be conducted by the Town and/or its consultants at design stages deemed necessary by the Town's Project Manager. Consultant may be requested, as a reimbursable expense, to provide additional copies of the deliverables for distribution, by Town, to others for this purpose. There shall be an established deadline for review report submission back to Town. If required the Consultant shall provide written responses to all comments within two weeks and shall maintain files of all related review reports and response reports. If necessary, Town may coordinate Constructability Review meetings with some or all of the reviewers with Consultant present to discuss specific issues. In addition to the Constructability Review process mentioned above, Town reserves the right to conduct a Peer Review of a Project documents at any design stage. Cost of such a Peer Review would be borne by Town. Any findings as a result of said Peer Review would be addressed by Consultant, and if requested by Town, would be incorporated into the design documents, at no additional cost to Town and no extension of time to the schedule.

### **B2.03 Design Development**

From the approved Schematic Design documents, Consultant shall prepare and present in writing, and at oral presentations, if requested, for approval by Town, separate Design Development Documents, updated Project Development Schedules, updated Statements of Probable Construction Costs and a review of Constructability Review reports.

The Design Development Documents shall consist of drawings (site plans, floor plans, elevations, sections), outline specifications, and other documents.

Design Development consists of continued development and expansion of architectural and/or civil Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of each element through:

- a. Plan sections and elevations
- b. Typical construction details
- c. Final materials selection
- d. Construction phasing plan

The updated Development Schedules shall show the proposed completion dates of each milestone of each Project through design, bidding, construction and proposed date of occupancy. Consultant will also detail all long lead procurement items and architecturally significant equipment that will need to be purchased prior to the completion of Construction Documents.

Consultant shall provide updated Statements of Probable Construction Cost. If either statement of Probable Construction Cost exceeds allocated funds, Consultant shall prepare recommendations for reducing the scope of that particular Project in order to bring the estimated costs within allocated funds. Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope.

Consultant shall provide updated Constructability Review reports.

**B2.04 Construction Documents**

Prior to authorizing the Consultant to proceed with preparation of Construction Document Development, the Town may establish and communicate to the Consultant a maximum sum for the cost of construction of the Project ("Maximum Cost Limit") if the Town has not done so at the time the Work Order was issued. If the Town has not advertised for bids within ninety (90) days after the Consultant submits the Final Design to the Town, the estimate of the cost of construction shall be adjusted by Consultant. Notwithstanding anything above to the contrary, the Town may require the Consultant to revise and modify Construction Documents and assist in the re-bidding of the Work at no additional cost or fee to the Town if all responsive and responsible bids received exceed the Maximum Cost Limit.

From the approved Design Development Documents, Consultant shall prepare for written approval by the Town, Final Construction Documents setting forth all design drawings and specifications needed to comprise a fully biddable, permittable, constructible Project.

Consultant shall produce up to a 30%, 60%, 90% and permit set for review and approval by Town, which shall include the following:

- a. A Drawing Cover Sheet listing an index of all number of drawings by each discipline. Drawings not included in the 30%, 60%, 90% and permit set review shall be noted. Consultant shall attach an index of all anticipated drawing sheets necessary to fully define the Project.
- b. The updated Project Schedule to include an outline of major construction milestone activities and the recommended construction duration period in calendar days.
- c. An updated Statement of Probable Construction Cost in CSI format.
- d. Consultant may also be authorized to include in the Construction Documents approved additive and/or deductive alternate bid items.
- e. A Project Specifications index and Project Specifications with at least the 60%, and permit set.
- f. Consultant shall provide an index of all submittals required by the Contractor that clearly identifies submittals for which the Contractor shall be responsible for design.
- g. Consultant shall submit the special conditions separate from the technical specifications.
- h. Consultant shall not proceed with further construction document development until approval of the 30% documents is received in writing from Town. Approval by Town shall be for progress only and does not relieve Consultant of its responsibilities and liabilities relative to code compliance and to other covenants contained in this Agreement. Consultant shall resolve all questions indicated on the documents and make all changes to the documents necessary in response to the review commentary. The Document review (check) sets shall be returned to Town upon submission of Final Construction Documents and Consultant shall provide an appropriate response to all review comments noted on these previously submitted documents.

**B2.05 Dry Run Permitting**

The Consultant shall file and follow-up for all required permits at the earliest practicable time during the performance of the Services, the necessary portions of the Construction Documents for approval by Town, County, State and/or Federal authorities having jurisdiction over the Project by law or contract with the Town, and shall assist in obtaining any such applicable certifications of permit approval by such authorities. The Consultant shall promptly, at any time during the performance of the Work hereunder, advise the Town of any substantial increases in costs set forth in the Statement of Probable Construction Cost that in the opinion of the Consultant is caused by the requirement(s) of any permitting entities.

Upon completion of dry run permitting Consultant shall provide three (3) full size sealed copies of the drawings and specifications. Consultant shall also provide digital versions of the drawings in .dwg, .plt, and .pdf formats. The specification additional terms and conditions shall be provided in both .pdf and .doc formats.

**B2.06 Bidding and Award of Contract****B2.06-1 Bid Documents Approvals and Printing**

Upon obtaining all necessary approvals of the Construction Documents, from authorities having jurisdiction, acceptance by the Town of the 100% Construction Documents and latest Statement of Probable Construction Cost, the Consultant shall assist the Town in obtaining bids, preparing and awarding the construction contract. The Town, for bidding purposes, will have the bid documents printed, or, at its own discretion, may authorize such printing as a reimbursable service to the Consultant.

**B2.06-2 Issuance of Bid Documents, Addenda and Bid Opening**

- a. The Town shall issue the bid documents to prospective bidders.
- b. The Consultant shall assist the Town in the preparation of responses to questions if any are required during the bidding period. All addendum or clarifications, or responses shall be issued by the Town.
- c. The Consultant shall prepare revised plans, at no cost to the Town, if any are required, for the Town to issue to all prospective bidders.
- d. The Town will schedule a "Pre-Bid Meeting" on an as needed basis, for the Project. The Consultant may be required to attend any pre-bid meeting(s) and require attendance of Subconsultants at such meetings.

**B2.06-3 Bid Evaluation and Award**

The Consultant shall assist the Town in evaluation of bids. If the lowest responsive Base Bid received exceeds the total allocated funds for construction, the Town may:

1. Approve an increase in the Project cost and award a Contract;
2. Reject all bids and re-bid the Project within a reasonable time with no change in the Project, or additional compensation to the Consultant;
3. Direct the Consultant to revise the scope and/or quality of construction, and rebid the Project. The Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost based on such revisions within the total authorized construction budget. The Town may exercise such option where the bid price exceeds 10% of the fixed construction

budget provided to the Consultant and as may be modified by the Town and the Consultant prior to soliciting bids.

4. Suspend, cancel or abandon the Project.

NOTE: Under item three (3.) above the Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost within the budgeted amount.

**B2.07 Administration of the Construction Contract**

**B2.07-1**

The Construction Phase will begin with the award of the construction contract and will end when the Consultant has provided to the Town all post construction documents, including Contractor As-Built drawings, Consultant's record drawings, warranties, guarantees, operational manuals, and Certificate(s) of Occupancy have been delivered to the Town and the Town approves the final payment to the Consultant. During this period, the Consultant shall provide administration of the construction contract as provided by this Agreement, and as provided by law.

**B2.07-2**

The Consultant, as the representative of the Town during the Construction Phase, shall advise and consult with the Town and shall have the authority to act on behalf of the Town to the extent provided in the terms and conditions of the construction contract and their Agreement with the Town.

**B2.07-3**

The Consultant and respective Subconsultants shall periodically visit the site to conduct field observations, at a minimum twice a week, to ascertain the progress of the Project and shall visit the site as appropriate to conduct field inspections to ascertain the progress of the Project and determine, in general, if the work is proceeding in accordance with the Contract Documents. The Consultant shall provide any site visits necessary for certification if required by the authorities having jurisdiction. The Consultant shall report on the progress the Work, including any readily visible defects and deficiencies that may be observed in the work. The Consultant and/or Subconsultants will not be required to make extensive inspections or provide continuous daily on-site inspections to check the quality or quantity of the work unless otherwise set forth in this Agreement. The Consultant will be responsible for writing minutes of all meetings and field inspections report it is asked to attend, as well as the distribution of the minutes. Consultant and Subconsultants will not be held responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work. The Consultant and his/her Subconsultants will not be held responsible for the Contractor's or subcontractors', or any of their agents' or employees' failure to perform the work in accordance with the contract unless such failure of performance results from the Consultant's acts or omissions.

**B2.07-4**

The Consultant shall furnish the Town with a written report of all observations of the Work made by Consultant and require all Subconsultants to do same during each visit to the Project. The Consultant shall also note the general status and progress of the work. The Consultant shall submit the reports in a timely manner. The Consultant and the Subconsultants shall ascertain that the work is acceptable to the Town. Consultant shall assist the Town in ensuring that the Contractor is making timely, accurate, and complete notations on the "as-built" drawings. Copies of the field reports shall be attached to the monthly Professional Services payment request for construction administration services. The Consultant's failure to provide written reports of all site visits or minutes of meeting shall result in the rejection of payment requests and may result in a proportional reduction in Construction Administration fees paid to the Consultant.

**B2.07-5**

- a. Based on observations at the site and consultation with the Town, the Consultant shall determine the amount due the Contractor based on the pay for performance milestones and shall recommend approval of such amount as appropriate. This recommendation shall constitute a representation by the Consultant to the Town that, to the best of the Consultant's knowledge, information and belief, the work has progressed to the point indicated and that, the quality of the work is in accordance with the contract and the Contractor is entitled to amount stated on the requisition subject to: a detailed evaluation of the work for conformance with the contract upon substantial completion;
- b. the results of any subsequent tests required by the contract;
- c. minor deviations from the contract correctable prior to completion;
- d. any specific qualifications stated in the payment certificate and further that the Contractor is entitled to payment in the amount agreed upon at a requisition site meeting or as stated on the requisition.

Prior to recommending payment to the Contractor, the Consultant will prepare a written statement to the Town on the status of the work relative to the Construction Schedule, which shall be attached to the Contractor's Requisition. Such statement shall be prepared immediately following the requisition field meeting and shall not be cause for delay in timely payment to the Contractor. By recommending approval of a Payment Certificate, the Consultant shall not be deemed to represent that the Consultant has made any examination to ascertain how and for what purpose the Contractor has used money paid on account of the Construction Contract Sum.

**B2.07-6**

The Town shall be the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder. The Consultant shall render interpretations necessary for the proper execution or progress of the work upon written request of either the Town or the Contractor, and shall render written decisions, within maximum of ten (10) calendar days, on all claims, disputes and other matters in question between the Town and the Contractor relating to the execution or progress of the work. Interpretations and decisions of the Consultant shall be consistent with the intent of and



reasonably inferable from, the Contract Documents and shall be in written or graphic form.

**B2.07-7**

The Consultant shall have the authority to recommend rejection of work, which does not conform to the Contract Documents. Whenever, in his/her reasonable opinion, the Consultant considers it necessary or advisable to insure compliance with the Contract Documents, the Consultant will have the authority to recommend special inspection or testing of any work deemed to be not in accordance with the Contract, whether or not such work has been fabricated and/or delivered to the Project, or installed and completed.

**B2.07-8**

The Consultant shall promptly review and approve, reject or take action on shop drawings, samples, RFIs and other submissions of the Contractor. Changes or substitutions to the construction documents shall not be authorized without concurrence of the Town. The Consultant shall have a maximum of ten (10) working days from receipt of shop drawings, samples, RFI's or other submittals by the Contractor, to return the shop drawings or submittals to the Contractor with comments indicating either approval or disapproval. Consultant shall provide the Contractor with a detailed written explanation as to the basis for any rejection.

**B2.07-9**

The Consultant shall initiate and prepare required documentation for changes as required by the Consultant's own observations or as requested by the Town, and shall review and recommend action on proposed changes. Where the Contractor submits a request for Change Order or Change Proposal request, the Consultant shall, within ten (10) calendar days, review and submit to the Town, his/her recommendation or proposed action along with an analysis and/or study supporting such recommendation.

**B2.07-10**

The Consultant shall examine the work upon receipt of the Contractor's request for substantial completion inspection of the Project and shall, prior to acceptance by the Town, recommend execution of a "Certificate of Acceptance for Substantial Completion" after first ascertaining that the Project is substantially complete in accordance with the contract requirements. The Consultant shall in conjunction with representatives of the Town and the Contractor prepare a punch list of any defects and discrepancies in the work required to be corrected by the Contractor in accordance with Florida Statute 218.735. Upon satisfactory completion of the punch list the Consultant shall recommend execution of a "Certificate of Final Acceptance" and final payment to the Contractor. The Consultant shall obtain from the Contractor upon satisfactory completion of all items on the punch list all necessary closeout documentation from the Contractor, including but not limited to all guarantees, operating and maintenance manuals for equipment, releases of liens/claims and such other documents and certificates as may be required by applicable codes, law, and the contract, and deliver them to the Town before final acceptance shall be issued to the Contractor.

Consultant shall attend a second substantial completion inspection if required.

**B2.07-11**

The Consultant shall review the Contractor's "as built" drawings and submit them to the Town upon approval by the Consultant. The Contractor is responsible for preparing the "as built" drawings.

**B2.07-12**

The Consultant shall furnish to the Town the original documents, including drawings, revised to "as-built" conditions based on information furnished by the Contractor; survey, and specific condition. In preparing the "Record Set" documents the Consultant shall rely on the accuracy of the information provided by the Contractor, including the Contractor's record drawings. Any certification required under this Agreement including the contents of "as-built" documents is conditioned upon the accuracy of the information and documents provided by the construction contractor. Transfer of changes made by "Change Authorization", "Change Order", "Request for Information", substitution approvals, or other clarifications will be the Consultant's responsibility to incorporate into the "Record Set". Changes made in the field to suit field conditions, or otherwise made by the Contractor for its convenience shall be marked by the Contractor on the "Field Record Set" and transferred to the original contract documents by the Consultant. The original documents as well as the "Record Set" shall become the property of the Town. A reproducible set of all other final documents will be furnished to the Town free of charge by the Consultant. The Consultant shall furnish to the Town one complete set of "Record Set Drawings", in Auto CADD Version 2007 or such other format acceptable to the Town.

**B2.07-14**

The Consultant shall prepare a statement of work completion and submit them to the Town and PERA.

**B2.05-15**

The Consultant shall assist the Town in the completion of the Contractor's performance evaluation during construction work and upon final completion of the Project.

**B2.08 Time Frames for Completion**

The timeframes for the completion of a Project and its phase or tasks will be established in an approved Work Order Proposal.

**Article B3 Additional Services****B3.01 General**

Services categorized below as "Additional Services" may be specified and authorized by Town and are normally considered to be beyond the scope of the Basic Services. Additional Services shall be authorized in a Work Order and will be compensated for as provided in Section B, Section B3.06.

**B3.02 Examples**

Except as may be specified in this Agreement, Additional Services may include, but are not limited to the following:

**B3.02-1**

Appraisals: Investigation and creation of detailed appraisals and valuations of existing facilities, and surveys or inventories in connection with construction performed by Town.

**B3.02-2**

Specialty Design: Any additional special professional services not included in the Scope of Services.

**B3.02-3**

Extended Testing & Training: Extended assistance beyond that provided under Basic Services for the initial start-up, testing, adjusting and balancing of any equipment or system; extended training of Town's personnel in operation and maintenance of equipment and systems, and consultation during such training; and preparation of operating and maintenance manuals, other than those provided by the Contractor, subcontractor, or equipment manufacturer. Provide Commissioning Services as part of systems start-up.

**B3.02-4**

Major Revisions: Making major revisions to drawings and specifications resulting in or from a change in Scope of Work, when such revisions are inconsistent with written approvals or instructions previously given by Town and are due to causes beyond the control of Consultant. (Major revisions are defined as those changing the Scope of Work and arrangement of spaces and/or scheme and/or any significant portion thereof).

**B3.02-5**

Expert Witness: Preparing to serve or serving as an expert witness in connection with any arbitration proceeding or legal proceeding, providing, however, that Consultant cannot testify against Town in any proceeding during the course of this Agreement.

**B3.02-6**

Miscellaneous: Any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural/engineering practice related to construction.

**B3.03 ADDITIONAL DESIGN**

The Town may, at its option, elect to proceed with additional design work, which shall be handled in accordance with the requirement for Additional Services.

**Article B4 REIMBURSABLE EXPENSES****B4.01 GENERAL**

Reimbursable Expenses cover those services and items authorized by Town in addition to the Basic and Additional Services and consist of actual, direct expenditures made by Consultant and the Subconsultant for the purposes listed below. Transportation, travel and per diem expenses within Dade, Broward, or Palm Beach Counties shall not be considered as reimbursable expenses under this Agreement.

Additional Reimbursable Expenses include, but are not limited to:

- a. Communications Expenses: Identifiable communication expenses approved by the Project Manager, long distance telephone, courier and express mail between

Consultant's various permanent offices and Subconsultant. Consultant's field office at the Project site is not considered a permanent office.

- b. Reproduction, Photography: Cost of printing, reproduction or photography, beyond that which is required by or of Consultant's part of the work, set forth in this Agreement.
- c. Surveys: Site surveys and special purpose surveys costs authorized by the Town.
- d. Geotechnical Investigation: Identifiable Soil Borings and Reports and testing costs authorized by the Town.
- e. Fees: All permit fees, review fees and other similar fees paid to regulatory agencies for approvals directly attributable to the Project.
- f.

#### **B4.02 SUBCONSULTANT REIMBURSEMENTS**

Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant's agreement provides for reimbursable expenses and when such agreement has been previously approved, in writing, by the Town Manager and subject to all budgetary limitations of the Town and requirements of this Agreement.

**END OF SECTION**

## **SECTION C    COMPENSATION AND PAYMENTS**

### **Article C1    Method of Compensation**

The fees for Professional Services for the Project and each Work Order shall be determined by one of the following methods or a combination thereof, at the option of the Town Manager or designee, with the consent of the Consultant.

- a) A Lump Sum, which may include not to exceed components in accordance with Article C2 below.
- b) An Hourly Rate, in accordance with Article C2 below & at the rates in the Agreement.
- c) A Percentage of Construction Cost, in accordance with Article C2 below.

#### **C1.01    Compensation Limits**

The aggregate sum of all payments for fees and costs, including reimbursable expenses, to the Consultant payable by the Town under this Agreement shall be limited to the threshold Established in Section A2.03 as the maximum compensation limit for cumulative expenditures under this Agreement. Under no circumstances will the Town have any liability for work performed, or as otherwise may be alleged or claimed by Consultant, beyond the cumulative amount provided herein, except where specifically approved in accordance with the Town Code by the Town Manager or Town Commission as applicable as an increase to the Agreement and put into effect via an Amendment to this Agreement.

#### **C1.02    Consultant Not To Exceed**

Absent an amendment to the Agreement or to any specific Work Order, any maximum dollar or percentage amounts stated for compensation shall not be exceeded. In the event they are so exceeded, the Town shall have no liability or responsibility for paying any amount of such excess, which will be at Consultant's own cost and expense.

### **Article C2    Wage Rates**

#### **C2.01    Fee Basis**

All fees and compensation payable under this Agreement shall be formulated and based upon the certified negotiated Wage Rates as stated in Article A2.03 of the Agreement. Said Wage Rates are the effective direct hourly rates, as approved by the Town, of Consultant and Subconsultant employees in the specified professions and job categories that are to be utilized to provide the services under this Agreement, regardless of manner of compensation.

Should the Consultant intend to utilize personnel or Subconsultants for a Project where the Wage Rates have not been established, the Consultant must request that the Town add the person or Subconsultant's established wage rates. The Town may require that the Consultant provide documentation substantiating the request.

#### **C2.02    Employees and Job Classifications**

Form SC identifies the professions, job categories and/or employees expected to be used during the term of this Agreement. These may include engineers, landscape architects, professional interns, designers, CADD technicians, project managers, GIS and environmental specialists, specification writers, clerical/administrative support, and others engaged in the Work. In determining compensation for a given Scope of Work, the Town reserves the right to recommend the use of Consultant employees at particular Wage Rate levels. Consultant shall not include any profession, job category or employees in a Work Order Proposal that do not

appear on Form SC. Consultant shall submit a request to the Town to add such to Form SC prior to the submittal of any affected Work Order Proposal.

### **C2.03 Multiplier**

For Work assigned under this Agreement, a maximum multiplier of 2.72 to Consultant's hourly Wage Rates in calculating compensation payable by the Town. Consultant's subcontractors have a multiplier of: Hadonne 2.82 and Rosenberg Gardner Design 2.9 Should the Consultant have an approved multiplier with the State of Florida or Miami Dade County, the Town may elect to utilize either of these multipliers should they be less than above stipulated rates. Said multiplier is intended to cover Consultant's employee benefits (e.g. sick leave, vacation, holiday, unemployment taxes, retirement, medical, insurance and unemployment benefits) and Consultant's profit, and overhead including, without limitation, office rent, local telephone and utility charges, office and drafting supplies, depreciation of equipment, professional dues, subscriptions, stenographic, administrative and clerical support, management and supervisory responsibilities, time or travel and subsistence not directly related to a Project. The multiplier shall not be applied to the Principal, owner, or partner of the Consultant except where they are preparing drawings or specifications, preparing a study report, or similar tasks.

### **C2.04 Calculation**

Said Wage Rates are to be utilized by Consultant in calculating compensation payable for Work Orders Proposals requested by Town. Consultant shall identify job classifications, available staff and projected man-hours required for the proper completion of tasks and/or groups of tasks, milestones and deliverables identified in a request for a Work Order Proposal.

### **C2.05 Wage Rate Adjustments**

The Consultant may request an adjustment to the Wage Rates on an annual basis. Such request may only be made where there has been an actual increase in a Wage Rate(s) by the Consultant. The Town may also adjust the or where the Town Manager determines that extenuation circumstances exist. The maximum the Wage Rates depicted in Schedule 2 may be adjusted at the Consultant's request shall be based on the Miami – Fort Lauderdale Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics. Such adjustment shall be calculated by multiplying the ratio of the index in effect at that time divided by the previous year's index by the hourly rate entries in the Wage Rate Schedule to determine the adjusted Wage Rate Schedule. In no event shall the Wage Rate increase by more than three percent (3%) in any one year period.

## **Article C3 Computation of Fees and Compensation**

The Town agrees to pay the Consultant, and the Consultant agrees to accept for services rendered pursuant to this Agreement, fees computed by one or a combination of the methods outlined above, as applicable, in the following manner:

### **C3.01 Lump Sum**

Compensation for a Scope of Work shall generally be a Lump Sum, either a Fixed Fee or Not to Exceed Fee as deemed appropriate by the Town, to be mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order. Lump Sum and Lump Sum not to Exceed methods of compensation are the preferred methods of compensation.

**C3.01-1 Lump Sum Fixed Fee:** shall be the total amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase or task under a Work Order. Payments to the Consultant shall be based on a percentage of completion basis.

**C3.01-3 Lump Sum Not to Exceed Fee** shall establish the maximum amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase, or task under a Work Order. Payments to the Consultant shall be based on the actual work effort required to complete the Project, phase or task.

**C3.01-3 Guaranteed Maximum Lump Sum:** shall be the total maximum fee amount payable by Town wherein certain aspects, tasks or allowances may not be defined, quantified and calculated at the time of Work Order issuance. A Guaranteed Maximum Lump Sum compensation may represent a combination of Fixed Fees for professional services and not to exceed allowances for Reimbursable Expenses or Additional Services.

**C3.01-4 Lump Sum Fee Adjustment:** Where the Town authorizes a substantial or material change in the Scope of Work, the Lump Sum Base Fee may be equitably adjusted by mutually consent of the parties, which shall be reflected in an amendment to the Work Order.

**C3.01-6** Lump Sum Fees shall be calculated by Consultant utilizing the Wage Rates established in Schedule 2 of the Agreement.

### **C3.02 Hourly Rate Fees**

**C3.02-1** Hourly Rate Fees shall be those rates for Consultant and Subconsultant employees identified in Schedule 2 Wage Rates. All hourly rate fees will include a maximum not to exceed figure, inclusive of all costs expressed in the contract documents. The Town shall have no liability for any fee, cost or expense above this figure.

Hourly Rate Fees shall be used only in those instances where the parties agree that it is not possible to determine, define, quantify and/or calculate the complete nature, and/or aspects, tasks, man-hours, or milestones for a particular Project or portion thereof at the time of Work Order issuance. In such cases, the Town will establish an Allowance in the Work Order that shall serve as a Not to Exceed Fee for the Work to be performed on an Hourly Rate Basis.

Consultant shall maintain records acceptable to the Town to track the hours of work performed by each person.

### **C3.03 Percentage of Construction Cost**

This is a percentage fee based on the Total Authorized Design Value of a project said percentage being hereinafter called the "Base Fee," as mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order or Notice to Proceed

#### **C3.03-1 Fee Computation:**

C3.03-1(a) The Total Authorized Design Value shall be used and identified in the Work Order as the basis for establishing the compensatory fee for all phases identified as part of Basic Services.

C3.03-1(b) If the actual construction cost is increased during the construction phase, the "Actual Construction Cost" shall be used as the basis for determining the fee for Construction Administration Phase if included in Basic Services.

C3.03-1(c) The term "Actual Construction Cost" does not include any compensation to the Consultant, the cost of the land, rights-of-way, works of art, permit fees or other costs which are the responsibility of the Town.

**C3.03-2 Inclusive Fee**

It is understood that with percentage compensation the Consultant shall perform all services for the stated percentage of the construction cost budgeted when the contract is signed.

**C3.03-3 Changes to Project Scope**

If the Town authorizes an increase or decrease in the scope of the Project or the Total Authorized Design Value of the Project, the Base Fee will be adjusted accordingly, based on justification from the Wage Rates or as mutually agreed upon.

**C3.04 Reimbursable Expenses**

Any fees for authorized reimbursable expenses shall not include charges for any expenses identified in Article C2.03, Multiplier. All reimbursable services shall be billed to the Town at direct cost expended by the Consultant. Town authorized reproductions in excess of sets required at each phase of the Work will be a Reimbursable Expense.

The Town will reimburse the Consultant for authorized Reimbursable Expenses pursuant to the limitations of this Agreement as verified by supporting documentation deemed appropriate by Town Manager or designee including, without limitation, detailed bills, itemized invoices and/or copies of cancelled checks.

Article C5 contains additional information on the payment of Reimbursable Expenses.

**C3.05 Fees for Additive or Deductive Alternates**

The design of additive and deductive alternates contemplated as part of the original Scope for a Project as authorized by the Town Manager will be considered as part of Basic Services. The design of additive and deductive alternates that are beyond the original Scope of Work and construction budget must be authorized through a Work Order and shall be billed to Town as Additional Services. The fees for alternates will be calculated by one of the three methods outlined above, as mutually agreed by the Town Manager and the Consultant.

**C3.06 Fees for Additional Services**

The Consultant may be authorized to perform Additional Services for which additional compensation and/or Reimbursable Expenses, as defined in this Agreement under Article B3.

**C3.06-1 Determination of Fee**

The compensation for such services will be one of the methods described herein: mutually agreed upon Lump Sum; Hourly Rate with a Not to Exceed Limit, or Percentage of Construction Cost.

**C3.06-2 Procedure and Compliance**

An independent and detailed Work Order or an Amendment to a previously issued Work Order shall be required to be issued and signed by the Town Manager for each additional



service requested by the Town. The Work Order will specify the fee for such service and upper limit of the fee, which shall not be exceeded, and shall comply with the Town's regulations, including the Purchasing Ordinance, the Consultant's Competitive Negotiation Act, and other applicable laws.

### **C3.07 Payment Exclusions**

Consultant shall not be compensated by Town for revisions and/or modifications to drawings and specifications, for extended construction administration, or for other work when such work is due to errors or omissions of Consultant as determined by Town.

### **C3.08 Fees Resulting From Project Suspension**

If a Project is suspended for the convenience of the Town for more than three (3) months or terminated without any cause in whole or in part, during any Phase, the Consultant shall be paid for services duly authorized, performed prior to such suspension or termination, together with the cost of authorized reimbursable services and expenses then due, and all appropriate, applicable, and documented expenses resulting from such suspension or termination. If the Project is resumed after having been suspended for more than three months, the Consultant's further compensation shall be subject to renegotiations.

## **Article C4 Payments to the Consultant**

### **C4.01 Payments Generally**

Payments for Basic Services may be requested monthly in proportion to Services performed during each Phase of the Work. Subconsultant fees and Reimbursable Expenses shall be billed to the Town in the actual amount paid by Consultant. Consultant shall utilize the Town standard Consultant Invoice Form that will be provided to the Consultant.

### **C4.02 For Comprehensive Basic Services**

For those Projects and Work Orders contain multiple phases or task, payments shall not exceed the amount stipulated for each phase and the aggregate payment shall not exceed the total value of the Work Order

### **C4.03 Billing – Hourly Rate**

Invoices submitted by Consultant shall be sufficiently detailed and accompanied by supporting documentation to allow for proper audit of expenditures. When Services are authorized on an Hourly Rate basis, the Consultant shall submit for approval by the Town Manager, a duly certified invoice, giving names, classification, salary rate per hour, hours worked and total charge for all personnel directly engaged on a Project, phase or task. , Reimbursable Services Cost should then be added to the sum for the total charges for the personnel. The Consultant shall attach to the invoice all supporting data for payments made to and incurred by Subconsultants engaged on the Project. In addition to the invoice, the Consultant shall, for Hourly Rate authorizations, submit a progress report giving an update on the completion of the Project and/or the applicable phase or task.

## **Article C5 Reimbursable Expenses**

### **Article C5.01 General**

Reimbursable Expenses are those items authorized by the Town outside of or in addition to the Scope of Work as identified in the Work Order (as Basic Services and/or Additional Services)

and consist of actual expenditures made by the Consultant and the Consultant's Subconsultants for the following:

**C5.01-1 Transportation**

Identifiable transportation expenses in connection with the Project, subject to Section 112.061, Florida Statutes, as amended, excluding, however, all, general automobile transportation expenses within Miami-Dade, and Broward counties. Transportation expenses to locations outside the Miami-Dade-Broward-Palm Beach County area or from locations outside the Miami-Dade-Broward area will not be reimbursed unless specifically pre-authorized in writing by the Town Manager.

**C5.01-2 Travel And Per Diem**

Identifiable per diem, meals and lodging, lodging, taxi fares and miscellaneous travel-connected expenses for Consultant's personnel are subject to Section 112.061 Florida Statutes as amended. Meals for class C travel inside Miami-Dade or Broward County will not be reimbursed. Meals and lodging expenses will not be reimbursed for temporarily relocating Consultant's employees from one of Consultant's offices to another office if the employee is relocated for more than five (5) consecutive Working days. Lodging will be reimbursed only for room rates equivalent to Holiday Inn, Howard Johnson or Ramada Inn. Governmental lodging or meals will not be reimbursed that result from travel within Miami-Dade, Broward or Palm Beach Counties. Travel and per diem expenses are subject to the prior approval of the Town Manager.

**C5.01-3 Communication Expenses**

Identifiable communication expenses approved, in writing and in advance by the Town Manager, including long distance telephone, courier and express mail between the Consultant's various permanent offices. The Consultant's field office at the Project site is not considered a permanent office. Express mail or courier services are to be used only where there are significant time constraints.

**C5.01-4 Reproduction, Photography**

Cost of printing, reproduction or photography, which is required by or of Consultant to deliver services, set forth in this Agreement.

**C5.01-5 Permit Fees**

All Permit fees paid to regulatory agencies for approvals directly attributable to the Project. These permit fees do not include those permits required to be paid by the construction Contractor.

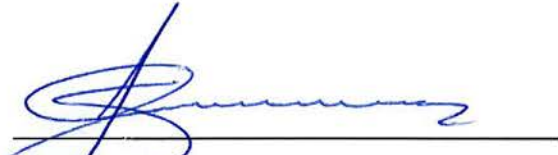
**C5.02 Reimbursements to Subconsultants**

Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant agreement provides for reimbursable expenses and when such agreement has been previously approved in writing by the Town Manager and subject to all budgetary limitations of the Town and the requirements of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WITNESS/ATTEST

**Consultant, Corzo Castella Carballo  
Thompson Salman, P.A. (C3TS)**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

JAVIER F. SALMAN, SECRETARY  
Print Name, Title

RAMON CASTELLA, VICE-PRESIDENT  
Print Name, Title of Authorized Officer or Official

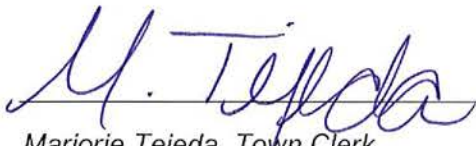
ATTEST:

(Corporate Seal)

Consultant Secretary  
(Affirm Consultant Seal, if available)

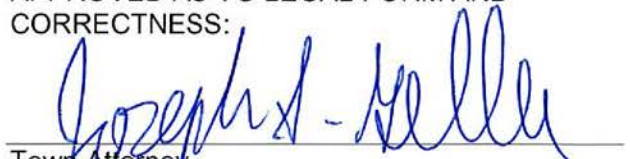
ATTEST:

**Town of Miami Lakes**, a municipal corporation  
of the State of Florida

  
\_\_\_\_\_  
Marjorie Tejada, Town Clerk

  
\_\_\_\_\_  
Alex Rey, Town Manager

APPROVED AS TO LEGAL FORM AND  
CORRECTNESS:

  
\_\_\_\_\_  
Town Attorney

**CERTIFICATE OF AUTHORITY**

**(IF CORPORATION)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of Corgo Castella Carballo Thompson Salzman P.A., a corporation organized and existing under the laws of the State of FLORIDA, held on the 29 day of MARCH, 2012, a resolution was duly passed and adopted authorizing (Name) RAMON CASTELLA as (Title) VICE-PRESIDENT of the corporation to execute agreements on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, shall be the official act and deed of the corporation.

I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 29, day of MARCH, 2012.

Secretary: [Signature]

Print: JAVIER F. SALMAN

**NOTARIZATION**

STATE OF FLORIDA )

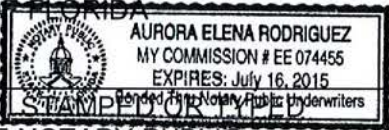
) SS:

COUNTY OF MIAMI-DADE )

The foregoing instrument was acknowledged before me this 29<sup>th</sup> day of March, 2012, by Javier Salzman, who is personally known to me or who has produced \_\_\_\_\_ as identification and who (did / did not) take an oath.

[Signature]  
SIGNATURE OF NOTARY PUBLIC

STATE OF FLORIDA



PRINTED [Signature]  
NAME OF NOTARY PUBLIC

## SECTION D – FORMS & SCHEDULES

### Form SC - SUBCONSULTANTS

FIRM NAME	CONSULTING FIELD
Hadonne	Land Surveyors and Mappers
Rosenberg Gardner Design	Landscape Architecture

### Form KS – KEY STAFF

NAME	JOB CLASSIFICATION
Abraham Hadad, PSM	Senior Surveyor & Mapper (Hadonne)
Eduardo Suarez, PSM	Project Manager (Hadonne)
Ken Gardner	Senior Landscape Architect (Rosenberg)
Taylor Kiehl Semler	Project Manager (Rosenberg)

**Section E - WAGE RATES SUMMARY**

NAME/JOB CLASSIFICATION	BASE HOURLY RATE
Geotechnical Driller	\$15.00
Geotechnical Assistant	\$12.50
Engineering Technician	\$13.00 - \$15.00
Engineering Inspector	\$15.00 - \$17.00
Licensed Building Inspector	\$17.00 - \$20.00
Professional Engineer	\$40.00 - \$45.00
Chief Engineer	\$55.00
Abraham Hadad/ Senior Surveyor & Mapper	\$53.10
Eduardo Suarez/ Project Manager	\$53.10
Ken Gardner/ Senior Landscape Architect	\$30.42
Taylor Kiehl Semler/ Project Manager	\$29.97
CADD Operator (Rosenberg)	\$23.98
Hadonne Survey Crews:	
4 Man Crew	\$138.09 (138.09*8= \$1104.72)
3 Man Crew	\$109.90 (109.90*8= \$879.20)
Hadonne:	
CADD Operator	\$19.31
Project Manager	\$53.10
PSM	\$53.10

**2012-04ADA  
PROFESSIONAL SERVICES AGREEMENT  
MISCELLANEOUS CIVIL ENGINEERING SERVICES**



**The Town of Miami Lakes Council:**

**Mayor Michael Pizzi  
Vice Mayor Nick Perdomo  
Councilmember Mary Collins  
Councilmember Timothy Daubert  
Councilmember Nelson Hernandez  
Councilmember Ceasar Mestre  
Councilmember Richard Pulido**

Alex Rey, Town Manager  
The Town of Miami Lakes  
15150 NW 79<sup>TH</sup> Court  
Miami Lakes, Florida 33016

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This Agreement made this 30 day of March in the year 2012 ("Agreement") by and between the Town of Miami Lakes, Florida, hereinafter called the "Town," and (name of Proposer), hereinafter called the "Consultant."

### **RECITAL**

A. The Town issued a Request for Qualifications ("RFQ") 2012-04 on November 7, 2011 for the provision of professional services for miscellaneous civil engineering services ("Services") and Consultant's proposal ("Proposal"), in response thereto, was selected as one of the most qualified for the provision of said Services. The RFQ and the Proposal are expressly incorporated into and made a part of this Agreement as if set forth in full.

B. WHEREAS, the Town, through action of the Town Manager and/or the Town Commission, as applicable, has selected the Consultant in accordance with Section 287.055, Florida Statutes, (Consultants' Competitive Negotiation Act), and the applicable provisions of the Town Procurement Ordinance, to provide the professional services as described herein.

WITNESSETH, that the Town and the Consultant, for the considerations herein set forth, agree as follows:

### **SECTION A GENERAL TERMS AND CONDITIONS**

**Article A1 Definitions**  
**A1.01 Additional Services** means any Work defined as such in this Agreement, secured in compliance with Florida Statutes and Town Code.

**A1.02 Attachments** mean the Attachments to this Agreement which are expressly incorporated by reference and made a part of this Agreement as if set forth in full.

**A1.03 Base Fee** means the amount of compensation mutually agreed upon for the completion of Basic Services.

**A1.04 Basic Services** means those services designated as such in a Section B.

**A1.05 Consultant** means the individual, partnership, corporation, association, joint venture, or any combination thereof, of properly registered professional architects, or engineers, which has entered into the Agreement to provide professional services to the Town.

**A1.06 Contractor** means an individual, partnership, corporation, association, joint venture, or any combination thereof, which has entered into a contract with the Town for construction of Town facilities and incidentals thereto.

**A1.08 Errors** means items in the plans, specification or other documents prepared by the Consultant that are shown incorrectly, which results in a change to the Services and

results in the need for the construction contractor to perform rework or additional work or which causes a delay to the completion of construction.

- A1.09 Errors and Omissions** means design deficiencies in the plans, specification or other documents prepared by the Consultant, which must be corrected in order for the project to function or be built as intended.
- A1.10 Inspector** means an employee or representative of the Town assigned by the Town to make observations of work performed by a Contractor.
- A1.14 Notice to Proceed** means same as "Authorization to Proceed." A duly authorized written letter or directive issued by the Town Manager or Procurement Manager acknowledging that all conditions precedent have been met and/or directing that Consultant may begin Work on a Project.
- A1.12 Omissions** means items the plans, specification or other documents prepared by the Consultant that are not shown or included which are necessary for the proper and/or safe operation of a Project or required to meet the Scope of Services.
- A1.13 Project Manager** means an employee or representative of the Town assigned by the Town Manager to manage and monitor the Services to be performed under this Agreement and the construction of the Project as a direct representative of the Town.
- A1.14 Project** means the construction, alteration and/or repair, and all services and incidentals thereto, of a Town facility or property as contemplated and budgeted by the Town. A Project shall be further defined in the Scope of Services of any Work Order issued under the Agreement.
- A1.15 Professional Services** means those services within the scope of the practice of architecture, professional engineering, or registered surveying and mapping, as applicable, as defined by the laws of the State of Florida, or those performed by any architect, professional engineer, or registered surveyor or mapper in connection with his or her professional employment or practice. These services may be abbreviated herein as "architectural/ engineering services" or "professional services", as applicable, which are within this definition.
- A1.17 Scope of Services or Services** means a comprehensive description of the activities, tasks, design features, objectives, deliverables and milestones required for the completion of Project with sufficient detail to allow a reasonably accurate estimation of resources necessary for its completion.
- A1.18 Subconsultant** means a person or organization of properly registered professional architects, engineers, registered surveyor or mapper, and/or other professional specialty that has entered into a written agreement with the Consultant to furnish specified professional services for the Project.
- A1.19 Town Council** means the legislative body of the Town of Miami Lakes.
- A1.20 Town Manager** means the duly appointed chief administrative officer of the Town of Miami Lakes or designee.

**A1.21 *Town or Owner*** means the Town of Miami Lakes, Florida, a Florida municipal corporation, the public agency which is a party hereto and for which this Agreement is to be performed. In all respects hereunder, Town's performance is pursuant to Town's position as the Owner of the Project. In the event the Town exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, codes, laws and ordinances shall be deemed to have occurred pursuant to Town's authority as a governmental body and shall not be attributable in any manner to Town as a party to this Agreement. The Town of Miami shall be referred to herein as "Town". For the purposes of this Agreement, "Town" without modification shall mean the Town Manager.

**A1.22 *Wage Rates*** means the effective direct expense to Consultant and/or Subconsultant, on an hourly rate basis, for employees in the specified professions and job categories assigned to provide services under this Agreement that justify and form the basis for professional fees regardless of actual manner of compensation.

**A1.23 *Work Order*** means a document approved and issued by the Town authorizing the performance of specific professional services for a Project or Projects under this Agreement.

**A1.24 *Work Order Proposal*** means a document prepared by the Consultant, at the request of the Town for Services to be provided by the Consultant on a specific Project or phase of a Project or for Additional Services.

## **ARTICLE A2 General Conditions**

### **A2.01 Term**

The term of this Agreement shall be for three (3) years commencing on the effective date of the Agreement. The Agreement shall remain in place until all Work Orders issued under the Agreement have been completed.

The Town, by action of the Town Manager, shall have the option to extend the term for two (2) additional period(s) of one (1) year each, subject to continued satisfactory performance as determined by the Town Manager, and to the availability and appropriation of funds. Town Commission authorization of this Agreement includes delegation of authority to the Town Manager to administratively approve said extensions.

### **A2.02 Scope of Services**

Consultant agrees to provide the Services as specifically described and set forth in Section B and any Work Order issued under this Agreement.

### **A2.03 Compensation**

#### **A2.03-1 Compensation Limits**

The amount of compensation payable by the Town to Consultant shall generally be a lump sum not to exceed fee, based on the rates and schedules established in Section E; provided, however, that in no event shall the amount of compensation exceed available budgeted funds during the term of the Agreement and any extension(s), unless explicitly approved by

action of the Town Commission or Town Manager as applicable and put into effect by written amendment to this Agreement.

#### **A2.03-2 Payments**

Unless otherwise specifically provided elsewhere in this Agreement, payment shall be made in accordance with Florida Statute Chapter 218, Part VII, Local Government Prompt Payment Act, after receipt of Consultant's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail, to allow a proper audit of expenditures, should Town require one to be performed. If Consultant is entitled to reimbursement of travel expenses, then all bills for travel expenses shall be submitted in accordance with Section 112.061, Florida Statutes. Consultant shall utilize Attachment I for the submission of invoices.

### **Article A3 Performance**

#### **A3.01 Performance and Delegation**

The Services to be performed hereunder shall be performed by the Consultant's own staff, unless otherwise provided in this Agreement, or approved, in writing by the Town Manager. Said approval shall not be construed as constituting an agreement between the Town and said other person or firm and the Town assumes no liability or responsibility for any Subconsultant.

#### **A3.02 Removal of Unsatisfactory Personnel**

The Town Manager may make written request to Consultant for the prompt removal and replacement of any personnel employed or retained by the Consultant, or any Subconsultants or subcontractors, or any personnel of any such Subconsultants or subcontractors engaged by the Consultant to provide and perform Services pursuant to the requirements of this Agreement. The Consultant shall respond to Town within seven (7) calendar days of receipt of such request with either the removal and replacement of such personnel or written justification as to why that may not occur. All decisions involving personnel will be made by Consultant. Such request shall solely relate to said employees work under this Agreement.

#### **A3.03 Consultant Key Staff**

The parties acknowledge that Consultant was selected by Town, in part, on the basis of qualifications of particular staff identified in Consultant's response to Town's solicitation, hereinafter referred to as "Key Staff". Consultant shall ensure that Key Staff are available for Services hereunder as long as said Key Staff is in Consultant's employ. Consultant will obtain prior written acceptance of Town Manager or designee to change Key Staff. Consultant shall provide the Town Manager with such information as necessary to determine the suitability of proposed new Key Staff. The Town Manager will act reasonably in evaluating Key Staff qualifications. Such acceptance shall not constitute any responsibility or liability for the individual's ability to perform.

#### **A3.04 Time for Performance**

The Consultant agrees to start all Services hereunder upon receipt of a Notice to Proceed issued by the Town Manager and to complete each assignment, task or phase within the time stipulated in the Notice to Proceed. Time is of the essence with respect to performance of this Agreement.

A reasonable extension of the time for completion of various assignments, tasks or phases may be granted by the Town Manager should there be a delay on the part of the Town in fulfilling its obligations under this Agreement as stated herein. Such extension of time shall not be cause for any claim by the Consultant for extra compensation.

### **A3.05 STANDARD OF CARE**

Consultant is solely responsible for the technical accuracy and quality of its Services. Consultant shall perform all Services in compliance with Florida Administrative Code Rule 61G15-19.001(4) and Section 471.033(1) (g) of the Florida Statutes. Consultant shall perform due diligence, in accordance with best industry practices, in gather information and inspecting a Project site prior to the commencement of design. Consultant shall be responsible for the professional quality, technical accuracy and coordination of all design, drawings, specification, and other Services furnished by the Consultant under this Agreement. Consultant shall, without additional compensation, correct or revise any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services. Consultant shall also be liable for claims for delay costs, and any increased costs in construction, including but not limited to additional work, demolition of existing work, rework, etc., resulting from any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services.

## **ARTICLE A4 SUBCONSULTANTS**

### **A4.01 General**

A4.01-1 A Subconsultant, as defined in Article A1.18, is a firm that was identified as part of the consulting team in the competitive selection process by which Consultant was chosen to perform the services under this Agreement, and as such, is identified and listed in Schedule 1.

A4.01-2 A Specialty Subconsultant is a person or organization that has, with the consent of the Town Manager, entered into a written agreement with the Consultant to furnish unique and/or specialized professional services necessary for the Project or task described under Additional Services. Such Specialty Subconsultant shall be in addition to those identified in Schedule A1.

### **A4.02 Subconsultant Relationships**

A4.02-1 All Services provided by the Subconsultants shall be performed pursuant to appropriate written agreements between the Consultant and the Subconsultants, which shall contain provisions that preserve and protect the rights of the Town under this Agreement.

A4.02-2 Nothing contained in this Agreement shall create any contractual or business relationship between the Town and the Subconsultants. The Consultant acknowledges that Subconsultants are entirely under its direction, control, supervision, retention and/or discharge.

### **A4.03 Changes to Subconsultants**

The Consultant shall not add, modify, or change any Subconsultant listed in Schedule 1 without prior written approval by the Town Manager, in response to a written request from the Consultant stating the reasons for any proposed substitution.

## **ARTICLE A5   DEFAULT**

### **A5.01   General**

If Consultant fails to comply with any term or condition of this Agreement, or fails to perform any of its obligations hereunder, then Consultant shall be in default. Upon the occurrence of a default hereunder the Town, in addition to all remedies available to it by law, may immediately, upon written notice to Consultant, terminate this Agreement whereupon all payments, advances, or other compensation paid by the Town to Consultant while Consultant was in default shall be immediately returned to the Town. Consultant understands and agrees that termination of this Agreement under this section shall not release Consultant from any obligation accruing prior to the effective date of termination.

In the event of termination due to default, in addition to the foregoing, Consultant shall be liable to the Town for all expenses incurred by the Town in preparing and negotiating this Agreement, as well as all costs and expenses incurred by the Town in the re-procurement of the Services, including consequential and incidental damages. In the event of default, Town may also suspend or withhold reimbursements from Consultant until such time as the actions giving rise to default have been cured.

### **A5.02   Conditions of Default**

A finding of default and subsequent termination for cause may include, without limitation, any of the following:

A5.02-1   Consultant fails to obtain or maintain the insurance or bonding herein required.

A5.02-2   Consultant fails to comply, in a substantial or material sense, with any of its duties under this Agreement, with any terms or conditions set forth in this Agreement or in any agreement it has with the Town, beyond the specified period allowed to cure such default.

A5.02-3   Consultant fails to commence the Services within the time provided or contemplated herein, or fails to complete the Services in a timely manner as required by this Agreement.

### **A5.03   Time To Cure Default; Force Majeure**

Town through the Town Manager or designee shall provide written notice to Consultant as to a finding of default, and Consultant shall take all necessary action to cure said default within time stipulated in said notice, after which time the Town may terminate the Agreement. The Town at its sole discretion, may allow additional days to perform any required cure if Consultant provides written justification deemed reasonably sufficient.

Should any such failure on the part of Consultant be due to a condition of Force Majeure as that term is interpreted under Florida law, then the Town may allow an extension of time reasonably commensurate with the cause of such failure to perform or cure.

## **ARTICLE A6   Termination Of Agreement**

### **A6.01   Town's Right To Terminate**

The Town, including the Town Manager, has the right to terminate this Agreement for any reason or no reason, upon ten (10) days' written notice. Upon termination of this Agreement,



all charts, sketches, studies, drawings, and other documents, including all electronic copies related to Services authorized under this Agreement, whether finished or not, must be turned over to the Town Manager. The Consultant shall be paid in accordance with provisions of Section C, provided that said documentation is turned over to Town Manager within ten (10) business days of termination. Failure to timely deliver the documentation shall be cause to withhold any payments due without recourse by Consultant until all documentation is delivered to the Town Manager or designee.

A6.01-1 Consultant shall have no recourse or remedy from a termination made by the Town except to retain the fees earned compensation for the Services that was performed in complete compliance with this Agreement, as full and final settlement of any claim, action, demand, cost, charge or entitlement it may have, or will, have against the Town, its officials or employees.

#### **A6.02 Consultant's Right to Terminate**

The Consultant shall have the right to terminate this Agreement, in writing, following breach by the Town, if the breach of the Agreement has not been corrected within sixty (60) days from the date of the Town's receipt of a written statement from Consultant specifying its breach of its duties under this Agreement.

#### **A6.03 Termination Due to Undisclosed Lobbyist or Agent**

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 he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

For the breach or violation of this provision, the Town shall have the right to terminate this Agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

### **Article A7 Documents And Records**

#### **A7.01 Ownership of Documents**

All tracings, plans, drawings, specifications, maps, computer files, and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, including all electronic digital copies will be considered works made for hire and will, based on incremental transfer wherein the above shall become the property of the Town upon payments made to Consultant or termination of this Agreement without restriction or limitation on their use, and will be made available, on request, to Town at any time during the performance of such services and/or upon completion or termination of this Agreement. Consultant shall not copyright any material and products or patent any invention developed under this Agreement. The Town shall have the right to visit the site for inspection of the work and the products of Consultant at any time. The Consultant shall be permitted to retain copies, including reproducible copies, solely for information and reference in connection with the Town's use and occupancy of the Project.

#### **A7.02 Delivery Upon Request Or Cancellation**

Failure of the Consultant to promptly deliver all such documents, both hard copy and digital, to the Town Manager within ten (10) days of cancellation, or within ten (10) days of request by the Town Manager, shall be just cause for the Town Manager to withhold payment of any fees due Consultant until Consultant delivers all such documents. Consultant shall have no recourse from these requirements.

#### **A7.03 Reuse by the Town**

It is understood that this Agreement and any subsequent Work Orders for Services issued hereunder shall include the provision for the re-use of plans and specifications, including construction drawings, at the Town's sole option, and by virtue of signing this Agreement Consultant agrees to such re-use in accordance with this provision without the necessity of further approvals, compensation, fees or documents being required and without recourse for such re-use. The Consultant will not be liable for re-use by the Town of plans, documents, studies, or other data for any purpose other than that intended by the terms and conditions of this Agreement.

#### **A7.04 Nondisclosure**

To the extent allowed by law, Consultant agrees not to divulge, furnish or make available to any third person, firm or organization, without Town Manager's prior written consent, or unless incident to the proper performance of the Consultant's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by Consultant hereunder, and Consultant shall require all of its employees, agents, Subconsultants and subcontractors to comply with the provisions of this paragraph.

#### **A7.05 Maintenance of Records**

Consultant will keep adequate records and supporting documentation, which concern or reflect its services hereunder. Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept in accordance with statute. Otherwise, the records and documentation will be retained by Consultant for a minimum of three (3) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. Town, or any duly authorized agents or representatives of Town, shall have the right to audit, inspect, and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the three (3) year period noted above; provided, however such activity shall be conducted only during normal business hours.

#### **Article A8      Indemnification**

The Consultant shall hold harmless, indemnify and defend the Town, its officials and employees from any and all claims, losses and causes of actions which may arise out of the performance of this Agreement as a result of any act of negligence or negligent omission, recklessness, or intentionally wrongful conduct of the Consultant or the Subconsultants. The Consultant shall pay all claims and losses of any nature whatsoever in connection therewith and shall defend all project related suits, in the name of the Town when applicable, and shall pay all costs, including without limitation reasonable attorney's and appellate attorney's fees, and judgments which may issue thereon. The Consultant's obligation under this paragraph shall not be limited in any

way by the agreed upon contract price, or the Consultant's limit of, or lack of, sufficient insurance protection and shall apply to the full extent that it is caused by the negligence, act, omission, recklessness or intentional wrongful conduct of the Consultants, its agents, servants, or representatives.

#### **Article A9    Insurance**

The Consultant shall not start Services under this Agreement until the Consultant has obtained all insurance required hereunder and the Town Manager has approved such insurance.

##### **A9.01 Companies Providing Coverage**

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and satisfactory to the Town Manager. All companies shall have a Florida resident agent and be rated at least A(X), as per A.M. Best Company's Key Rating Guide, latest edition.

##### **A9.02 Verification of Insurance Coverage**

The Consultant shall furnish certificates of insurance to the Town Manager for review and approval prior to the execution of this Agreement. The Certificates shall clearly indicate that the Consultant has obtained insurance of the type, amount and classification required by these provisions, in excess of any pending claims at the time of contract award to the Consultant. Consultant shall maintain coverage with equal or better rating as identified herein for the term of this Agreement. Consultant shall provide written notice to the Town Manager of any material change, cancellation and/or notice of non-renewal of the insurance within 30 days of the change. Consultant shall furnish a copy of the insurance policy or policies upon request of the Town Manager within ten (10) days of written request.

##### **A9.03 Forms of Coverage**

###### **A9.03-1 Commercial General Liability and Automobile Liability**

The Consultant shall maintain commercial general liability coverage with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage. The coverage shall include Premises and Operations, Contingent and Contractual Liability, and Products and Completed Operations, with additional endorsements as applicable. The coverage shall be written on a primary and non contributory basis with the Town listed as an additional insured as reflected by endorsement CG 2010 11/85 or its equivalence. Notice of cancellation should read (30) days/ (10) days for nonpayment.

###### **A9.03-2 Business Automobile**

The Consultant shall provide business automobile liability coverage including coverage for all owned, hired and non-owned autos with a minimal combined single limit of \$1,000,000 naming the Town as an additional insured with respect to this coverage. Notice of cancellation should read (30) days/(10) days for nonpayment.

###### **A9.03-3 Professional Liability Insurance**

The Consultant shall maintain Professional Liability Insurance including Errors and Omissions coverage in the minimum amount of \$500,000 per claim, \$500,000 aggregate providing for all sums which the Consultant shall be legally obligated to pay as damages for claims arising out of the services performed by the Consultant or any person employed by

the Consultant in connection with this Agreement. This insurance shall be maintained for at least one year after completion of the construction and acceptance of any project covered by this Agreement.

**A9.03-4 Worker's Compensation Insurance**

The Consultant shall maintain Worker's Compensation Insurance in compliance with Florida Statutes, Chapter 440, as amended, and Employee's Liability with a minimum limit of \$500,000 each occurrence.

**A9.03-4 Subconsultant Compliance**

Consultant shall ensure that all Subconsultants comply with these same insurance requirements.

**A9.04 Modifications To Coverage**

The Town Manager reserves the right to require modifications, increases, or changes in the required insurance requirements, coverage, deductibles or other insurance obligations by providing a thirty (30) day written notice to the Consultant in accordance with Article 10.06 herein. Consultant shall comply with such requests unless the insurance coverage is not then readily available in the national market, and may request additional consideration from Town accompanied by justification.

**Article A10 Miscellaneous**

**A10.01 Audit Rights**

The Town reserves the right to audit the Consultant's accounts during the performance of this Agreement and for three (3) years after final payment under this Agreement. The Consultant agrees to furnish copies of any records necessary, in the opinion of the Town Manager, to approve any requests for payment by the Consultant.

**A10.02 Entire Agreement**

This Agreement, as it may be amended from time to time, represents the entire and integrated Agreement between the Town and the Consultant and supersedes all prior negotiations, representations or agreements, written or oral. This Agreement may not be amended, changed, modified, or otherwise altered in any respect, at any time after the execution hereof, except by a written document executed with the same formality and equal dignity herewith. Waiver by either party of a breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach of any provision of this Agreement.

**A10.03 Successors and Assigns**

The performance of this Agreement shall not be transferred pledged, sold, delegated or assigned, in whole or in part, by the Consultant without the written consent of the Town Council or Town Manager, as applicable. It is understood that a sale of the majority of the stock or partnership shares of the Consultant, a merger or bulk sale, an assignment for the benefit of creditors shall each be deemed transactions that would constitute an assignment or sale hereunder requiring prior Town approval.

The Consultant's services are unique in nature and any transference without the prior written approval of the Town shall be cause for the Town to terminate this Agreement. The Consultant

shall have no recourse from such cancellation. The Town may require bonding, other security, certified financial statements and tax returns from any proposed Assignee and the execution of an Assignment/ Assumption Agreement in a form satisfactory to the Town as a condition precedent to considering approval of an assignment.

The Consultant and the Town each binds one another, their partners, successors, legal representatives and authorized assigns to the other party of this Agreement and to the partners, successors, legal representatives and assigns of such party in respect to all covenants of this Agreement.

**A10.04 Truth-In-Negotiation Certification**

In compliance with the Consultant's Competitive Negotiation Act, for any Project to be compensated under the Lump Sum method, the Consultant certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of Notice to Proceed. The original Project price and any addition thereto will be adjusted to exclude any significant sums by which the Town determines the project price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such price adjustments will be made within 1 year following the end of the Project.

**A10.05 Applicable Law and Venue Of Litigation**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any suit or action brought by any party, concerning this Agreement, or arising out of this Agreement, shall be brought in Miami-Dade County, Florida. Each party shall bear its own attorney's fees except in actions arising out of Consultant's duties to indemnify the Town under Article A8 where Consultant shall pay the Town's reasonable attorney's fees.

**A10.06 Notices**

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by registered United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

For Town of Miami:  
Alex Rey  
Town Manager  
15150 NW 79<sup>th</sup> Court  
Miami, Florida 33016  
[reya@miamilakes-fl.gov](mailto:reya@miamilakes-fl.gov)

With a copy to:  
Gary Fabrikant, Procurement Manager  
15150 NW 79<sup>th</sup> Court  
Miami, Florida 33016  
[fabrikantg@miamialkes-fl.gov](mailto:fabrikantg@miamialkes-fl.gov)

For Consultant:  
ADA Engineering  
Ivette O. Argudin  
8550 NW 33 Street, Suite 101  
Miami, Florida 33122  
[largudin@adaengineering.com](mailto:largudin@adaengineering.com)  
305-551-4608

#### **A10.07 Interpretation**

The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter" refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

#### **A10.08 Joint Preparation**

Preparation of this Agreement has been a joint effort of the Town and Consultant and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

#### **A10.09 Priority Of Provisions**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given effect.

#### **A10.10 Mediation - Waiver of Jury Trial**

In an effort to engage in a cooperative effort to resolve conflict which may arise during the course of the design and /or construction of the subject project(s), and/or following the completion of the projects(s), the parties to this Agreement agree all disputes between them shall be submitted to non-binding mediation prior to the initiation of litigation, unless otherwise agreed in writing by the parties. A certified Mediator, who the parties find mutually acceptable, will conduct any Mediation Proceedings in Miami-Dade County, State of Florida. The parties will split the costs of a certified mediator on a 50/50 basis. The Consultant agrees to include such similar contract provisions with all Subconsultants and/or independent contractors and/or Consultants retained for the project(s), thereby providing for non-binding mediation as the primary mechanism for dispute resolution.

In an effort to expedite the conclusion of any litigation the parties voluntarily waive their right to jury trial or to file permissive counterclaims in any action arising under this Agreement.

**A10.11 Time**

Time is of the essence in this Agreement.

**A10.12 Compliance With Laws**

Consultant shall comply with all applicable laws, codes, ordinances, rules, regulations and resolutions including, without limitation, the Americans with Disabilities Act (“ADA”), as amended, and all applicable guidelines and standards in performing its duties, responsibilities, and obligations related to this Agreement. The Consultant represents and warrants that there shall be no unlawful discrimination as provided by law in connection with the performance of this Agreement.

**A10.12-1 Non-Discrimination**

Town warrants and represents that it does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Consultant’s performance under this Agreement on account of race, color, sex, religion, age, handicap, marital status or national origin. Consultant further covenants that no otherwise qualified individual shall, solely by reason of his/her race, color, sex, religion, age, handicap, marital status or national origin, be excluded from participation in, be denied services, or be subject to discrimination under any provision of this Agreement.

**A10.12- OSHA Compliance**

The Consultant warrants that it will comply with all safety precautions as required by federal, state or local laws, rules, regulations and ordinances. The Town reserves the right to refuse Consultant access to Town property, including project jobsites, if Consultant employees are not properly equipped with safety gear in accordance with OSHA regulations or if a continuing pattern of non-compliance with safety regulations is exhibited by Consultant.

**A10.12-3 ADA Compliance**

Consultant shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (“ADA”) in the course of providing any work, labor or services funded by the Town, including Titles I & II of the ADA (regarding nondiscrimination on the basis of disability) and all applicable regulations, guidelines and standards. Additionally—the Consultant shall take affirmative steps to—insure nondiscrimination in employment of disabled persons.

**A10.13 No Partnership**

Consultant is an independent contractor. This Agreement does not create a joint venture, partnership or other business enterprise between the parties. The Consultant has no authority to bind the Town to any promise, debt, default, or undertaking of the Consultant.

**A10.14 Discretion of Town Manager**

Any matter not expressly provided for herein dealing with the Town or decisions of the Town shall be within the exercise of the reasonable professional discretion of the Town Manager.

### **A10.15 Resolution of Disputes**

Consultant understands and agrees that all disputes between it and the Town based upon an alleged violation of the terms of this Agreement by the Town shall be submitted for resolution in the following manner.

The initial step shall be for the Consultant to notify the Procurement Manager in writing of the dispute identified in Article A10.06, Notices. Consultant shall, within five (5) calendar days of the initial notification, all supporting documentation to the Procurement Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said documentation the Procurement Manager shall review the issues relative to the dispute and issue a written finding.

Should the Consultant and the Procurement Manager fail to resolve the dispute the Consultant shall submit their dispute in writing within five (5) calendar days to the Town Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said notification the Town Manager shall review the issues relative to the dispute and issue a written finding.

Appeal to the Town Manager for his/her resolution, is required prior to Consultant being entitled to seek judicial relief in connection therewith. Consultant shall be entitled to seek judicial relief if a period of sixty (60) days has expired after submitting to the Town Manager a detailed statement of the dispute, accompanied by all supporting documentation and the Town Manger has not issued a written determination. Should the amount of compensation require approval or disapproval by the Town Council, Consultant shall not be entitled to seek judicial relief unless:

- (i) it has first received Town Manager's written decision, approved by the Town Council or
- (ii) a period of (90) days has expired from the date of the Town Manager's decision and the Town Council has not taken action; or
- (iii) Town has waived compliance with the procedure set forth in this section by written instrument(s) signed by the Town Manager.

### **A10.16 Contingency Clause**

Funding for this Agreement is contingent on the availability of funds and continued authorization for program activities and the Agreement is subject to amendment or termination due to lack of funds, reduction of funds and/or change in regulations, upon thirty (30) days notice.

### **A10.17 Third Party Beneficiary**

Consultant and the Town agree that it is not intended that any provision of this Agreement establishes a third party beneficiary giving or allowing any claim or right of action whatsoever by any third party under this Agreement.

### **10.18 No Estoppel**

Neither the Town's review, approval and/or acceptance of, or payment for Services performed under this Agreement shall be construed to operate as a waiver of any rights under this Agreement of any cause of action arising out of the performance of this Agreement, and the



Consultant shall be and remain liable to the Town in accordance with applicable laws for all damages to the Town caused by the Consultant's negligent performance of any of the Services under this Agreement. The rights and remedies provided for under this Agreement are in addition to any other rights and remedies provided by law.

Where the Consultant is comprised of more than one legal entity, each such entity shall be jointly and severally liable under this Agreement.

**END OF SECTION**

## SECTION B      SCOPE OF WORK

### **Article B1      General**

Consultant shall provide comprehensive Civil Engineering services for a Project for which Consultant was selected in accordance with Section 287.055 Florida Statutes, as amended, Consultants' Competitive Negotiations Act (CCNA).

#### **B1.01      Scope of Services**

The Consultant agrees to provide comprehensive professional services in accordance with all applicable law and building and environmental regulations, including the Florida Building Code and the Town Code of Ordinances, and as set forth in this Agreement and further enumerated in a Work Order. Consultant may be required to perform all or some of the services presented in this Agreement. Consultant shall furnish, as Basic Services, comprehensive professional services for a Projects including, but not limited to those described below in Section B2, "Basic Services".

Project(s) may include roadway reconstruction or resurfacing, drainage improvements, storm water management, swale restoration, curbs, gutters, sidewalks, lighting improvements, landscaping, signage and striping, staff studies, recording, verification and analysis of existing conditions in a Project area; and any survey, geotechnical, and utility coordination required to produce complete sets of signed and sealed construction documents, specifications and estimates of probable construction costs for a Project.

Consultant may be required to perform all or some of the services presented in this Agreement, depending on the needs of the Town for a Project. Consultant may also be requested to perform the Services of a Design Criteria Professional, as detailed in Section 287.0555 Florida Statutes, should the Town to use the design-build methodology.

The Consultant will phase the Work required to complete the Project so that the Project is designed and constructed in the most logical, efficient, and cost effective manner

#### **B1.02      Work Orders**

When the Town Manager has determined that a specific phase of a Project or a Project is to proceed, the Town Manager will request in writing, a Work Order Proposal from the Consultant based on the proposed Scope of Services provided to the Consultant in writing by the Town Manager. The Consultant, the Town Manager, and others if appropriate, may have preliminary meetings, if warranted, to further define the Scope of Services and to resolve any questions. The Consultant shall then prepare a Work Order Proposal following the format provided by or acceptable to the Town, indicating the proposed Scope of Services, total time for performance, time for per of each task, phase or deliverable, staffing (including proposed hours per individual and/or classification, proposed fees, Subconsultants, and deliverable items and/or documents. The Town, at its sole discretion may provide the Consultant with a standardized Work Order Proposal Form to be used for all requests.

The Town Manager may accept the Work Order Proposal as submitted, reject the Work Order Proposal, or negotiate revisions to the Work Order Proposal. Upon successful conclusion of negotiations the Consultant may be required to submit a revised final Work Order Proposal. If

negotiations cannot be successfully completed, the Town Manager may terminate negotiations and may request a Work Order Proposal from another consultant under contract with the Town, or secure such services through other means available to the Town. Upon approval of the Work Order Proposal the Town Manger will issue a written Work Order assigning the Project to the Consultant.

It is understood that a Work Order or Notice to Proceed may be issued under this Agreement at the sole discretion of the Town Manager and that the Consultant has no expectation, entitlement, right to or privilege to receive a Work Order and/or Notice to Proceed for any Project or task. The Town reserves at all times the right to perform any or all Professional Services in-house, or with other private professional architects or engineers as provided by Section 287.055, Florida Statutes, as amended, (Consultants' Competitive Negotiation Act) or to discontinue or withdraw any or all Projects or tasks or to exercise any other choice allowed by law.

This Agreement does not confer on the Consultant any particular, exclusive or special rights to any Work required by the Town. Outside of this Agreement, the Town may submit proposals and/or qualifications for any professional services which the Consultant is qualified to perform in response to any public solicitation issued by Town.

**Article B2**      **Basic Services**

Consultant agrees to provide complete civil engineering services as set forth in the tasks enumerated in an approved Work Order, in accordance with the Florida Building Code, latest edition, all federal, state, county and Town, laws, codes and ordinances. Consultant shall maintain an adequate staff of qualified personnel on the Services at all times to ensure its performance as specified in the Agreement.

These Services may include, but are not limited to:

- |  |   |
|--|---|
| a. complete planning and design services                           | b. options evaluations                    |
| c. roadway analysis  | d. public meetings                        |
| e. pavement analysis   | f. drainage analysis                      |
| g. Drainage modeling   | h. programming                            |
| i. geotechnical  | j. surveying                              |
| k. detailed assessments and recommendations                        | l. cost estimates                         |
| m. Conflict tables for resolutions during design                   | n. opinions of probable construction cost |
| o. construction administration                                     | p. post design services                   |
| p. review of Work prepared by Subconsultants and other consultants |   |
| r. field investigations and observations                           | r. traffic studies                        |
| s. other related Services as needed                                |   |

Consultant shall coordinate with the residents as necessary to review, discuss and resolve the design and any issues that may arise.

Consultant shall submit one (1) electronic set of all documents and three (3) full size copies of documents required under this Section, without additional charge, for review and approval by Town. Consultant shall not proceed with the next task of the Services until the documents have been approved, in writing, by the Town, and a Notice to Proceed with the next phase or task has been issued by the Town.

**B2.01 Development of Objectives**

Consultant shall confer with representatives of Town, the assigned Town representative (Town's Project Manager), and other jurisdictional agencies to develop several options for how the various elements of a Project will be designed and constructed.

Consultant shall, utilizing a compilation of available documentation, confer with representatives of the Town, the designated Town representative, and other jurisdictional agencies in order to comprehensively identify aspects of the completed facility program that may require further refinement to attain the requisite detail of design development required to begin a Project or various phases/aspects of a Project. For clarity of scope, the items that need further development will be called Conceptuals and the remaining items will be called Designs.

Consultant may be required to prepare written descriptions of the various options and participate in presentations to multiple groups explaining alternative options. Sufficient detail shall be provided to support the presentation materials.

Consultant shall hire the appropriate Subcontractor to provide Civil Engineering support services which are not in-house. Field Surveys shall include the location of all site structures including all utility structures and facilities. Consultant shall also engage a soil testing firm to perform soil borings and other tests required for new construction work. The extent to which this Work will be needed shall be based on the surveying and soil borings performed previously by the Town. Cost of the surveyor and soil engineering services shall be billed as reimbursable expenses.

**B2.02 Schematic Design**

Consultant shall prepare and present, in writing and at an oral presentation if requested, for approval by Town, a recommended course of action (RCA), Design Concept and Schematics Report, comprising Schematic Design Studies, including an identification of any special requirement affecting the Project, a Statement of Probable Construction Cost, Project Development Schedule and review of Constructability Review reports.

Schematic Design Studies consist of site plan(s), elevations, sections, floor plans (where applicable), and all other elements required by Town or Town's Project Manager to show the scale and relationship of the components and design concepts of the whole. Any required floor plans may be single-line diagrams. A simple perspective rendering or sketch, model or photograph thereof may be provided to further show the design concept.

A Statement of Probable Construction Cost, prepared in Construction Standard Index (CSI) format, to include a summary of the estimated project cost and an evaluation of funding allocation. Such summary shall be in sufficient detail to identify the costs of each element and include a breakdown of the fees, general conditions and construction contingency. Such evaluation shall comprise a brief description of the basis for estimated costs per each element and similar project unit costs. Costs shall be adjusted to the projected bid date. Recommendations for reducing the scope of the Project in order to bring the estimated costs within allocated funds, in the event that the statement of Probable Construction Costs exceeds allocated funds, the Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope. Any "Statement of Probable Construction Costs" prepared

by Consultant represents a reasonable estimate of cost in Consultant's best judgment as a professional familiar with the local construction industry.

The Project Development Schedule shall show the proposed completion date of each task of the Project through design, bidding, and post design services.

Constructability Review reports may be conducted by the Town and/or its consultants at design stages deemed necessary by the Town's Project Manager. Consultant may be requested, as a reimbursable expense, to provide additional copies of the deliverables for distribution, by Town, to others for this purpose. There shall be an established deadline for review report submission back to Town. If required the Consultant shall provide written responses to all comments within two weeks and shall maintain files of all related review reports and response reports. If necessary, Town may coordinate Constructability Review meetings with some or all of the reviewers with Consultant present to discuss specific issues. In addition to the Constructability Review process mentioned above, Town reserves the right to conduct a Peer Review of a Project documents at any design stage. Cost of such a Peer Review would be borne by Town. Any findings as a result of said Peer Review would be addressed by Consultant, and if requested by Town, would be incorporated into the design documents, at no additional cost to Town and no extension of time to the schedule.

### **B2.03 Design Development**

From the approved Schematic Design documents, Consultant shall prepare and present in writing, and at oral presentations, if requested, for approval by Town, separate Design Development Documents, updated Project Development Schedules, updated Statements of Probable Construction Costs and a review of Constructability Review reports.

The Design Development Documents shall consist of drawings (site plans, floor plans, elevations, sections), outline specifications, and other documents.

Design Development consists of continued development and expansion of architectural and/or civil Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of each element through:

- a. Plan sections and elevations
- b. Typical construction details
- c. Final materials selection
- d. Construction phasing plan

The updated Development Schedules shall show the proposed completion dates of each milestone of each Project through design, bidding, construction and proposed date of occupancy. Consultant will also detail all long lead procurement items and architecturally significant equipment that will need to be purchased prior to the completion of Construction Documents.

Consultant shall provide updated Statements of Probable Construction Cost. If either statement of Probable Construction Cost exceeds allocated funds, Consultant shall prepare recommendations for reducing the scope of that particular Project in order to bring the estimated costs within allocated funds. Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope.

Consultant shall provide updated Constructability Review reports.

#### **B2.04 Construction Documents**

Prior to authorizing the Consultant to proceed with preparation of Construction Document Development, the Town may establish and communicate to the Consultant a maximum sum for the cost of construction of the Project ("Maximum Cost Limit") if the Town has not done so at the time the Work Order was issued. If the Town has not advertised for bids within ninety (90) days after the Consultant submits the Final Design to the Town, the estimate of the cost of construction shall be adjusted by Consultant. Notwithstanding anything above to the contrary, the Town may require the Consultant to revise and modify Construction Documents and assist in the re-bidding of the Work at no additional cost or fee to the Town if all responsive and responsible bids received exceed the Maximum Cost Limit.

From the approved Design Development Documents, Consultant shall prepare for written approval by the Town, Final Construction Documents setting forth all design drawings and specifications needed to comprise a fully biddable, permittable, constructible Project.

Consultant shall produce 30%, 60%, 90% and permit set for review and approval by Town, which shall include the following:

- a. A Drawing Cover Sheet listing an index of all number of drawings by each discipline. Drawings not included in the 30%, 60%, 90% and permit set review shall be noted. Consultant shall attach an index of all anticipated drawing sheets necessary to fully define the Project.
- b. The updated Project Schedule to include an outline of major construction milestone activities and the recommended construction duration period in calendar days.
- c. An updated Statement of Probable Construction Cost in CSI format.
- d. Consultant may also be authorized to include in the Construction Documents approved additive and/or deductive alternate bid items.
- e. A Project Specifications index and Project Specifications with at least the 60%, and permit set.
- f. Consultant shall provide an index of all submittals required by the Contractor that clearly identifies submittals for which the Contractor shall be responsible for design.
- g. Consultant shall submit the special conditions separate from the technical specifications.
- h. Consultant shall not proceed with further construction document development until approval of the 30% documents is received in writing from Town. Approval by Town shall be for progress only and does not relieve Consultant of its responsibilities and liabilities relative to code compliance and to other covenants contained in this Agreement. Consultant shall resolve all questions indicated on the documents and make all changes to the documents necessary in response to the review commentary. The Documents review (check) sets shall be returned to Town upon submission of Final Construction Documents and Consultant shall provide an appropriate response to all review comments noted on these previously submitted documents.

**B2.05 Dry Run Permitting**

The Consultant shall file and follow-up for all required permits at the earliest practicable time during the performance of the Services, the necessary portions of the Construction Documents for approval by Town, County, State and/or Federal authorities having jurisdiction over the Project by law or contract with the Town, and shall assist in obtaining any such applicable certifications of permit approval by such authorities. The Consultant shall promptly, at any time during the performance of the Work hereunder, advise the Town of any substantial increases in costs set forth in the Statement of Probable Construction Cost that in the opinion of the Consultant is caused by the requirement(s) of any permitting entities.

Upon completion of dry run permitting Consultant shall provide three (3) full size sealed copies of the drawings and specifications. Consultant shall also provide digital versions of the drawings in .dwg, .plt, and .pdf formats. The specification additional terms and conditions shall be provided in both .pdf and .doc formats.

**B2.06 Bidding and Award of Contract****B2.06-1 Bid Documents Approvals and Printing**

Upon obtaining all necessary approvals of the Construction Documents, from authorities having jurisdiction, acceptance by the Town of the 100% Construction Documents and latest Statement of Probable Construction Cost, the Consultant shall assist the Town in obtaining bids, preparing and awarding the construction contract. The Town, for bidding purposes, will have the bid documents printed, or, at its own discretion, may authorize such printing as a reimbursable service to the Consultant.

**B2.06-2 Issuance of Bid Documents, Addenda and Bid Opening**

- a. The Town shall issue the bid documents to prospective bidders.
- b. The Consultant shall assist the Town in the preparation of responses to questions if any are required during the bidding period. All addendum or clarifications, or responses shall be issued by the Town.
- c. The Consultant shall prepare revised plans, at no cost to the Town, if any are required, for the Town to issue to all prospective bidders.
- d. The Town will schedule a "Pre-Bid Meeting" on an as needed basis, for the Project. The Consultant may be required to attend any pre-bid meeting(s) and require attendance of Subconsultants at such meetings.

**B2.06-3 Bid Evaluation and Award**

The Consultant shall assist the Town in evaluation of bids. If the lowest responsive Base Bid received exceeds the total allocated funds for construction, the Town may:

1. Approve an increase in the Project cost and award a Contract;
2. Reject all bids and re-bid the Project within a reasonable time with no change in the Project, or additional compensation to the Consultant;
3. Direct the Consultant to revise the scope and/or quality of construction, and rebid the Project. The Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost based on such revisions within the total authorized construction budget. The Town may exercise such option where the bid price exceeds 10% of the fixed construction

budget provided to the Consultant and as may be modified by the Town and the Consultant prior to soliciting bids.

4. Suspend, cancel or abandon the Project.

NOTE: Under item three (3.) above the Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost within the budgeted amount.

**B2.07 Administration of the Construction Contract**

**B2.07-1**

The Construction Phase will begin with the award of the construction contract and will end when the Consultant has provided to the Town all post construction documents, including Contractor As-Built drawings, Consultant's record drawings, warranties, guarantees, operational manuals, and Certificate(s) of Occupancy have been delivered to the Town and the Town approves the final payment to the Consultant. During this period, the Consultant shall provide administration of the construction contract as provided by this Agreement, and as provided by law.

**B2.07-2**

The Consultant, as the representative of the Town during the Construction Phase, shall advise and consult with the Town and shall have the authority to act on behalf of the Town to the extent provided in the terms and conditions of the construction contract and their Agreement with the Town.

**B2.07-3**

The Consultant and respective Subconsultants shall visit the site to conduct field observations, at a minimum twice a week, to ascertain the progress of the Project and shall visit the site as appropriate to conduct field inspections to ascertain the progress of the Project and determine, in general, if the work is proceeding in accordance with the Contract Documents. The Consultant shall provide any site visits necessary for certification if required by the authorities having jurisdiction. The Consultant shall report on the progress the Work, including any defects and deficiencies that may be observed in the work. The Consultant and/or Subconsultants will not be required to make extensive inspections or provide continuous daily on-site inspections to check the quality or quantity of the work unless otherwise set forth in this Agreement. The Consultant will be responsible for writing minutes of all meetings and field inspections report it is asked to attend, as well as the distribution of the minutes. Consultant and Subconsultants will not be held responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work. The Consultant and his/her Subconsultants will not be held responsible for the Contractor's or subcontractors', or any of their agents' or employees' failure to perform the work in accordance with the contract unless such failure of performance results from the Consultant's acts or omissions.

**B2.07-4**

The Consultant shall furnish the Town with a written report of all observations of the Work made by Consultant and require all Subconsultants to do same during each visit



to the Project. The Consultant shall also note the general status and progress of the work. The Consultant shall submit the reports in a timely manner. The Consultant and the Subconsultants shall ascertain that the work is acceptable to the Town. Consultant shall assist the Town in ensuring that the Contractor is making timely, accurate, and complete notations on the "as-built" drawings. Copies of the field reports shall be attached to the monthly Professional Services payment request for construction administration services. The Consultant's failure to provide written reports of all site visits or minutes of meeting shall result in the rejection of payment requests and may result in a proportional reduction in Construction Administration fees paid to the Consultant.

**B2.07-5**

- a. Based on observations at the site and consultation with the Town, the Consultant shall determine the amount due the Contractor based on the pay for performance milestones and shall recommend approval of such amount as appropriate. This recommendation shall constitute a representation by the Consultant to the Town that, to the best of the Consultant's knowledge, information and belief, the work has progressed to the point indicated and that, the quality of the work is in accordance with the contract and the Contractor is entitled to amount stated on the requisition subject to: a detailed evaluation of the work for conformance with the contract upon substantial completion;
- b. the results of any subsequent tests required by the contract;
- c. minor deviations from the contract correctable prior to completion;
- d. any specific qualifications stated in the payment certificate and further that the Contractor is entitled to payment in the amount agreed upon at a requisition site meeting or as stated on the requisition.

Prior to recommending payment to the Contractor, the Consultant will prepare a written statement to the Town on the status of the work relative to the Construction Schedule, which shall be attached to the Contractor's Requisition. Such statement shall be prepared immediately following the requisition field meeting and shall not be cause for delay in timely payment to the Contractor. By recommending approval of a Payment Certificate, the Consultant shall not be deemed to represent that the Consultant has made any examination to ascertain how and for what purpose the Contractor has used money paid on account of the Construction Contract Sum.

**B2.07-6**

The Town shall be the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder. The Consultant shall render interpretations necessary for the proper execution or progress of the work upon written request of either the Town or the Contractor, and shall render written decisions, within maximum of ten (10) calendar days, on all claims, disputes and other matters in question between the Town and the Contractor relating to the execution or progress of the work. Interpretations and decisions of the Consultant shall be consistent with the intent of and reasonably inferable from, the Contract Documents and shall be in written or graphic form.

**B2.07-7**

The Consultant shall have the authority to recommend rejection of work, which does not conform to the Contract Documents. Whenever, in his/her reasonable opinion, the Consultant considers it necessary or advisable to insure compliance with the Contract Documents, the Consultant will have the authority to recommend special inspection or testing of any work deemed to be not in accordance with the Contract, whether or not such work has been fabricated and/or delivered to the Project, or installed and completed.

**B2.07-8**

The Consultant shall promptly review and approve, reject or take action on shop drawings, samples, RFIs and other submissions of the Contractor. Changes or substitutions to the construction documents shall not be authorized without concurrence of the Town. The Consultant shall have a maximum of ten (10) calendar days from receipt of shop drawings, samples, RFI's or other submittals by the Contractor, to return the shop drawings or submittals to the Contractor with comments indicating either approval or disapproval. Consultant shall provide the Contractor with a detailed written explanation as to the basis for any rejection.

**B2.07-9**

The Consultant shall initiate and prepare required documentation for changes as required by the Consultant's own observations or as requested by the Town, and shall review and recommend action on proposed changes. Where the Contractor submits a request for Change Order or Change Proposal request, the Consultant shall, within ten (10) calendar days, review and submit to the Town, his/her recommendation or proposed action along with an analysis and/or study supporting such recommendation.

**B2.07-10**

The Consultant shall examine the work upon receipt of the Contractor's request for substantial completion inspection of the Project and shall, prior to acceptance by the Town, recommend execution of a "Certificate of Acceptance for Substantial Completion" after first ascertaining that the Project is substantially complete in accordance with the contract requirements. The Consultant shall in conjunction with representatives of the Town and the Contractor prepare a punch list of any defects and discrepancies in the work required to be corrected by the Contractor in accordance with Florida Statute 218.735. Upon satisfactory completion of the punch list the Consultant shall recommend execution of a "Certificate of Final Acceptance" and final payment to the Contractor. The Consultant shall obtain from the Contractor upon satisfactory completion of all items on the punch list all necessary closeout documentation from the Contractor, including but not limited to all guarantees, operating and maintenance manuals for equipment, releases of liens/claims and such other documents and certificates as may be required by applicable codes, law, and the contract, and deliver them to the Town before final acceptance shall be issued to the Contractor.

Consultant shall attend a second substantial completion inspection if required.

**B2.07-11**

The Consultant shall review the Contractor's "as built" drawings and submit them to the Town upon approval by the Consultant. The Contractor is responsible for preparing the "as built" drawings.

**B2.07-12**

The Consultant shall furnish to the Town the original documents, including drawings, revised to "as-built" conditions based on information furnished by the Contractor; survey, and specific condition. In preparing the "Record Set" documents the Consultant shall rely on the accuracy of the information provided by the Contractor, including the Contractor's record drawings. Any certification required under this Agreement including the contents of "as-built" documents is conditioned upon the accuracy of the information and documents provided by the construction contractor. Transfer of changes made by "Change Authorization", "Change Order", "Request for Information", substitution approvals, or other clarifications will be the Consultant's responsibility to incorporate into the "Record Set". Changes made in the field to suit field conditions, or otherwise made by the Contractor for its convenience shall be marked by the Contractor on the "Field Record Set" and transferred to the original contract documents by the Consultant. The original documents as well as the "Record Set" shall become the property of the Town. A reproducible set of all other final documents will be furnished to the Town free of charge by the Consultant. The Consultant shall furnish to the Town one complete set of "Record Set Drawings", in Auto CADD Version 2007 or such other format acceptable to the Town.

**B2.07-14**

The Consultant shall prepare a statement of work completion and submit them to the Town and PERA.

**B2.05-15**

The Consultant shall assist the Town in the completion of the Contractor's performance evaluation during construction work and upon final completion of the Project.

**B2.08 Time Frames for Completion**

The timeframes for the completion of a Project and its phase or tasks will be established in an approved Work Order Proposal.

**Article B3 Additional Services****B3.01 General**

Services categorized below as "Additional Services" may be specified and authorized by Town and are normally considered to be beyond the scope of the Basic Services. Additional Services shall be authorized in a Work Order and will be compensated for as provided in Section B, Section B3.06.

**B3.02 Examples**

Except as may be specified in this Agreement, Additional Services may include, but are not limited to the following:

**B3.02-1**

Appraisals: Investigation and creation of detailed appraisals and valuations of existing facilities, and surveys or inventories in connection with construction performed by Town.

**B3.02-2**

Specialty Design: Any additional special professional services not included in the Scope of Services.

**B3.02-3**

Extended Testing & Training: Extended assistance beyond that provided under Basic Services for the initial start-up, testing, adjusting and balancing of any equipment or system; extended training of Town's personnel in operation and maintenance of equipment and systems, and consultation during such training; and preparation of operating and maintenance manuals, other than those provided by the Contractor, subcontractor, or equipment manufacturer. Provide Commissioning Services as part of systems start-up.

**B3.02-4**

Major Revisions: Making major revisions to drawings and specifications resulting in or from a change in Scope of Work, when such revisions are inconsistent with written approvals or instructions previously given by Town and are due to causes beyond the control of Consultant. (Major revisions are defined as those changing the Scope of Work and arrangement of spaces and/or scheme and/or any significant portion thereof).

**B3.02-5**

Expert Witness: Preparing to serve or serving as an expert witness in connection with any arbitration proceeding or legal proceeding, providing, however, that Consultant cannot testify against Town in any proceeding during the course of this Agreement.

**B3.02-6**

Miscellaneous: Any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural/engineering practice related to construction.

**B3.03 ADDITIONAL DESIGN**

The Town may, at its option, elect to proceed with additional design work, which shall be handled in accordance with the requirement for Additional Services.

**Article B4 REIMBURSABLE EXPENSES****B4.01 GENERAL**

Reimbursable Expenses cover those services and items authorized by Town in addition to the Basic and Additional Services and consist of actual, direct expenditures made by Consultant and the Subconsultant for the purposes listed below. Transportation, travel and per diem expenses within Dade, Broward, or Palm Beach Counties shall not be considered as reimbursable expenses under this Agreement.

Additional Reimbursable Expenses include, but are not limited to:

- a. Communications Expenses: Identifiable communication expenses approved by the Project Manager, long distance telephone, courier and express mail between

Consultant's various permanent offices and Subconsultant. Consultant's field office at the Project site is not considered a permanent office.

- b. Reproduction, Photography: Cost of printing, reproduction or photography, beyond that which is required by or of Consultant's part of the work, set forth in this Agreement.
- c. Surveys: Site surveys and special purpose surveys costs authorized by the Town.
- d. Geotechnical Investigation: Identifiable Soil Borings and Reports and testing costs authorized by the Town.
- e. Fees: All permit fees, review fees and other similar fees paid to regulatory agencies for approvals directly attributable to the Project.
- f.

**B4.02 SUBCONSULTANT REIMBURSEMENTS**

Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant's agreement provides for reimbursable expenses and when such agreement has been previously approved, in writing, by the Town Manager and subject to all budgetary limitations of the Town and requirements of this Agreement.

**END OF SECTION**

## **SECTION C    COMPENSATION AND PAYMENTS**

### **Article C1    Method of Compensation**

The fees for Professional Services for the Project and each Work Order shall be determined by one of the following methods or a combination thereof, at the option of the Town Manager or designee, with the consent of the Consultant.

- a) A Lump Sum, which may include not to exceed components in accordance with Article C2 below.
- b) An Hourly Rate, in accordance with Article C2 below & at the rates in the Agreement.
- c) A Percentage of Construction Cost, in accordance with Article C2 below.

#### **C1.01    Compensation Limits**

The aggregate sum of all payments for fees and costs, including reimbursable expenses, to the Consultant payable by the Town under this Agreement shall be limited to the threshold Established in Section A2.03 as the maximum compensation limit for cumulative expenditures under this Agreement. Under no circumstances will the Town have any liability for work performed, or as otherwise may be alleged or claimed by Consultant, beyond the cumulative amount provided herein, except where specifically approved in accordance with the Town Code by the Town Manager or Town Commission as applicable as an increase to the Agreement and put into effect via an Amendment to this Agreement.

#### **C1.02    Consultant Not To Exceed**

Absent an amendment to the Agreement or to any specific Work Order, any maximum dollar or percentage amounts stated for compensation shall not be exceeded. In the event they are so exceeded, the Town shall have no liability or responsibility for paying any amount of such excess, which will be at Consultant's own cost and expense.

### **Article C2    Wage Rates**

#### **C2.01    Fee Basis**

All fees and compensation payable under this Agreement shall be formulated and based upon the certified negotiated Wage Rates as stated in Article A2.03 of the Agreement. Said Wage Rates are the effective direct hourly rates, as approved by the Town, of Consultant and Subconsultant employees in the specified professions and job categories that are to be utilized to provide the services under this Agreement, regardless of manner of compensation.

Should the Consultant intend to utilize personnel or Subconsultants for a Project where the Wage Rates have not been established, the Consultant must request that the Town add the person or Subconsultant's established wage rates. The Town may require that the Consultant provide documentation substantiating the request.

#### **C2.02    Employees and Job Classifications**

Form SC identifies the professions, job categories and/or employees expected to be used during the term of this Agreement. These may include engineers, landscape architects, professional interns, designers, CADD technicians, project managers, GIS and environmental specialists, specification writers, clerical/administrative support, and others engaged in the Work. In determining compensation for a given Scope of Work, the Town reserves the right to recommend the use of Consultant employees at particular Wage Rate levels. Consultant shall not include any profession, job category or employees in a Work Order Proposal that do not

appear on Form SC. Consultant shall submit a request to the Town to add such to Form SC prior to the submittal of any affected Work Order Proposal.

### **C2.03 Multiplier**

For Work assigned under this Agreement, a maximum multiplier of 2.9 to Consultant's hourly Wage Rates in calculating compensation payable by the Town. Consultant's subcontractors have a multiplier of: AMEC Environment 2.9, Rosenberg Gardner Design 2.9, and Richard Garcia 2.77. Should the Consultant have an approved multiplier with the State of Florida or Miami Dade County, the Town may elect to utilize either of these multipliers should they be less than above stipulated rates. Said multiplier is intended to cover Consultant's employee benefits (e.g. sick leave, vacation, holiday, unemployment taxes, retirement, medical, insurance and unemployment benefits) and Consultant's profit, and overhead including, without limitation, office rent, local telephone and utility charges, office and drafting supplies, depreciation of equipment, professional dues, subscriptions, stenographic, administrative and clerical support, management and supervisory responsibilities, time or travel and subsistence not directly related to a Project. The multiplier shall not be applied to the Principal, owner, or partner of the Consultant except where they are preparing drawings or specifications, preparing a study report, or similar tasks.

### **C2.04 Calculation**

Said Wage Rates are to be utilized by Consultant in calculating compensation payable for Work Orders Proposals requested by Town. Consultant shall identify job classifications, available staff and projected man-hours required for the proper completion of tasks and/or groups of tasks, milestones and deliverables identified in a request for a Work Order Proposal.

### **C2.05 Wage Rate Adjustments**

The Consultant may request an adjustment to the Wage Rates on an annual basis. Such request may only be made where there has been an actual increase in a Wage Rate(s) by the Consultant. The Town may also adjust the or where the Town Manager determines that extenuation circumstances exist. The maximum the Wage Rates depicted in Schedule 2 may be adjusted at the Consultant's request shall be based on the Miami – Fort Lauderdale Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics. Such adjustment shall be calculated by multiplying the ratio of the index in effect at that time divided by the previous year's index by the hourly rate entries in the Wage Rate Schedule to determine the adjusted Wage Rate Schedule. In no event shall the Wage Rate increase by more than three percent (3%) in any one year period.

## **Article C3 Computation of Fees and Compensation**

The Town agrees to pay the Consultant, and the Consultant agrees to accept for services rendered pursuant to this Agreement, fees computed by one or a combination of the methods outlined above, as applicable, in the following manner:

### **C3.01 Lump Sum**

Compensation for a Scope of Work shall generally be a Lump Sum, either a Fixed Fee or Not to Exceed Fee as deemed appropriate by the Town, to be mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order. Lump Sum and Lump Sum not to Exceed methods of compensation are the preferred methods of compensation.

**C3.01-1 Lump Sum Fixed Fee:** shall be the total amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase or task under a Work Order. Payments to the Consultant shall be based on a percentage of completion basis.

**C3.01-3 Lump Sum Not to Exceed Fee** shall establish the maximum amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase, or task under a Work Order. Payments to the Consultant shall be based on the actual work effort required to complete the Project, phase or task.

**C3.01-3 Guaranteed Maximum Lump Sum:** shall be the total maximum fee amount payable by Town wherein certain aspects, tasks or allowances may not be defined, quantified and calculated at the time of Work Order issuance. A Guaranteed Maximum Lump Sum compensation may represent a combination of Fixed Fees for professional services and not to exceed allowances for Reimbursable Expenses or Additional Services.

**C3.01-4 Lump Sum Fee Adjustment:** Where the Town authorizes a substantial or material change in the Scope of Work, the Lump Sum Base Fee may be equitably adjusted by mutually consent of the parties, which shall be reflected in an amendment to the Work Order.

**C3.01-6** Lump Sum Fees shall be calculated by Consultant utilizing the Wage Rates established in Schedule 2 of the Agreement.

### **C3.02 Hourly Rate Fees**

**C3.02-1** Hourly Rate Fees shall be those rates for Consultant and Subconsultant employees identified in Schedule 2 Wage Rates. All hourly rate fees will include a maximum not to exceed figure, inclusive of all costs expressed in the contract documents. The Town shall have no liability for any fee, cost or expense above this figure.

Hourly Rate Fees shall be used only in those instances where the parties agree that it is not possible to determine, define, quantify and/or calculate the complete nature, and/or aspects, tasks, man-hours, or milestones for a particular Project or portion thereof at the time of Work Order issuance. In such cases, the Town will establish an Allowance in the Work Order that shall serve as a Not to Exceed Fee for the Work to be performed on an Hourly Rate Basis.

Consultant shall maintain records acceptable to the Town to track the hours of work performed by each person.

### **C3.03 Percentage of Construction Cost**

This is a percentage fee based on the Total Authorized Design Value of a project said percentage being hereinafter called the "Base Fee," as mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order or Notice to Proceed

#### **C3.03-1 Fee Computation:**

C3.03-1(a) The Total Authorized Design Value shall be used and identified in the Work Order as the basis for establishing the compensatory fee for all phases identified as part of Basic Services.



**C3.03-1(b)** If the actual construction cost is increased during the construction phase, the "Actual Construction Cost" shall be used as the basis for determining the fee for Construction Administration Phase if included in Basic Services.

**C3.03-1(c)** The term "Actual Construction Cost" does not include any compensation to the Consultant, the cost of the land, rights-of-way, works of art, permit fees or other costs which are the responsibility of the Town.

**C3.03-2 Inclusive Fee**

It is understood that with percentage compensation the Consultant shall perform all services for the stated percentage of the construction cost budgeted when the contract is signed.

**C3.03-3 Changes to Project Scope**

If the Town authorizes an increase or decrease in the scope of the Project or the Total Authorized Design Value of the Project, the Base Fee will be adjusted accordingly, based on justification from the Wage Rates or as mutually agreed upon.

**C3.04 Reimbursable Expenses**

Any fees for authorized reimbursable expenses shall not include charges for any expenses identified in Article C2.03, Multiplier. All reimbursable services shall be billed to the Town at direct cost expended by the Consultant. Town authorized reproductions in excess of sets required at each phase of the Work will be a Reimbursable Expense.

The Town will reimburse the Consultant for authorized Reimbursable Expenses pursuant to the limitations of this Agreement as verified by supporting documentation deemed appropriate by Town Manager or designee including, without limitation, detailed bills, itemized invoices and/or copies of cancelled checks.

Article C5 contains additional information on the payment of Reimbursable Expenses.

**C3.05 Fees for Additive or Deductive Alternates**

The design of additive and deductive alternates contemplated as part of the original Scope for a Project as authorized by the Town Manager will be considered as part of Basic Services. The design of additive and deductive alternates that are beyond the original Scope of Work and construction budget must be authorized through a Work Order and shall be billed to Town as Additional Services. The fees for alternates will be calculated by one of the three methods outlined above, as mutually agreed by the Town Manager and the Consultant.

**C3.06 Fees for Additional Services**

The Consultant may be authorized to perform Additional Services for which additional compensation and/or Reimbursable Expenses, as defined in this Agreement under Article B3, may be applicable.

**C3.06-1 Determination of Fee**

The compensation for such services will be one of the methods described herein: mutually agreed upon Lump Sum; Hourly Rate with a Not to Exceed Limit, or Percentage of Construction Cost.

**C3.06-2 Procedure and Compliance**

An independent and detailed Work Order or an Amendment to a previously issued Work Order shall be required to be issued and signed by the Town Manager for each additional service requested by the Town. The Work Order will specify the fee for such service and upper limit of the fee, which shall not be exceeded, and shall comply with the Town's regulations, including the Purchasing Ordinance, the Consultant's Competitive Negotiation Act, and other applicable laws.

**C3.07 Payment Exclusions**

Consultant shall not be compensated by Town for revisions and/or modifications to drawings and specifications, for extended construction administration, or for other work when such work is due to errors or omissions of Consultant as determined by Town.

**C3.08 Fees Resulting From Project Suspension**

If a Project is suspended for the convenience of the Town for more than three (3) months or terminated without any cause in whole or in part, during any Phase, the Consultant shall be paid for services duly authorized, performed prior to such suspension or termination, together with the cost of authorized reimbursable services and expenses then due, and all appropriate, applicable, and documented expenses resulting from such suspension or termination. If the Project is resumed after having been suspended for more than three months, the Consultant's further compensation shall be subject to renegotiations.

**Article C4 Payments to the Consultant**

**C4.01 Payments Generally**

Payments for Basic Services may be requested monthly in proportion to Services performed during each Phase of the Work. Subconsultant fees and Reimbursable Expenses shall be billed to the Town in the actual amount paid by Consultant. Consultant shall utilize the Town standard Consultant Invoice Form that will be provided to the Consultant.

**C4.02 For Comprehensive Basic Services**

For those Projects and Work Orders contain multiple phases or task, payments shall not exceed the amount stipulated for each phase and the aggregate payment shall not exceed the total value of the Work Order

**C4.03 Billing – Hourly Rate**

Invoices submitted by Consultant shall be sufficiently detailed and accompanied by supporting documentation to allow for proper audit of expenditures. When Services are authorized on an Hourly Rate basis, the Consultant shall submit for approval by the Town Manager, a duly certified invoice, giving names, classification, salary rate per hour, hours worked and total charge for all personnel directly engaged on a Project, phase or task. , Reimbursable Services Cost should then be added to the sum for the total charges for the personnel. The Consultant shall attach to the invoice all supporting data for payments made to and incurred by Subconsultants engaged on the Project. In addition to the invoice, the Consultant shall, for Hourly Rate authorizations, submit a progress report giving an update on the completion of the Project and/or the applicable phase or task.

## **Article C5 Reimbursable Expenses**

### **Article C5.01 General**

Reimbursable Expenses are those items authorized by the Town outside of or in addition to the Scope of Work as identified in the Work Order (as Basic Services and/or Additional Services) and consist of actual expenditures made by the Consultant and the Consultant's Subconsultants for the following:

#### **C5.01-1 Transportation**

Identifiable transportation expenses in connection with the Project, subject to Section 112.061, Florida Statutes, as amended, excluding, however, all, general automobile transportation expenses within Miami-Dade, and Broward counties. Transportation expenses to locations outside the Miami-Dade-Broward-Palm Beach County area or from locations outside the Miami-Dade-Broward area will not be reimbursed unless specifically pre-authorized in writing by the Town Manager.

#### **C5.01-2 Travel And Per Diem**

Identifiable per diem, meals and lodging, lodging, taxi fares and miscellaneous travel-connected expenses for Consultant's personnel are subject to Section 112.061 Florida Statutes as amended. Meals for class C travel inside Miami-Dade or Broward County will not be reimbursed. Meals and lodging expenses will not be reimbursed for temporarily relocating Consultant's employees from one of Consultant's offices to another office if the employee is relocated for more than five (5) consecutive Working days. Lodging will be reimbursed only for room rates equivalent to Holiday Inn, Howard Johnson or Ramada Inn. Governmental lodging or meals will not be reimbursed that result from travel within Miami-Dade, Broward or Palm Beach Counties. Travel and per diem expenses are subject to the prior approval of the Town Manager.

#### **C5.01-3 Communication Expenses**

Identifiable communication expenses approved, in writing and in advance by the Town Manager, including long distance telephone, courier and express mail between the Consultant's various permanent offices. The Consultant's field office at the Project site is not considered a permanent office. Express mail or courier services are to be used only where there are significant time constraints.

#### **C5.01-4 Reproduction, Photography**

Cost of printing, reproduction or photography, which is required by or of Consultant to deliver services, set forth in this Agreement.

#### **C5.01-5 Permit Fees**

All Permit fees paid to regulatory agencies for approvals directly attributable to the Project. These permit fees do not include those permits required to be paid by the construction Contractor.

### **C5.02 Reimbursements to Subconsultants**

Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant agreement provides for reimbursable expenses and when such agreement has been previously approved in writing by the Town Manager and subject to all budgetary limitations of the Town and the requirements of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WITNESS/ATTEST

**Consultant, ADA Engineering**

Wgonmez  
Signature

Ivette O. Argudin  
Signature

**Wendy Gomez, Human Resources Coord.**

**Ivette O. Argudin, Executive Vice President**

Print Name, Title

Print Name, Title of Authorized Officer or Official

ATTEST:

(Corporate Seal)

Consultant Secretary  
(Affirm Consultant Seal, if available)

ATTEST:

**Town of Miami Lakes**, a municipal corporation  
of the State of Florida

M. Tejeda  
Marjorie Tejeda, Town Clerk

Alex Rey  
Alex Rey, Town Manager

APPROVED AS TO LEGAL FORM AND  
CORRECTNESS:

Joseph S. Salter  
Town Attorney

**CERTIFICATE OF AUTHORITY**

**(IF CORPORATION)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of A.D.A. Engineering, Inc., a corporation organized and existing under the laws of the State of Florida, held on the 30 day of March, 2012, a resolution was duly passed and adopted authorizing (Name) Ivette O. Argudin as (Title) Executive Vice President of the corporation to execute agreements on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, shall be the official act and deed of the corporation.

I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 30, day of March, 2012.

Secretary: Ivette O. Argudin

Print: Ivette O. Argudin, VP

**NOTARIZATION**

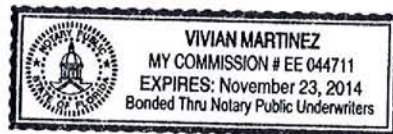
STATE OF Florida )

) SS: 59-206498

COUNTY OF Miami-Dade )

The foregoing instrument was acknowledged before me this 30 day of March, 2012, by Ivette O. Argudin, who is personally known to me or who has produced \_\_\_\_\_ as identification and who (did / did not) take an oath.

Vivian Martinez  
SIGNATURE OF NOTARY PUBLIC  
STATE OF FLORIDA



Vivian Martinez  
PRINTED, STAMPED OR TYPED  
NAME OF NOTARY PUBLIC

## SECTION D – FORMS & SCHEDULES

### Form SC - SUBCONSULTANTS

FIRM NAME	CONSULTING FIELD
AMEC	Environment and Infrastructure
Richard Garcia & Associates	Traffic Engineering
Rosenberg Gardner Design	Gardening Design

### Form KS – KEY STAFF

NAME	JOB CLASSIFICATION
Alberto Arguin	Principal in Charge
Alex Vazquez	Project Manager
Richard Mendez	Quality Control
Herminia Larrua	Senior Roadway Engineer
Cecelia Villoria	Senior Roadway Engineer
Cesar Borges	Drainage Engineer
Brent Whitfield	Civil Engineer
Shahin Rahman	Roadway Engineer
Guillermo Santos	Electrical Engineer
Manny Diez	Sr. Civil Site Designer
Luis Silva	Civil Site Designer
Jesus Suarez	Roadway Designer
Misael Ramirez	Civil Site Technician
Olga Casadevall	Civil Site Technician

Waddie Ruiz	Construction Manager
Stephanie Asenjo	Scheduler
Adrian Burleigh	Senior Inspector
Scott Faust	Senior Inspector

## Section E - WAGE RATES SUMMARY

NAME/JOB CLASSIFICATION	BASE HOURLY RATE
Alberto Arguin/ Principal in Charge	\$75.00
Alex Vazquez/ Project Manager	\$65.00
Richard Mendez/ Quality Control	\$66.95
Herminia Larrua/ Senior Roadway Engineer	\$55.70
Cecelia Villoria/ Senior Roadway Engineer	\$51.00
Cesar Borges/ Drainage Engineer	\$42.17
Brent Whitfield/ Civil Engineer	\$42.44
Shahin Rahman/ Roadway Engineer	\$31.93
Guillermo Santos/ Electrical Engineer	\$32.00
Manny Diez/ Sr. Civil Site Designer	\$50.48
Luis Silva/ Civil Site Designer	\$39.25
Jesus Suarez/ Roadway Designer	\$28.00
Misael Ramirez/ Civil Site Technician	\$27.81
Olga Casadevall/ Civil Site Technician	\$26.00
Waddie Ruiz/ Construction Manager	\$38.11
Stephanie Asenjo/ Scheduler	\$26.00
Adrian Burleigh/ Senior Inspector	\$28.64
Scott Faust / Senior Inspector	\$22.28
3 Man Crew	\$158.72 (hour) x 8 = \$1,269.76
4 Man Crew	\$195.87 (hour) x 8 = \$1,566.96
AMEC:	
G. Thomas McDaniel/ Geotechnical	\$65.00
Brian Hathaway/ Geotechnical	\$48.09
Angela/ Geotechnical	\$45.41
Zhihong Hu/ Geotechnical	\$35.87
Melvinsky Ramirez/ Geotechnical	\$31.24
Oscar Rodriguez/ Geotechnical	\$27.57
R. Michael Jones/ Surveyor	\$72.66
Charles Gardiner/ Surveyor	\$54.70
Max Rojas/ Surveyor	\$35.10
Richard Garcia & Associates:	
Richard Garcia/ Traffic Engineer	\$55.00
Carlos X. Valentin/ Traffic Engineer	\$25.80



Rosenberg Gardner Design:	
Kenneth Gardner/ Sr. Landscape Architect	\$28.85
Taylor Semler/ Sr. Landscape Architect	\$24.04

**2012-04ME**  
**PROFESSIONAL SERVICES AGREEMENT**  
**MISCELLANEOUS CIVIL ENGINEERING SERVICES**



**The Town of Miami Lakes Council:**

**Mayor Michael Pizzi**  
**Vice Mayor Nick Perdomo**  
**Councilmember Mary Collins**  
**Councilmember Timothy Daubert**  
**Councilmember Nelson Hernandez**  
**Councilmember Ceasar Mestre**  
**Councilmember Richard Pulido**

Alex Rey, Town Manager  
The Town of Miami Lakes  
15150 NW 79<sup>TH</sup> Court  
Miami Lakes, Florida 33016

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This Agreement made this \_\_\_ day of \_\_\_\_\_ in the year **2012** ("Agreement") by and between the Town of Miami Lakes, Florida, hereinafter called the "Town," and (name of Proposer), hereinafter called the "Consultant."

### RECITAL

A. The Town issued a Request for Qualifications ("RFQ") 2012-04 on November 7, 2011 for the provision of professional services for miscellaneous civil engineering services ("Services") and Consultant's proposal ("Proposal"), in response thereto, was selected as one of the most qualified for the provision of said Services. The RFQ and the Proposal are expressly incorporated into and made a part of this Agreement as if set forth in full.

B. WHEREAS, the Town, through action of the Town Manager and/or the Town Commission, as applicable, has selected the Consultant in accordance with Section 287.055, Florida Statutes, (Consultants' Competitive Negotiation Act), and the applicable provisions of the Town Procurement Ordinance, to provide the professional services as described herein.

WITNESSETH, that the Town and the Consultant, for the considerations herein set forth, agree as follows:

### SECTION A GENERAL TERMS AND CONDITIONS

**Article A1 Definitions**  
**A1.01 Additional Services** means any Work defined as such in this Agreement, secured in compliance with Florida Statutes and Town Code.

**A1.02 Attachments** mean the Attachments to this Agreement which are expressly incorporated by reference and made a part of this Agreement as if set forth in full.

**A1.03 Base Fee** means the amount of compensation mutually agreed upon for the completion of Basic Services.

**A1.04 Basic Services** means those services designated as such in a Section B.

**A1.05 Consultant** means the individual, partnership, corporation, association, joint venture, or any combination thereof, of properly registered professional architects, or engineers, which has entered into the Agreement to provide professional services to the Town.

**A1.06 Contractor** means an individual, partnership, corporation, association, joint venture, or any combination thereof, which has entered into a contract with the Town for construction of Town facilities and incidentals thereto.

**A1.08 Errors** means items in the plans, specification or other documents prepared by the Consultant that are shown incorrectly, which results in a change to the Services and

results in the need for the construction contractor to perform rework or additional work or which causes a delay to the completion of construction.

- A1.09 Errors and Omissions** means design deficiencies in the plans, specification or other documents prepared by the Consultant, which must be corrected in order for the project to function or be built as intended.
- A1.10 Inspector** means an employee or representative of the Town assigned by the Town to make observations of work performed by a Contractor.
- A1.14 Notice to Proceed** means same as "Authorization to Proceed." A duly authorized written letter or directive issued by the Town Manager or Procurement Manager acknowledging that all conditions precedent have been met and/or directing that Consultant may begin Work on a Project.
- A1.12 Omissions** means items the plans, specification or other documents prepared by the Consultant that are not shown or included which are necessary for the proper and/or safe operation of a Project or required to meet the Scope of Services.
- A1.13 Project Manager** means an employee or representative of the Town assigned by the Town Manager to manage and monitor the Services to be performed under this Agreement and the construction of the Project as a direct representative of the Town.
- A1.14 Project** means the construction, alteration and/or repair, and all services and incidentals thereto, of a Town facility or property as contemplated and budgeted by the Town. A Project shall be further defined in the Scope of Services of any Work Order issued under the Agreement.
- A1.15 Professional Services** means those services within the scope of the practice of architecture, professional engineering, or registered surveying and mapping, as applicable, as defined by the laws of the State of Florida, or those performed by any architect, professional engineer, or registered surveyor or mapper in connection with his or her professional employment or practice. These services may be abbreviated herein as "architectural/ engineering services" or "professional services", as applicable, which are within this definition.
- A1.17 Scope of Services or Services** means a comprehensive description of the activities, tasks, design features, objectives, deliverables and milestones required for the completion of Project with sufficient detail to allow a reasonably accurate estimation of resources necessary for its completion.
- A1.18 Subconsultant** means a person or organization of properly registered professional architects, engineers, registered surveyor or mapper, and/or other professional specialty that has entered into a written agreement with the Consultant to furnish specified professional services for the Project.
- A1.19 Town Council** means the legislative body of the Town of Miami Lakes.
- A1.20 Town Manager** means the duly appointed chief administrative officer of the Town of Miami Lakes or designee.

**A1.21 *Town or Owner*** means the Town of Miami Lakes, Florida, a Florida municipal corporation, the public agency which is a party hereto and for which this Agreement is to be performed. In all respects hereunder, Town's performance is pursuant to Town's position as the Owner of the Project. In the event the Town exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, codes, laws and ordinances shall be deemed to have occurred pursuant to Town's authority as a governmental body and shall not be attributable in any manner to Town as a party to this Agreement. The Town of Miami shall be referred to herein as "Town". For the purposes of this Agreement, "Town" without modification shall mean the Town Manager.

**A1.22 *Wage Rates*** means the effective direct expense to Consultant and/or Subconsultant, on an hourly rate basis, for employees in the specified professions and job categories assigned to provide services under this Agreement that justify and form the basis for professional fees regardless of actual manner of compensation.

**A1.23 *Work Order*** means a document approved and issued by the Town authorizing the performance of specific professional services for a Project or Projects under this Agreement.

**A1.24 *Work Order Proposal*** means a document prepared by the Consultant, at the request of the Town for Services to be provided by the Consultant on a specific Project or phase of a Project or for Additional Services.

## **ARTICLE A2 General Conditions**

### **A2.01 Term**

The term of this Agreement shall be for three (3) years commencing on the effective date of the Agreement. The Agreement shall remain in place until all Work Orders issued under the Agreement have been completed.

The Town, by action of the Town Manager, shall have the option to extend the term for two (2) additional period(s) of one (1) year each, subject to continued satisfactory performance as determined by the Town Manager, and to the availability and appropriation of funds. Town Commission authorization of this Agreement includes delegation of authority to the Town Manager to administratively approve said extensions.

### **A2.02 Scope of Services**

Consultant agrees to provide the Services as specifically described and set forth in Section B and any Work Order issued under this Agreement.

### **A2.03 Compensation**

#### **A2.03-1 Compensation Limits**

The amount of compensation payable by the Town to Consultant shall generally be a lump sum not to exceed fee, based on the rates and schedules established in Section E; provided, however, that in no event shall the amount of compensation exceed available budgeted funds during the term of the Agreement and any extension(s), unless explicitly approved by



action of the Town Commission or Town Manager as applicable and put into effect by written amendment to this Agreement.

#### **A2.03-2 Payments**

Unless otherwise specifically provided elsewhere in this Agreement, payment shall be made in accordance with Florida Statute Chapter 218, Part VII, Local Government Prompt Payment Act, after receipt of Consultant's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail, to allow a proper audit of expenditures, should Town require one to be performed. If Consultant is entitled to reimbursement of travel expenses, then all bills for travel expenses shall be submitted in accordance with Section 112.061, Florida Statutes. Consultant shall utilize Attachment I for the submission of invoices.

### **Article A3 Performance**

#### **A3.01 Performance and Delegation**

The Services to be performed hereunder shall be performed by the Consultant's own staff, unless otherwise provided in this Agreement, or approved, in writing by the Town Manager. Said approval shall not be construed as constituting an agreement between the Town and said other person or firm and the Town assumes no liability or responsibility for any Subconsultant.

#### **A3.02 Removal of Unsatisfactory Personnel**

The Town Manager may make written request to Consultant for the prompt removal and replacement of any personnel employed or retained by the Consultant, or any Subconsultants or subcontractors, or any personnel of any such Subconsultants or subcontractors engaged by the Consultant to provide and perform Services pursuant to the requirements of this Agreement. The Consultant shall respond to Town within seven (7) calendar days of receipt of such request with either the removal and replacement of such personnel or written justification as to why that may not occur. All decisions involving personnel will be made by Consultant. Such request shall solely relate to said employees work under this Agreement.

#### **A3.03 Consultant Key Staff**

The parties acknowledge that Consultant was selected by Town, in part, on the basis of qualifications of particular staff identified in Consultant's response to Town's solicitation, hereinafter referred to as "Key Staff". Consultant shall ensure that Key Staff are available for Services hereunder as long as said Key Staff is in Consultant's employ. Consultant will obtain prior written acceptance of Town Manager or designee to change Key Staff. Consultant shall provide the Town Manager with such information as necessary to determine the suitability of proposed new Key Staff. The Town Manager will act reasonably in evaluating Key Staff qualifications. Such acceptance shall not constitute any responsibility or liability for the individual's ability to perform.

#### **A3.04 Time for Performance**

The Consultant agrees to start all Services hereunder upon receipt of a Notice to Proceed issued by the Town Manager and to complete each assignment, task or phase within the time stipulated in the Notice to Proceed. Time is of the essence with respect to performance of this Agreement.

A reasonable extension of the time for completion of various assignments, tasks or phases may be granted by the Town Manager should there be a delay on the part of the Town in fulfilling its obligations under this Agreement as stated herein. Such extension of time shall not be cause for any claim by the Consultant for extra compensation.

#### **A3.05 STANDARD OF CARE**

Consultant is solely responsible for the technical accuracy and quality of its Services. Consultant shall perform all Services in compliance with Florida Administrative Code Rule 61G15-19.001(4) and Section 471.033(1) (g) of the Florida Statutes. Consultant shall perform due diligence, in accordance with best industry practices, in gather information and inspecting a Project site prior to the commencement of design. Consultant shall be responsible for the professional quality, technical accuracy and coordination of all design, drawings, specification, and other Services furnished by the Consultant under this Agreement. Consultant shall, without additional compensation, correct or revise any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services. Consultant shall also be liable for claims for delay costs, and any increased costs in construction, including but not limited to additional work, demolition of existing work, rework, etc., resulting from any errors, omissions, and/or deficiencies in its designs, drawings, specification or other Services.

#### **ARTICLE A4 SUBCONSULTANTS**

##### **A4.01 General**

A4.01-1 A Subconsultant, as defined in Article A1.18, is a firm that was identified as part of the consulting team in the competitive selection process by which Consultant was chosen to perform the services under this Agreement, and as such, is identified and listed in Schedule 1.

A4.01-2 A Specialty Subconsultant is a person or organization that has, with the consent of the Town Manager, entered into a written agreement with the Consultant to furnish unique and/or specialized professional services necessary for the Project or task described under Additional Services. Such Specialty Subconsultant shall be in addition to those identified in Schedule A1.

##### **A4.02 Subconsultant Relationships**

A4.02-1 All Services provided by the Subconsultants shall be performed pursuant to appropriate written agreements between the Consultant and the Subconsultants, which shall contain provisions that preserve and protect the rights of the Town under this Agreement.

A4.02-2 Nothing contained in this Agreement shall create any contractual or business relationship between the Town and the Subconsultants. The Consultant acknowledges that Subconsultants are entirely under its direction, control, supervision, retention and/or discharge.

##### **A4.03 Changes to Subconsultants**

The Consultant shall not add, modify, or change any Subconsultant listed in Schedule 1 without prior written approval by the Town Manager, in response to a written request from the Consultant stating the reasons for any proposed substitution.

## **ARTICLE A5 DEFAULT**

### **A5.01 General**

If Consultant fails to comply with any term or condition of this Agreement, or fails to perform any of its obligations hereunder, then Consultant shall be in default. Upon the occurrence of a default hereunder the Town, in addition to all remedies available to it by law, may immediately, upon written notice to Consultant, terminate this Agreement whereupon all payments, advances, or other compensation paid by the Town to Consultant while Consultant was in default shall be immediately returned to the Town. Consultant understands and agrees that termination of this Agreement under this section shall not release Consultant from any obligation accruing prior to the effective date of termination.

In the event of termination due to default, in addition to the foregoing, Consultant shall be liable to the Town for all expenses incurred by the Town in preparing and negotiating this Agreement, as well as all costs and expenses incurred by the Town in the re-procurement of the Services, including consequential and incidental damages. In the event of default, Town may also suspend or withhold reimbursements from Consultant until such time as the actions giving rise to default have been cured.

### **A5.02 Conditions of Default**

A finding of default and subsequent termination for cause may include, without limitation, any of the following:

A5.02-1 Consultant fails to obtain or maintain the insurance or bonding herein required.

A5.02-2 Consultant fails to comply, in a substantial or material sense, with any of its duties under this Agreement, with any terms or conditions set forth in this Agreement or in any agreement it has with the Town, beyond the specified period allowed to cure such default.

A5.02-3 Consultant fails to commence the Services within the time provided or contemplated herein, or fails to complete the Services in a timely manner as required by this Agreement.

### **A5.03 Time To Cure Default; Force Majeure**

Town through the Town Manager or designee shall provide written notice to Consultant as to a finding of default, and Consultant shall take all necessary action to cure said default within time stipulated in said notice, after which time the Town may terminate the Agreement. The Town at its sole discretion, may allow additional days to perform any required cure if Consultant provides written justification deemed reasonably sufficient.

Should any such failure on the part of Consultant be due to a condition of Force Majeure as that term is interpreted under Florida law, then the Town may allow an extension of time reasonably commensurate with the cause of such failure to perform or cure.

## **ARTICLE A6 Termination Of Agreement**

### **A6.01 Town's Right To Terminate**

The Town, including the Town Manager, has the right to terminate this Agreement for any reason or no reason, upon ten (10) days' written notice. Upon termination of this Agreement,

all charts, sketches, studies, drawings, and other documents, including all electronic copies related to Services authorized under this Agreement, whether finished or not, must be turned over to the Town Manager. The Consultant shall be paid in accordance with provisions of Section C, provided that said documentation is turned over to Town Manager within ten (10) business days of termination. Failure to timely deliver the documentation shall be cause to withhold any payments due without recourse by Consultant until all documentation is delivered to the Town Manager or designee.

A6.01-1 Consultant shall have no recourse or remedy from a termination made by the Town except to retain the fees earned compensation for the Services that was performed in complete compliance with this Agreement, as full and final settlement of any claim, action, demand, cost, charge or entitlement it may have, or will, have against the Town, its officials or employees.

#### **A6.02 Consultant's Right to Terminate**

The Consultant shall have the right to terminate this Agreement, in writing, following breach by the Town, if the breach of the Agreement has not been corrected within sixty (60) days from the date of the Town's receipt of a written statement from Consultant specifying its breach of its duties under this Agreement.

#### **A6.03 Termination Due to Undisclosed Lobbyist or Agent**

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 he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

For the breach or violation of this provision, the Town shall have the right to terminate this Agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

### **Article A7 Documents And Records**

#### **A7.01 Ownership of Documents**

All tracings, plans, drawings, specifications, maps, computer files, and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, including all electronic digital copies will be considered works made for hire and will, based on incremental transfer wherein the above shall become the property of the Town upon payments made to Consultant or termination of this Agreement without restriction or limitation on their use, and will be made available, on request, to Town at any time during the performance of such services and/or upon completion or termination of this Agreement. Consultant shall not copyright any material and products or patent any invention developed under this Agreement. The Town shall have the right to visit the site for inspection of the work and the products of Consultant at any time. The Consultant shall be permitted to retain copies, including reproducible copies, solely for information and reference in connection with the Town's use and occupancy of the Project.

**A7.02 Delivery Upon Request Or Cancellation**

Failure of the Consultant to promptly deliver all such documents, both hard copy and digital, to the Town Manager within ten (10) days of cancellation, or within ten (10) days of request by the Town Manager, shall be just cause for the Town Manager to withhold payment of any fees due Consultant until Consultant delivers all such documents. Consultant shall have no recourse from these requirements.

**A7.03 Reuse by the Town**

It is understood that this Agreement and any subsequent Work Orders for Services issued hereunder shall include the provision for the re-use of plans and specifications, including construction drawings, at the Town's sole option, and by virtue of signing this Agreement Consultant agrees to such re-use in accordance with this provision without the necessity of further approvals, compensation, fees or documents being required and without recourse for such re-use. The Consultant will not be liable for re-use by the Town of plans, documents, studies, or other data for any purpose other than that intended by the terms and conditions of this Agreement.

**A7.04 Nondisclosure**

To the extent allowed by law, Consultant agrees not to divulge, furnish or make available to any third person, firm or organization, without Town Manager's prior written consent, or unless incident to the proper performance of the Consultant's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by Consultant hereunder, and Consultant shall require all of its employees, agents, Subconsultants and subcontractors to comply with the provisions of this paragraph.

**A7.05 Maintenance of Records**

Consultant will keep adequate records and supporting documentation, which concern or reflect its services hereunder. Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept in accordance with statute. Otherwise, the records and documentation will be retained by Consultant for a minimum of three (3) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. Town, or any duly authorized agents or representatives of Town, shall have the right to audit, inspect, and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the three (3) year period noted above; provided, however such activity shall be conducted only during normal business hours.

**Article A8    Indemnification**

The Consultant shall hold harmless, indemnify and defend the Town, its officials and employees from any and all claims, losses and causes of actions which may arise out of the performance of this Agreement as a result of any act of negligence or negligent omission, recklessness, or intentionally wrongful conduct of the Consultant or the Subconsultants. The Consultant shall pay all claims and losses of any nature whatsoever in connection therewith and shall defend all project related suits, in the name of the Town when applicable, and shall pay all costs, including without limitation reasonable attorney's and appellate attorney's fees, and judgments which may issue thereon. The Consultant's obligation under this paragraph shall not be limited in any

way by the agreed upon contract price, or the Consultant's limit of, or lack of, sufficient insurance protection and shall apply to the full extent that it is caused by the negligence, act, omission, recklessness or intentional wrongful conduct of the Consultants, its agents, servants, or representatives.

## **Article A9 Insurance**

The Consultant shall not start Services under this Agreement until the Consultant has obtained all insurance required hereunder and the Town Manager has approved such insurance.

### **A9.01 Companies Providing Coverage**

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and satisfactory to the Town Manager. All companies shall have a Florida resident agent and be rated at least A(X), as per A.M. Best Company's Key Rating Guide, latest edition.

### **A9.02 Verification of Insurance Coverage**

The Consultant shall furnish certificates of insurance to the Town Manager for review and approval prior to the execution of this Agreement. The Certificates shall clearly indicate that the Consultant has obtained insurance of the type, amount and classification required by these provisions, in excess of any pending claims at the time of contract award to the Consultant. Consultant shall maintain coverage with equal or better rating as identified herein for the term of this Agreement. Consultant shall provide written notice to the Town Manager of any material change, cancellation and/or notice of non-renewal of the insurance within 30 days of the change. Consultant shall furnish a copy of the insurance policy or policies upon request of the Town Manager within ten (10) days of written request.

### **A9.03 Forms of Coverage**

#### **A9.03-1 Commercial General Liability and Automobile Liability**

The Consultant shall maintain commercial general liability coverage with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage. The coverage shall include Premises and Operations, Contingent and Contractual Liability, and Products and Completed Operations, with additional endorsements as applicable. The coverage shall be written on a primary and non contributory basis with the Town listed as an additional insured as reflected by endorsement CG 2010 11/85 or its equivalence. Notice of cancellation should read (30) days/ (10) days for nonpayment.

#### **A9.03-2 Business Automobile**

The Consultant shall provide business automobile liability coverage including coverage for all owned, hired and non-owned autos with a minimal combined single limit of \$1,000,000 naming the Town as an additional insured with respect to this coverage. Notice of cancellation should read (30) days/(10) days for nonpayment.

#### **A9.03-3 Professional Liability Insurance**

The Consultant shall maintain Professional Liability Insurance including Errors and Omissions coverage in the minimum amount of \$500,000 per claim, \$500,000 aggregate providing for all sums which the Consultant shall be legally obligated to pay as damages for claims arising out of the services performed by the Consultant or any person employed by

the Consultant in connection with this Agreement. This insurance shall be maintained for at least one year after completion of the construction and acceptance of any project covered by this Agreement.

**A9.03-4 Worker's Compensation Insurance**

The Consultant shall maintain Worker's Compensation Insurance in compliance with Florida Statutes, Chapter 440, as amended, and Employee's Liability with a minimum limit of \$500,000 each occurrence.

**A9.03-4 Subconsultant Compliance**

Consultant shall ensure that all Subconsultants comply with these same insurance requirements.

**A9.04 Modifications To Coverage**

The Town Manager reserves the right to require modifications, increases, or changes in the required insurance requirements, coverage, deductibles or other insurance obligations by providing a thirty (30) day written notice to the Consultant in accordance with Article 10.06 herein. Consultant shall comply with such requests unless the insurance coverage is not then readily available in the national market, and may request additional consideration from Town accompanied by justification.

**Article A10 Miscellaneous**

**A10.01 Audit Rights**

The Town reserves the right to audit the Consultant's accounts during the performance of this Agreement and for three (3) years after final payment under this Agreement. The Consultant agrees to furnish copies of any records necessary, in the opinion of the Town Manager, to approve any requests for payment by the Consultant.

**A10.02 Entire Agreement**

This Agreement, as it may be amended from time to time, represents the entire and integrated Agreement between the Town and the Consultant and supersedes all prior negotiations, representations or agreements, written or oral. This Agreement may not be amended, changed, modified, or otherwise altered in any respect, at any time after the execution hereof, except by a written document executed with the same formality and equal dignity herewith. Waiver by either party of a breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach of any provision of this Agreement.

**A10.03 Successors and Assigns**

The performance of this Agreement shall not be transferred pledged, sold, delegated or assigned, in whole or in part, by the Consultant without the written consent of the Town Council or Town Manager, as applicable. It is understood that a sale of the majority of the stock or partnership shares of the Consultant, a merger or bulk sale, an assignment for the benefit of creditors shall each be deemed transactions that would constitute an assignment or sale hereunder requiring prior Town approval.

The Consultant's services are unique in nature and any transference without the prior written approval of the Town shall be cause for the Town to terminate this Agreement. The Consultant

shall have no recourse from such cancellation. The Town may require bonding, other security, certified financial statements and tax returns from any proposed Assignee and the execution of an Assignment/ Assumption Agreement in a form satisfactory to the Town as a condition precedent to considering approval of an assignment.

The Consultant and the Town each binds one another, their partners, successors, legal representatives and authorized assigns to the other party of this Agreement and to the partners, successors, legal representatives and assigns of such party in respect to all covenants of this Agreement.

#### **A10.04 Truth-In-Negotiation Certification**

In compliance with the Consultant's Competitive Negotiation Act, for any Project to be compensated under the Lump Sum method, the Consultant certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of Notice to Proceed. The original Project price and any addition thereto will be adjusted to exclude any significant sums by which the Town determines the project price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such price adjustments will be made within 1 year following the end of the Project.

#### **A10.05 Applicable Law and Venue Of Litigation**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any suit or action brought by any party, concerning this Agreement, or arising out of this Agreement, shall be brought in Miami-Dade County, Florida. Each party shall bear its own attorney's fees except in actions arising out of Consultant's duties to indemnify the Town under A8 above where Consultant shall pay the Town's reasonable attorney's fees.

#### **A10.06 Notices**

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by registered United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

For Town of Miami:  
Alex Rey  
Town Manager  
15150 NW 79<sup>th</sup> Court  
Miami, Florida 33016  
[reya@miamilakes-fl.gov](mailto:reya@miamilakes-fl.gov)

With a copy to:  
Gary Fabrikant, Procurement Manager  
15150 NW 79<sup>th</sup> Court  
Miami, Florida 33016  
[fabrikantg@miamialkes-fl.gov](mailto:fabrikantg@miamialkes-fl.gov)



For Consultant:  
Marlin Engineering, Inc.  
Ramon Soria  
2191 NW 97 Ave.  
Doral, Florida 33172  
[rsoria@marlinengineering.com](mailto:rsoria@marlinengineering.com)  
305-477-7575

#### **A10.07 Interpretation**

The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter" refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

#### **A10.08 Joint Preparation**

Preparation of this Agreement has been a joint effort of the Town and Consultant and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

#### **A10.09 Priority Of Provisions**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given effect.

#### **A10.10 Mediation - Waiver of Jury Trial**

In an effort to engage in a cooperative effort to resolve conflict which may arise during the course of the design and /or construction of the subject project(s), and/or following the completion of the projects(s), the parties to this Agreement agree all disputes between them shall be submitted to non-binding mediation prior to the initiation of litigation, unless otherwise agreed in writing by the parties. A certified Mediator, who the parties find mutually acceptable, will conduct any Mediation Proceedings in Miami-Dade County, State of Florida. The parties will split the costs of a certified mediator on a 50/50 basis. The Consultant agrees to include such similar contract provisions with all Subconsultants and/or independent contractors and/or Consultants retained for the project(s), thereby providing for non-binding mediation as the primary mechanism for dispute resolution.

In an effort to expedite the conclusion of any litigation the parties voluntarily waive their right to jury trial or to file permissive counterclaims in any action arising under this Agreement.

**A10.11 Time**

Time is of the essence in this Agreement.

**A10.12 Compliance With Laws**

Consultant shall comply with all applicable laws, codes, ordinances, rules, regulations and resolutions including, without limitation, the Americans with Disabilities Act (“ADA”), as amended, and all applicable guidelines and standards in performing its duties, responsibilities, and obligations related to this Agreement. The Consultant represents and warrants that there shall be no unlawful discrimination as provided by law in connection with the performance of this Agreement.

**A10.12-1 Non-Discrimination**

Town warrants and represents that it does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Consultant’s performance under this Agreement on account of race, color, sex, religion, age, handicap, marital status or national origin. Consultant further covenants that no otherwise qualified individual shall, solely by reason of his/her race, color, sex, religion, age, handicap, marital status or national origin, be excluded from participation in, be denied services, or be subject to discrimination under any provision of this Agreement.

**A10.12- OSHA Compliance**

The Consultant warrants that it will comply with all safety precautions as required by federal, state or local laws, rules, regulations and ordinances. The Town reserves the right to refuse Consultant access to Town property, including project jobsites, if Consultant employees are not properly equipped with safety gear in accordance with OSHA regulations or if a continuing pattern of non-compliance with safety regulations is exhibited by Consultant.

**A10.12-3 ADA Compliance**

Consultant shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (“ADA”) in the course of providing any work, labor or services funded by the Town, including Titles I & II of the ADA (regarding nondiscrimination on the basis of disability) and all applicable regulations, guidelines and standards. Additionally—the Consultant shall take affirmative steps to—insure nondiscrimination in employment of disabled persons.

**A10.13 No Partnership**

Consultant is an independent contractor. This Agreement does not create a joint venture, partnership or other business enterprise between the parties. The Consultant has no authority to bind the Town to any promise, debt, default, or undertaking of the Consultant.

**A10.14 Discretion of Town Manager**

Any matter not expressly provided for herein dealing with the Town or decisions of the Town shall be within the exercise of the reasonable professional discretion of the Town Manager.

#### **A10.15 Resolution of Disputes**

Consultant understands and agrees that all disputes between it and the Town based upon an alleged violation of the terms of this Agreement by the Town shall be submitted for resolution in the following manner.

The initial step shall be for the Consultant to notify the Procurement Manager in writing of the dispute identified in Article A10.06, Notices. Consultant shall, within five (5) calendar days of the initial notification, all supporting documentation to the Procurement Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said documentation the Procurement Manager shall review the issues relative to the dispute and issue a written finding.

Should the Consultant and the Procurement Manager fail to resolve the dispute the Consultant shall submit their dispute in writing within five (5) calendar days to the Town Manager. Failure to submit such appeal of the written finding shall constitute acceptance of the finding by the Consultant. Upon receipt of said notification the Town Manager shall review the issues relative to the dispute and issue a written finding.

Appeal to the Town Manager for his/her resolution, is required prior to Consultant being entitled to seek judicial relief in connection therewith. Consultant shall be entitled to seek judicial relief if a period of sixty (60) days has expired after submitting to the Town Manager a detailed statement of the dispute, accompanied by all supporting documentation and the Town Manager has not issued a written determination. Should the amount of compensation require approval or disapproval by the Town Council, Consultant shall not be entitled to seek judicial relief unless:

- (i) it has first received Town Manager's written decision, approved by the Town Council or
- (ii) a period of (90) days has expired from the date of the Town Manager's decision and the Town Council has not taken action; or
- (iii) Town has waived compliance with the procedure set forth in this section by written instrument(s) signed by the Town Manager.

#### **A10.16 Contingency Clause**

Funding for this Agreement is contingent on the availability of funds and continued authorization for program activities and the Agreement is subject to amendment or termination due to lack of funds, reduction of funds and/or change in regulations, upon thirty (30) days notice.

#### **A10.17 Third Party Beneficiary**

Consultant and the Town agree that it is not intended that any provision of this Agreement establishes a third party beneficiary giving or allowing any claim or right of action whatsoever by any third party under this Agreement.

#### **10.18 No Estoppel**

Neither the Town's review, approval and/or acceptance of, or payment for Services performed under this Agreement shall be construed to operate as a waiver of any rights under this Agreement of any cause of action arising out of the performance of this Agreement, and the

Consultant shall be and remain liable to the Town in accordance with applicable laws for all damages to the Town caused by the Consultant's negligent performance of any of the Services under this Agreement. The rights and remedies provided for under this Agreement are in addition to any other rights and remedies provided by law.

Where the Consultant is comprised of more than one legal entity, each such entity shall be jointly and severally liable under this Agreement.

**END OF SECTION**

## SECTION B      SCOPE OF WORK

### **Article B1      General**

Consultant shall provide comprehensive Civil Engineering services for a Project for which Consultant was selected in accordance with Section 287.055 Florida Statutes, as amended, Consultants' Competitive Negotiations Act (CCNA).

#### **B1.01      Scope of Services**

The Consultant agrees to provide comprehensive professional services in accordance with all applicable law and building and environmental regulations, including the Florida Building Code and the Town Code of Ordinances, and as set forth in this Agreement and further enumerated in a Work Order. Consultant may be required to perform all or some of the services presented in this Agreement. Consultant shall furnish, as Basic Services, comprehensive professional services for a Projects including, but not limited to those described below in Section B2, "Basic Services".

Project(s) may include roadway reconstruction or resurfacing, drainage improvements, storm water management, swale restoration, curbs, gutters, sidewalks, lighting improvements, landscaping, signage and striping, staff studies, recording, verification and analysis of existing conditions in a Project area; and any survey, geotechnical, and utility coordination required to produce complete sets of signed and sealed construction documents, specifications and estimates of probable construction costs for a Project.

Consultant may be required to perform all or some of the services presented in this Agreement, depending on the needs of the Town for a Project. Consultant may also be requested to perform the Services of a Design Criteria Professional, as detailed in Section 287.0555 Florida Statutes, should the Town to use the design-build methodology.

The Consultant will phase the Work required to complete the Project so that the Project is designed and constructed in the most logical, efficient, and cost effective manner

#### **B1.02      Work Orders**

When the Town Manager has determined that a specific phase of a Project or a Project is to proceed, the Town Manager will request in writing, a Work Order Proposal from the Consultant based on the proposed Scope of Services provided to the Consultant in writing by the Town Manager. The Consultant, the Town Manager, and others if appropriate, may have preliminary meetings, if warranted, to further define the Scope of Services and to resolve any questions. The Consultant shall then prepare a Work Order Proposal following the format provided by or acceptable to the Town, indicating the proposed Scope of Services, total time for performance, time for per of each task, phase or deliverable, staffing (including proposed hours per individual and/or classification, proposed fees, Subconsultants, and deliverable items and/or documents. The Town, at its sole discretion may provide the Consultant with a standardized Work Order Proposal Form to be used for all requests.

The Town Manager may accept the Work Order Proposal as submitted, reject the Work Order Proposal, or negotiate revisions to the Work Order Proposal. Upon successful conclusion of negotiations the Consultant may be required to submit a revised final Work Order Proposal. If

negotiations cannot be successfully completed, the Town Manager may terminate negotiations and may request a Work Order Proposal from another consultant under contract with the Town, or secure such services through other means available to the Town. Upon approval of the Work Order Proposal the Town Manger will issue a written Work Order assigning the Project to the Consultant.

It is understood that a Work Order or Notice to Proceed may be issued under this Agreement at the sole discretion of the Town Manager and that the Consultant has no expectation, entitlement, right to or privilege to receive a Work Order and/or Notice to Proceed for any Project or task. The Town reserves at all times the right to perform any or all Professional Services in-house, or with other private professional architects or engineers as provided by Section 287.055, Florida Statutes, as amended, (Consultants' Competitive Negotiation Act) or to discontinue or withdraw any or all Projects or tasks or to exercise any other choice allowed by law.

This Agreement does not confer on the Consultant any particular, exclusive or special rights to any Work required by the Town. Outside of this Agreement, the Town may submit proposals and/or qualifications for any professional services which the Consultant is qualified to perform in response to any public solicitation issued by Town.

**Article B2**      **Basic Services**

Consultant agrees to provide complete civil engineering services as set forth in the tasks enumerated in an approved Work Order, in accordance with the Florida Building Code, latest edition, all federal, state, county and Town, laws, codes and ordinances. Consultant shall maintain an adequate staff of qualified personnel on the Services at all times to ensure its performance as specified in the Agreement.

These Services may include, but are not limited to:

- |  |   |
|--|---|
| a. complete planning and design services                           | b. options evaluations                    |
| c. roadway analysis  | d. public meetings                        |
| e. pavement analysis   | f. drainage analysis                      |
| g. Drainage modeling   | h. programming                            |
| i. geotechnical  | j. surveying                              |
| k. detailed assessments and recommendations                        | l. cost estimates                         |
| m. Conflict tables for resolutions during design                   | n. opinions of probable construction cost |
| o. construction administration                                     | p. post design services                   |
| p. review of Work prepared by Subconsultants and other consultants |   |
| r. field investigations and observations                           | r. traffic studies                        |
| s. other related Services as needed                                |   |

Consultant shall coordinate with the residents as necessary to review, discuss and resolve the design and any issues that may arise.

Consultant shall submit one (1) electronic set of all documents and three (3) full size copies of documents required under this Section, without additional charge, for review and approval by Town. Consultant shall not proceed with the next task of the Services until the documents have been approved, in writing, by the Town, and a Notice to Proceed with the next phase or task has been issued by the Town.

**B2.01 Development of Objectives**

Consultant shall confer with representatives of Town, the assigned Town representative (Town's Project Manager), and other jurisdictional agencies to develop several options for how the various elements of a Project will be designed and constructed.

Consultant shall, utilizing a compilation of available documentation, confer with representatives of the Town, the designated Town representative, and other jurisdictional agencies in order to comprehensively identify aspects of the completed facility program that may require further refinement to attain the requisite detail of design development required to begin a Project or various phases/aspects of a Project. For clarity of scope, the items that need further development will be called Conceptuals and the remaining items will be called Designs.

Consultant may be required to prepare written descriptions of the various options and participate in presentations to multiple groups explaining alternative options. Sufficient detail shall be provided to support the presentation materials.

Consultant shall hire the appropriate Subcontractor to provide Civil Engineering support services which are not in-house. Field Surveys shall include the location of all site structures including all utility structures and facilities. Consultant shall also engage a soil testing firm to perform soil borings and other tests required for new construction work. The extent to which this Work will be needed shall be based on the surveying and soil borings performed previously by the Town. Cost of the surveyor and soil engineering services shall be billed as reimbursable expenses.

**B2.02 Schematic Design**

Consultant shall prepare and present, in writing and at an oral presentation if requested, for approval by Town, a recommended course of action (RCA), Design Concept and Schematics Report, comprising Schematic Design Studies, including an identification of any special requirement affecting the Project, a Statement of Probable Construction Cost, Project Development Schedule and review of Constructability Review reports.

Schematic Design Studies consist of site plan(s), elevations, sections, floor plans (where applicable), and all other elements required by Town or Town's Project Manager to show the scale and relationship of the components and design concepts of the whole. Any required floor plans may be single-line diagrams. A simple perspective rendering or sketch, model or photograph thereof may be provided to further show the design concept.

A Statement of Probable Construction Cost, prepared in Construction Standard Index (CSI) format, to include a summary of the estimated project cost and an evaluation of funding allocation. Such summary shall be in sufficient detail to identify the costs of each element and include a breakdown of the fees, general conditions and construction contingency. Such evaluation shall comprise a brief description of the basis for estimated costs per each element and similar project unit costs. Costs shall be adjusted to the projected bid date. Recommendations for reducing the scope of the Project in order to bring the estimated costs within allocated funds, in the event that the statement of Probable Construction Costs exceeds allocated funds, the Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope. Any "Statement of Probable Construction Costs" prepared

by Consultant represents a reasonable estimate of cost in Consultant's best judgment as a professional familiar with the local construction industry.

The Project Development Schedule shall show the proposed completion date of each task of the Project through design, bidding, and post design services.

Constructability Review reports may be conducted by the Town and/or its consultants at design stages deemed necessary by the Town's Project Manager. Consultant may be requested, as a reimbursable expense, to provide additional copies of the deliverables for distribution, by Town, to others for this purpose. There shall be an established deadline for review report submission back to Town. If required the Consultant shall provide written responses to all comments within two weeks and shall maintain files of all related review reports and response reports. If necessary, Town may coordinate Constructability Review meetings with some or all of the reviewers with Consultant present to discuss specific issues. In addition to the Constructability Review process mentioned above, Town reserves the right to conduct a Peer Review of a Project documents at any design stage. Cost of such a Peer Review would be borne by Town. Any findings as a result of said Peer Review would be addressed by Consultant, and if requested by Town, would be incorporated into the design documents, at no additional cost to Town and no extension of time to the schedule.

### **B2.03 Design Development**

From the approved Schematic Design documents, Consultant shall prepare and present in writing, and at oral presentations, if requested, for approval by Town, separate Design Development Documents, updated Project Development Schedules, updated Statements of Probable Construction Costs and a review of Constructability Review reports.

The Design Development Documents shall consist of drawings (site plans, floor plans, elevations, sections), outline specifications, and other documents.

Design Development consists of continued development and expansion of architectural and/or civil Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of each element through:

- a. Plan sections and elevations
- b. Typical construction details
- c. Final materials selection
- d. Construction phasing plan

The updated Development Schedules shall show the proposed completion dates of each milestone of each Project through design, bidding, construction and proposed date of occupancy. Consultant will also detail all long lead procurement items and architecturally significant equipment that will need to be purchased prior to the completion of Construction Documents.

Consultant shall provide updated Statements of Probable Construction Cost. If either statement of Probable Construction Cost exceeds allocated funds, Consultant shall prepare recommendations for reducing the scope of that particular Project in order to bring the estimated costs within allocated funds. Consultant shall update its documentation, at no additional cost to the Town, to reflect this reduced scope.

Consultant shall provide updated Constructability Review reports.



#### **B2.04 Construction Documents**

Prior to authorizing the Consultant to proceed with preparation of Construction Document Development, the Town may establish and communicate to the Consultant a maximum sum for the cost of construction of the Project ("Maximum Cost Limit") if the Town has not done so at the time the Work Order was issued. If the Town has not advertised for bids within ninety (90) days after the Consultant submits the Final Design to the Town, the estimate of the cost of construction shall be adjusted by Consultant. Notwithstanding anything above to the contrary, the Town may require the Consultant to revise and modify Construction Documents and assist in the re-bidding of the Work at no additional cost or fee to the Town if all responsive and responsible bids received exceed the Maximum Cost Limit.

From the approved Design Development Documents, Consultant shall prepare for written approval by the Town, Final Construction Documents setting forth all design drawings and specifications needed to comprise a fully biddable, permittable, constructible Project.

Consultant shall produce 30%, 60%, 90% and permit set for review and approval by Town, which shall include the following:

- a. A Drawing Cover Sheet listing an index of all number of drawings by each discipline. Drawings not included in the 30%, 60%, 90% and permit set review shall be noted. Consultant shall attach an index of all anticipated drawing sheets necessary to fully define the Project.
- b. The updated Project Schedule to include an outline of major construction milestone activities and the recommended construction duration period in calendar days.
- c. An updated Statement of Probable Construction Cost in CSI format.
- d. Consultant may also be authorized to include in the Construction Documents approved additive and/or deductive alternate bid items.
- e. A Project Specifications index and Project Specifications with at least the 60%, and permit set.
- f. Consultant shall provide an index of all submittals required by the Contractor that clearly identifies submittals for which the Contractor shall be responsible for design.
- g. Consultant shall submit the special conditions separate from the technical specifications.
- h. Consultant shall not proceed with further construction document development until approval of the 30% documents is received in writing from Town. Approval by Town shall be for progress only and does not relieve Consultant of its responsibilities and liabilities relative to code compliance and to other covenants contained in this Agreement. Consultant shall resolve all questions indicated on the documents and make all changes to the documents necessary in response to the review commentary. The Document review (check) set shall be returned to Town upon submission of Final Construction Documents and Consultant shall provide an appropriate response to all review comments noted on these previously submitted documents.

**B2.05 Dry Run Permitting**

The Consultant shall file and follow-up for all required permits at the earliest practicable time during the performance of the Services, the necessary portions of the Construction Documents for approval by Town, County, State and/or Federal authorities having jurisdiction over the Project by law or contract with the Town, and shall assist in obtaining any such applicable certifications of permit approval by such authorities. The Consultant shall promptly, at any time during the performance of the Work hereunder, advise the Town of any substantial increases in costs set forth in the Statement of Probable Construction Cost that in the opinion of the Consultant is caused by the requirement(s) of any permitting entities.

Upon completion of dry run permitting Consultant shall provide three (3) full size sealed copies of the drawings and specifications. Consultant shall also provide digital versions of the drawings in .dwg, .plt, and .pdf formats. The specification additional terms and conditions shall be provided in both .pdf and .doc formats.

**B2.06 Bidding and Award of Contract****B2.06-1 Bid Documents Approvals and Printing**

Upon obtaining all necessary approvals of the Construction Documents, from authorities having jurisdiction, acceptance by the Town of the 100% Construction Documents and latest Statement of Probable Construction Cost, the Consultant shall assist the Town in obtaining bids, preparing and awarding the construction contract. The Town, for bidding purposes, will have the bid documents printed, or, at its own discretion, may authorize such printing as a reimbursable service to the Consultant.

**B2.06-2 Issuance of Bid Documents, Addenda and Bid Opening**

- a. The Town shall issue the bid documents to prospective bidders.
- b. The Consultant shall assist the Town in the preparation of responses to questions if any are required during the bidding period. All addendum or clarifications, or responses shall be issued by the Town.
- c. The Consultant shall prepare revised plans, at no cost to the Town, if any are required, for the Town to issue to all prospective bidders.
- d. The Town will schedule a "Pre-Bid Meeting" on an as needed basis, for the Project. The Consultant may be required to attend any pre-bid meeting(s) and require attendance of Subconsultants at such meetings.

**B2.06-3 Bid Evaluation and Award**

The Consultant shall assist the Town in evaluation of bids. If the lowest responsive Base Bid received exceeds the total allocated funds for construction, the Town may:

1. Approve an increase in the Project cost and award a Contract;
2. Reject all bids and re-bid the Project within a reasonable time with no change in the Project, or additional compensation to the Consultant;
3. Direct the Consultant to revise the scope and/or quality of construction, and rebid the Project. The Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost based on such revisions within the total authorized construction budget. The Town may exercise such option where the bid price exceeds 10% of the fixed construction

budget provided to the Consultant and as may be modified by the Town and the Consultant prior to soliciting bids.

4. Suspend, cancel or abandon the Project.

NOTE: Under item three (3.) above the Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost within the budgeted amount.

**B2.07 Administration of the Construction Contract**

**B2.07-1**

The Construction Phase will begin with the award of the construction contract and will end when the Consultant has provided to the Town all post construction documents, including Contractor As-Built drawings, Consultant's record drawings, warranties, guarantees, operational manuals, and Certificate(s) of Occupancy have been delivered to the Town and the Town approves the final payment to the Consultant. During this period, the Consultant shall provide administration of the construction contract as provided by this Agreement, and as provided by law.

**B2.07-2**

The Consultant, as the representative of the Town during the Construction Phase, shall advise and consult with the Town and shall have the authority to act on behalf of the Town to the extent provided in the terms and conditions of the construction contract and their Agreement with the Town.

**B2.07-3**

The Consultant and respective Subconsultants shall visit the site to conduct field observations, at a minimum twice a week, to ascertain the progress of the Project and shall visit the site as appropriate to conduct field inspections to ascertain the progress of the Project and determine, in general, if the work is proceeding in accordance with the Contract Documents. The Consultant shall provide any site visits necessary for certification if required by the authorities having jurisdiction. The Consultant shall report on the progress the Work, including any defects and deficiencies that may be observed in the work. The Consultant and/or Subconsultants will not be required to make extensive inspections or provide continuous daily on-site inspections to check the quality or quantity of the work unless otherwise set forth in this Agreement. The Consultant will be responsible for writing minutes of all meetings and field inspections report it is asked to attend, as well as the distribution of the minutes. Consultant and Subconsultants will not be held responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work. The Consultant and his/her Subconsultants will not be held responsible for the Contractor's or subcontractors', or any of their agents' or employees' failure to perform the work in accordance with the contract unless such failure of performance results from the Consultant's acts or omissions.

**B2.07-4**

The Consultant shall furnish the Town with a written report of all observations of the Work made by Consultant and require all Subconsultants to do same during each visit

to the Project. The Consultant shall also note the general status and progress of the work. The Consultant shall submit the reports in a timely manner. The Consultant and the Subconsultants shall ascertain that the work is acceptable to the Town. Consultant shall assist the Town in ensuring that the Contractor is making timely, accurate, and complete notations on the "as-built" drawings. Copies of the field reports shall be attached to the monthly Professional Services payment request for construction administration services. The Consultant's failure to provide written reports of all site visits or minutes of meeting shall result in the rejection of payment requests and may result in a proportional reduction in Construction Administration fees paid to the Consultant.

**B2.07-5**

- a. Based on observations at the site and consultation with the Town, the Consultant shall determine the amount due the Contractor based on the pay for performance milestones and shall recommend approval of such amount as appropriate. This recommendation shall constitute a representation by the Consultant to the Town that, to the best of the Consultant's knowledge, information and belief, the work has progressed to the point indicated and that, the quality of the work is in accordance with the contract and the Contractor is entitled to amount stated on the requisition subject to: a detailed evaluation of the work for conformance with the contract upon substantial completion;
- b. the results of any subsequent tests required by the contract;
- c. minor deviations from the contract correctable prior to completion;
- d. any specific qualifications stated in the payment certificate and further that the Contractor is entitled to payment in the amount agreed upon at a requisition site meeting or as stated on the requisition.

Prior to recommending payment to the Contractor, the Consultant will prepare a written statement to the Town on the status of the work relative to the Construction Schedule, which shall be attached to the Contractor's Requisition. Such statement shall be prepared immediately following the requisition field meeting and shall not be cause for delay in timely payment to the Contractor. By recommending approval of a Payment Certificate, the Consultant shall not be deemed to represent that the Consultant has made any examination to ascertain how and for what purpose the Contractor has used money paid on account of the Construction Contract Sum.

**B2.07-6**

The Town shall be the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder. The Consultant shall render interpretations necessary for the proper execution or progress of the work upon written request of either the Town or the Contractor, and shall render written decisions, within maximum of ten (10) calendar days, on all claims, disputes and other matters in question between the Town and the Contractor relating to the execution or progress of the work. Interpretations and decisions of the Consultant shall be consistent with the intent of and reasonably inferable from, the Contract Documents and shall be in written or graphic form.

**B2.07-7**

The Consultant shall have the authority to recommend rejection of work, which does not conform to the Contract Documents. Whenever, in his/her reasonable opinion, the Consultant considers it necessary or advisable to insure compliance with the Contract Documents, the Consultant will have the authority to recommend special inspection or testing of any work deemed to be not in accordance with the Contract, whether or not such work has been fabricated and/or delivered to the Project, or installed and completed.

**B2.07-8**

The Consultant shall promptly review and approve, reject or take action on shop drawings, samples, RFIs and other submissions of the Contractor. Changes or substitutions to the construction documents shall not be authorized without concurrence of the Town. The Consultant shall have a maximum of ten (10) calendar days from receipt of shop drawings, samples, RFI's or other submittals by the Contractor, to return the shop drawings or submittals to the Contractor with comments indicating either approval or disapproval. Consultant shall provide the Contractor with a detailed written explanation as to the basis for any rejection.

**B2.07-9**

The Consultant shall initiate and prepare required documentation for changes as required by the Consultant's own observations or as requested by the Town, and shall review and recommend action on proposed changes. Where the Contractor submits a request for Change Order or Change Proposal request, the Consultant shall, within ten (10) calendar days, review and submit to the Town, his/her recommendation or proposed action along with an analysis and/or study supporting such recommendation.

**B2.07-10**

The Consultant shall examine the work upon receipt of the Contractor's request for substantial completion inspection of the Project and shall, prior to acceptance by the Town, recommend execution of a "Certificate of Acceptance for Substantial Completion after first ascertaining that the Project is substantially complete in accordance with the contract requirements. The Consultant shall in conjunction with representatives of the Town and the Contractor prepare a punch list of any defects and discrepancies in the work required to be corrected by the Contractor in accordance with Florida Statute 218.735. Upon satisfactory completion of the punch list the Consultant shall recommend execution of a "Certificate of Final Acceptance" and final payment to the Contractor. The Consultant shall obtain from the Contractor upon satisfactory completion of all items on the punch list all necessary closeout documentation from the Contractor, including but not limited to all guarantees, operating and maintenance manuals for equipment, releases of liens/claims and such other documents and certificates as may be required by applicable codes, law, and the contract, and deliver them to the Town before final acceptance shall be issued to the Contractor.

Consultant shall attend a second substantial completion inspection if required.

**B2.07-11**

The Consultant shall review the Contractor's "as built" drawings and submit them to the Town upon approval by the Consultant. The Contractor is responsible for preparing the "as built" drawings.

**B2.07-12**

The Consultant shall furnish to the Town the original documents, including drawings, revised to "as-built" conditions based on information furnished by the Contractor; survey, and specific condition. In preparing the "Record Set" documents the Consultant shall rely on the accuracy of the information provided by the Contractor, including the Contractor's record drawings. Any certification required under this Agreement including the contents of "as-built" documents is conditioned upon the accuracy of the information and documents provided by the construction contractor. Transfer of changes made by "Change Authorization", "Change Order", "Request for Information", substitution approvals, or other clarifications will be the Consultant's responsibility to incorporate into the "Record Set". Changes made in the field to suit field conditions, or otherwise made by the Contractor for its convenience shall be marked by the Contractor on the "Field Record Set" and transferred to the original contract documents by the Consultant. The original documents as well as the "Record Set" shall become the property of the Town. A reproducible set of all other final documents will be furnished to the Town free of charge by the Consultant. The Consultant shall furnish to the Town one complete set of "Record Set Drawings", in Auto CADD Version 2007 or such other format acceptable to the Town.

**B2.07-14**

The Consultant shall prepare a statement of work completion and submit them to the Town and PERA.

**B2.05-15**

The Consultant shall assist the Town in the completion of the Contractor's performance evaluation during construction work and upon final completion of the Project.

**B2.08 Time Frames for Completion**

The timeframes for the completion of a Project and its phase or tasks will be established in an approved Work Order Proposal.

**Article B3 Additional Services****B3.01 General**

Services categorized below as "Additional Services" may be specified and authorized by Town and are normally considered to be beyond the scope of the Basic Services. Additional Services shall be authorized in a Work Order and will be compensated for as provided in **Section B**, Section B3.06.

**B3.02 Examples**

Except as may be specified in this Agreement, Additional Services may include, but are not limited to the following:

**B3.02-1**

Appraisals: Investigation and creation of detailed appraisals and valuations of existing facilities, and surveys or inventories in connection with construction performed by Town.

**B3.02-2**

Specialty Design: Any additional special professional services not included in the Scope of Services.

**B3.02-3**

Extended Testing & Training: Extended assistance beyond that provided under Basic Services for the initial start-up, testing, adjusting and balancing of any equipment or system; extended training of Town's personnel in operation and maintenance of equipment and systems, and consultation during such training; and preparation of operating and maintenance manuals, other than those provided by the Contractor, subcontractor, or equipment manufacturer. Provide Commissioning Services as part of systems start-up.

**B3.02-4**

Major Revisions: Making major revisions to drawings and specifications resulting in or from a change in Scope of Work, when such revisions are inconsistent with written approvals or instructions previously given by Town and are due to causes beyond the control of Consultant. (Major revisions are defined as those changing the Scope of Work and arrangement of spaces and/or scheme and/or any significant portion thereof).

**B3.02-5**

Expert Witness: Preparing to serve or serving as an expert witness in connection with any arbitration proceeding or legal proceeding, providing, however, that Consultant cannot testify against Town in any proceeding during the course of this Agreement.

**B3.02-6**

Miscellaneous: Any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural/engineering practice related to construction.

**B3.03 ADDITIONAL DESIGN**

The Town may, at its option, elect to proceed with additional design work, which shall be handled in accordance with the requirement for Additional Services.

**Article B4 REIMBURSABLE EXPENSES****B4.01 GENERAL**

Reimbursable Expenses cover those services and items authorized by Town in addition to the Basic and Additional Services and consist of actual, direct expenditures made by Consultant and the Subconsultant for the purposes listed below. Transportation, travel and per diem expenses within Dade, Broward, or Palm Beach Counties shall not be considered as reimbursable expenses under this Agreement.

Additional Reimbursable Expenses include, but are not limited to:

- a. Communications Expenses: Identifiable communication expenses approved by the Project Manager, long distance telephone, courier and express mail between

Consultant's various permanent offices and Subconsultant. Consultant's field office at the Project site is not considered a permanent office.

- b. Reproduction, Photography: Cost of printing, reproduction or photography, beyond that which is required by or of Consultant's part of the work, set forth in this Agreement.
- c. Surveys: Site surveys and special purpose surveys costs authorized by the Town.
- d. Geotechnical Investigation: Identifiable Soil Borings and Reports and testing costs authorized by the Town.
- e. Fees: All permit fees, review fees and other similar fees paid to regulatory agencies for approvals directly attributable to the Project.
- f.

#### **B4.02 SUBCONSULTANT REIMBURSEMENTS**

Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant's agreement provides for reimbursable expenses and when such agreement has been previously approved, in writing, by the Town Manager and subject to all budgetary limitations of the Town and requirements of this Agreement.

**END OF SECTION**



## **SECTION C    COMPENSATION AND PAYMENTS**

### **Article C1    Method of Compensation**

The fees for Professional Services for the Project and each Work Order shall be determined by one of the following methods or a combination thereof, at the option of the Town Manager or designee, with the consent of the Consultant.

- a) A Lump Sum, which may include not to exceed components in accordance with Article C2 below.
- b) An Hourly Rate, in accordance with Article C2 below & at the rates in the Agreement.
- c) A Percentage of Construction Cost, in accordance with Article C2 below.

#### **C1.01 Compensation Limits**

The aggregate sum of all payments for fees and costs, including reimbursable expenses, to the Consultant payable by the Town under this Agreement shall be limited to the threshold Established in Section A2.03 as the maximum compensation limit for cumulative expenditures under this Agreement. Under no circumstances will the Town have any liability for work performed, or as otherwise may be alleged or claimed by Consultant, beyond the cumulative amount provided herein, except where specifically approved in accordance with the Town Code by the Town Manager or Town Commission as applicable as an increase to the Agreement and put into effect via an Amendment to this Agreement.

#### **C1.02 Consultant Not To Exceed**

Absent an amendment to the Agreement or to any specific Work Order, any maximum dollar or percentage amounts stated for compensation shall not be exceeded. In the event they are so exceeded, the Town shall have no liability or responsibility for paying any amount of such excess, which will be at Consultant's own cost and expense.

### **Article C2    Wage Rates**

#### **C2.01 Fee Basis**

All fees and compensation payable under this Agreement shall be formulated and based upon the certified negotiated Wage Rates as stated in Article A2.03 of the Agreement. Said Wage Rates are the effective direct hourly rates, as approved by the Town, of Consultant and Subconsultant employees in the specified professions and job categories that are to be utilized to provide the services under this Agreement, regardless of manner of compensation.

Should the Consultant intend to utilize personnel or Subconsultants for a Project where the Wage Rates have not been established, the Consultant must request that the Town add the person or Subconsultant's established wage rates. The Town may require that the Consultant provide documentation substantiating the request.

#### **C2.02 Employees and Job Classifications**

Form SC identifies the professions, job categories and/or employees expected to be used during the term of this Agreement. These may include engineers, landscape architects, professional interns, designers, CADD technicians, project managers, GIS and environmental specialists, specification writers, clerical/administrative support, and others engaged in the Work. In determining compensation for a given Scope of Work, the Town reserves the right to recommend the use of Consultant employees at particular Wage Rate levels. Consultant shall not include any profession, job category or employees in a Work Order Proposal that do not

appear on Form SC. Consultant shall submit a request to the Town to add such to Form SC prior to the submittal of any affected Work Order Proposal.

### **C2.03 Multiplier**

For Work assigned under this Agreement, a maximum multiplier of 2.9 to Consultant's hourly Wage Rates in calculating compensation payable by the Town. Consultant's subcontractors have a multiplier of: MSA 2.85, Geosol, Inc. 2.4, and O'Leary Richards Design Associates, Inc. 2.83. Should the Consultant have an approved multiplier with the State of Florida or Miami Dade County, the Town may elect to utilize either of these multipliers should they be less than above stipulated rates. Said multiplier is intended to cover Consultant's employee benefits (e.g. sick leave, vacation, holiday, unemployment taxes, retirement, medical, insurance and unemployment benefits) and Consultant's profit, and overhead including, without limitation, office rent, local telephone and utility charges, office and drafting supplies, depreciation of equipment, professional dues, subscriptions, stenographic, administrative and clerical support, management and supervisory responsibilities, time or travel and subsistence not directly related to a Project. The multiplier shall not be applied to the Principal, owner, or partner of the Consultant except where they are preparing drawings or specifications, preparing a study report, or similar tasks.

### **C2.04 Calculation**

Said Wage Rates are to be utilized by Consultant in calculating compensation payable for Work Orders Proposals requested by Town. Consultant shall identify job classifications, available staff and projected man-hours required for the proper completion of tasks and/or groups of tasks, milestones and deliverables identified in a request for a Work Order Proposal.

### **C2.05 Wage Rate Adjustments**

The Consultant may request an adjustment to the Wage Rates on an annual basis. Such request may only be made where there has been an actual increase in a Wage Rate(s) by the Consultant. The Town may also adjust the or where the Town Manager determines that extenuation circumstances exist. The maximum the Wage Rates depicted in Schedule 2 may be adjusted at the Consultant's request shall be based on the Miami – Fort Lauderdale Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics. Such adjustment shall be calculated by multiplying the ratio of the index in effect at that time divided by the previous year's index by the hourly rate entries in the Wage Rate Schedule to determine the adjusted Wage Rate Schedule. In no event shall the Wage Rate increase by more than three percent (3%) in any one year period.

## **Article C3 Computation of Fees and Compensation**

The Town agrees to pay the Consultant, and the Consultant agrees to accept for services rendered pursuant to this Agreement, fees computed by one or a combination of the methods outlined above, as applicable, in the following manner:

### **C3.01 Lump Sum**

Compensation for a Scope of Work shall generally be a Lump Sum, either a Fixed Fee or Not to Exceed Fee as deemed appropriate by the Town, to be mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order. Lump Sum and Lump Sum not to Exceed methods of compensation are the preferred methods of compensation.

**C3.01-1 Lump Sum Fixed Fee:** shall be the total amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase or task under a Work Order. Payments to the Consultant shall be based on a percentage of completion basis.

**C3.01-3 Lump Sum Not to Exceed Fee** shall establish the maximum amount of compensation to be paid to the Consultant for the Services performed on a specific Project, or phase, or task under a Work Order. Payments to the Consultant shall be based on the actual work effort required to complete the Project, phase or task.

**C3.01-3 Guaranteed Maximum Lump Sum:** shall be the total maximum fee amount payable by Town wherein certain aspects, tasks or allowances may not be defined, quantified and calculated at the time of Work Order issuance. A Guaranteed Maximum Lump Sum compensation may represent a combination of Fixed Fees for professional services and not to exceed allowances for Reimbursable Expenses or Additional Services.

**C3.01-4 Lump Sum Fee Adjustment:** Where the Town authorizes a substantial or material change in the Scope of Work, the Lump Sum Base Fee may be equitably adjusted by mutually consent of the parties, which shall be reflected in an amendment to the Work Order.

**C3.01-6** Lump Sum Fees shall be calculated by Consultant utilizing the Wage Rates established in Schedule 2 of the Agreement.

### **C3.02 Hourly Rate Fees**

**C3.02-1** Hourly Rate Fees shall be those rates for Consultant and Subconsultant employees identified in Schedule 2 Wage Rates. All hourly rate fees will include a maximum not to exceed figure, inclusive of all costs expressed in the contract documents. The Town shall have no liability for any fee, cost or expense above this figure.

Hourly Rate Fees shall be used only in those instances where the parties agree that it is not possible to determine, define, quantify and/or calculate the complete nature, and/or aspects, tasks, man-hours, or milestones for a particular Project or portion thereof at the time of Work Order issuance. In such cases, the Town will establish an Allowance in the Work Order that shall serve as a Not to Exceed Fee for the Work to be performed on an Hourly Rate Basis.

Consultant shall maintain records acceptable to the Town to track the hours of work performed by each person.

### **C3.03 Percentage of Construction Cost**

This is a percentage fee based on the Total Authorized Design Value of a project said percentage being hereinafter called the "Base Fee," as mutually agreed upon in writing by the Town and the Consultant and stated in a Work Order or Notice to Proceed

#### **C3.03-1 Fee Computation:**

C3.03-1(a) The Total Authorized Design Value shall be used and identified in the Work Order as the basis for establishing the compensatory fee for all phases identified as part of Basic Services.

C3.03-1(b) If the actual construction cost is increased during the construction phase, the "Actual Construction Cost" shall be used as the basis for determining the fee for Construction Administration Phase if included in Basic Services.

C3.03-1(c) The term "Actual Construction Cost" does not include any compensation to the Consultant, the cost of the land, rights-of-way, works of art, permit fees or other costs which are the responsibility of the Town.

**C3.03-2 Inclusive Fee**

It is understood that with percentage compensation the Consultant shall perform all services for the stated percentage of the construction cost budgeted when the contract is signed.

**C3.03-3 Changes to Project Scope**

If the Town authorizes an increase or decrease in the scope of the Project or the Total Authorized Design Value of the Project, the Base Fee will be adjusted accordingly, based on justification from the Wage Rates or as mutually agreed upon.

**C3.04 Reimbursable Expenses**

Any fees for authorized reimbursable expenses shall not include charges for any expenses identified in Article C2.03, Multiplier. All reimbursable services shall be billed to the Town at direct cost expended by the Consultant. Town authorized reproductions in excess of sets required at each phase of the Work will be a Reimbursable Expense.

The Town will reimburse the Consultant for authorized Reimbursable Expenses pursuant to the limitations of this Agreement as verified by supporting documentation deemed appropriate by Town Manager or designee including, without limitation, detailed bills, itemized invoices and/or copies of cancelled checks.

Article C5 contains additional information on the payment of Reimbursable Expenses.

**C3.05 Fees for Additive or Deductive Alternates**

The design of additive and deductive alternates contemplated as part of the original Scope for a Project as authorized by the Town Manager will be considered as part of Basic Services. The design of additive and deductive alternates that are beyond the original Scope of Work and construction budget must be authorized through a Work Order and shall be billed to Town as Additional Services. The fees for alternates will be calculated by one of the three methods outlined above, as mutually agreed by the Town Manager and the Consultant.

**C3.06 Fees for Additional Services**

The Consultant may be authorized to perform Additional Services for which additional compensation and/or Reimbursable Expenses, as defined in this Agreement under Article B3.

**C3.06-1 Determination of Fee**

The compensation for such services will be one of the methods described herein: mutually agreed upon Lump Sum; Hourly Rate with a Not to Exceed Limit, or Percentage of Construction Cost.

**C3.06-2 Procedure and Compliance**

An independent and detailed Work Order or an Amendment to a previously issued Work Order shall be required to be issued and signed by the Town Manager for each additional

service requested by the Town. The Work Order will specify the fee for such service and upper limit of the fee, which shall not be exceeded, and shall comply with the Town's regulations, including the Purchasing Ordinance, the Consultant's Competitive Negotiation Act, and other applicable laws.

### **C3.07 Payment Exclusions**

Consultant shall not be compensated by Town for revisions and/or modifications to drawings and specifications, for extended construction administration, or for other work when such work is due to errors or omissions of Consultant as determined by Town.

### **C3.08 Fees Resulting From Project Suspension**

If a Project is suspended for the convenience of the Town for more than three (3) months or terminated without any cause in whole or in part, during any Phase, the Consultant shall be paid for services duly authorized, performed prior to such suspension or termination, together with the cost of authorized reimbursable services and expenses then due, and all appropriate, applicable, and documented expenses resulting from such suspension or termination. If the Project is resumed after having been suspended for more than three months, the Consultant's further compensation shall be subject to renegotiations.

## **Article C4 Payments to the Consultant**

### **C4.01 Payments Generally**

Payments for Basic Services may be requested monthly in proportion to Services performed during each Phase of the Work. Subconsultant fees and Reimbursable Expenses shall be billed to the Town in the actual amount paid by Consultant. Consultant shall utilize the Town standard Consultant Invoice Form that will be provided to the Consultant.

### **C4.02 For Comprehensive Basic Services**

For those Projects and Work Orders contain multiple phases or task, payments shall not exceed the amount stipulated for each phase and the aggregate payment shall not exceed the total value of the Work Order

### **C4.03 Billing – Hourly Rate**

Invoices submitted by Consultant shall be sufficiently detailed and accompanied by supporting documentation to allow for proper audit of expenditures. When Services are authorized on an Hourly Rate basis, the Consultant shall submit for approval by the Town Manager, a duly certified invoice, giving names, classification, salary rate per hour, hours worked and total charge for all personnel directly engaged on a Project, phase or task. , Reimbursable Services Cost should then be added to the sum for the total charges for the personnel. The Consultant shall attach to the invoice all supporting data for payments made to and incurred by Subconsultants engaged on the Project. In addition to the invoice, the Consultant shall, for Hourly Rate authorizations, submit a progress report giving an update on the completion of the Project and/or the applicable phase or task.

## **Article C5 Reimbursable Expenses**

### **Article C5.01 General**

Reimbursable Expenses are those items authorized by the Town outside of or in addition to the Scope of Work as identified in the Work Order (as Basic Services and/or Additional Services)

and consist of actual expenditures made by the Consultant and the Consultant's Subconsultants for the following:

**C5.01-1 Transportation**

Identifiable transportation expenses in connection with the Project, subject to Section 112.061, Florida Statutes, as amended, excluding, however, all, general automobile transportation expenses within Miami-Dade, and Broward counties. Transportation expenses to locations outside the Miami-Dade-Broward-Palm Beach County area or from locations outside the Miami-Dade-Broward area will not be reimbursed unless specifically pre-authorized in writing by the Town Manager.

**C5.01-2 Travel And Per Diem**

Identifiable per diem, meals and lodging, lodging, taxi fares and miscellaneous travel-connected expenses for Consultant's personnel are subject to Section 112.061 Florida Statutes as amended. Meals for class C travel inside Miami-Dade or Broward County will not be reimbursed. Meals and lodging expenses will not be reimbursed for temporarily relocating Consultant's employees from one of Consultant's offices to another office if the employee is relocated for more than five (5) consecutive Working days. Lodging will be reimbursed only for room rates equivalent to Holiday Inn, Howard Johnson or Ramada Inn. Governmental lodging or meals will not be reimbursed that result from travel within Miami-Dade, Broward or Palm Beach Counties. Travel and per diem expenses are subject to the prior approval of the Town Manager.

**C5.01-3 Communication Expenses**

Identifiable communication expenses approved, in writing and in advance by the Town Manager, including long distance telephone, courier and express mail between the Consultant's various permanent offices. The Consultant's field office at the Project site is not considered a permanent office. Express mail or courier services are to be used only where there are significant time constraints.

**C5.01-4 Reproduction, Photography**

Cost of printing, reproduction or photography, which is required by or of Consultant to deliver services, set forth in this Agreement.

**C5.01-5 Permit Fees**

All Permit fees paid to regulatory agencies for approvals directly attributable to the Project. These permit fees do not include those permits required to be paid by the construction Contractor.

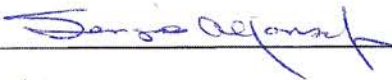
**C5.02 Reimbursements to Subconsultants**

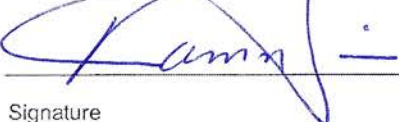
Reimbursable Subconsultant expenses are limited to the items described above when the Subconsultant agreement provides for reimbursable expenses and when such agreement has been previously approved in writing by the Town Manager and subject to all budgetary limitations of the Town and the requirements of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WITNESS/ATTEST

~~Consultant, Marlin Engineering, Inc.~~

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

Sergio Alfonso Jr, PE  
Print Name, Title Secretary,  
Executive Vice President

Ramon Soria, PE, President  
Print Name, Title of Authorized Officer or Official

ATTEST:

(Corporate Seal)

Consultant Secretary  
(Affirm Consultant Seal, if available)

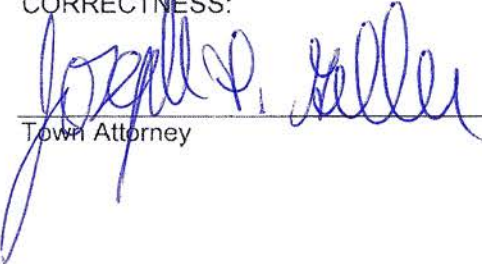
ATTEST:

**Town of Miami Lakes**, a municipal corporation  
of the State of Florida

  
\_\_\_\_\_  
Marjorie Tejada, Town Clerk

  
\_\_\_\_\_  
Alex Rey, Town Manager

APPROVED AS TO LEGAL FORM AND  
CORRECTNESS:

  
\_\_\_\_\_  
Town Attorney

**CERTIFICATE OF AUTHORITY**

**(IF CORPORATION)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of Marlin Engineering, Inc., a corporation organized and existing under the laws of the State of Florida, held on the 21 day of August, 1991, a resolution was duly passed and adopted authorizing (Name) Ramon Soria, PE as (Title) President of the corporation to execute agreements on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, shall be the official act and deed of the corporation.

I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 19, day of April, 2012.

Secretary: Sergio Alfonso

Print: Sergio Alfonso, Jr, PE

**NOTARIZATION**

STATE OF FLORIDA )

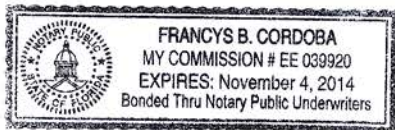
) SS:

COUNTY OF DADA )

The foregoing instrument was acknowledged before me this 19<sup>TH</sup> day of April, 2012, by SERGIO ALFONSO, who is personally known to me or who has produced FNOWA as identification and who (did / did not) take an oath.

Francys B. Cordoba  
SIGNATURE OF NOTARY PUBLIC  
STATE OF FLORIDA

FRANCYS CORDOBA  
PRINTED, STAMPED OR TYPED  
NAME OF NOTARY PUBLIC





## SECTION D – FORMS & SCHEDULES

### Form SC - SUBCONSULTANTS

FIRM NAME	CONSULTING FIELD
Milian, Swain & Associates, Inc.	Engineering Services
Geosol, Inc.	Engineering Services
O’Leary Richards Design Associates	Landscape Architecture

### Form KS – KEY STAFF

NAME	JOB CLASSIFICATION
Jose Santiago	Project Manager
Miguel Soria, Rafael Lagos	Senior Engineer
Carlos Gonzalez	Senior Designer
German Sanchez, Roxana Matamoros	Designer
Mohammed Sharifuzzman	Engineer
Elias Diaz	CADD/ Computer Technician
Lazaro Fleitas	Senior Surveyor and Mapper
Elisa Azcona	Survey Technician
Omar Carcamo, Pedro Flores	Party Chief
Jairo Nunez, Omar Zapata	Instrument Person
Franklin Martinez, Juan Carlos Moral, Lino Diaz	Rod Person/ Chain Person
Alex Quevedo	Utility Coordinator
Andres Atehortua	Construction Project Engineer

Alex Quevedo	Construction Senior Inspector
Alexis Rego	Construction Inspector
Mariano Alvarez De Toledo	Utility Locator
Oscar Cuitiva	Utility Technician
Luis Monsalve	Senior Traffic Engineer
Ana Maria Calleja	Project Engineer
Dalila Fernandez	Engineering Intern
Michael Register	Senior Planner
Amanda King	GIS Specialist
Oscar Cuitiva	Engineering Technician
Milian, Swain & Associates:	
Arsenio Milian	Principal
Julio Menache	Chief Engineer
Angel Cortada, Gabriel Milian, Christina Ortega, Alan Sterental, Jorge Torres, Pablo Garcia	Engineer
Lourdes Garcia, Rene Rodriguez, Jose Palacios	CADD/ Computer Technician
Geosol, Inc:	
Oracio Riccobono	Senior Engineer
Reinaldo Villa	Project Engineer
Jose Gonzalez	Senior Engineering Technician
Roberland Morales	Engineering Technician
Aurora Riccobono	CADD
O'Leary Richards Design Associates, Inc.:	
Kathryn O'Leary	Senior Landscape Architect
Kevin Richards	CADD

## Section E - WAGE RATES SUMMARY

NAME/JOB CLASSIFICATION	BASE HOURLY RATE
Jose Santiago/ Project Manager	\$54.81
Miguel Soria, Rafael Lagos/ Senior Engineer	\$58.82
Carlos Gonzalez/ Senior Designer	\$37.75
German Sanchez, Roxana Matamoros/ Designer	\$31.34
Mohammed Sharifuzzman/ Engineer	\$30.14
Elias Diaz/ CADD/ Computer Technician	\$29.15
Lazaro Fleitas/ Senior Surveyor and Mapper	\$50.24
Elisa Azcona/ Survey Technician	\$19.95
Omar Carcamo, Pedro Flores/ Party Chief	\$23.12
Jairo Nunez, Omar Zapata/ Instrument Person	\$16.18
Franklin Martinez, Juan Carlos Moral, Lino Diaz/ Rod Person/ Chain Person	\$12.50
Alex Quevedo/ Utility Coordinator	\$36.05
Andres Atehortua/ Construction Project Engineer	\$39.42
Alex Quevedo/ Construction Senior Inspector	\$36.05
Alexis Rego/ Construction Inspector	\$25.14
Mariano Alvarez De Toledo/ Utility Locator	\$18.82
Oscar Cuitiva/ Utility Technician	\$15.45
Luis Monsalve/ Senior Traffic Engineer	\$40.24
Ana Maria Calleja/ Project Engineer	\$31.73
Dalila Fernandez/ Engineering Intern	\$26.26
Michael Register/ Senior Planner	\$45.15
Amanda King/ GIS Specialist	\$26.08
Oscar Cuitiva/ Engineering Technician	\$15.45
Marlin Survey Crew:	
3-Person Crew	\$975.94
4-Person Crew	\$1200.96
Milian, Swain & Associates:	
Arsenio Milian/ Principal	\$79.33
Julio Menache/ Chief Engineer	\$62.50
See above/ Engineer	\$30.66
See above/ CADD	\$27.91

Geosol Inc.:	
Oracio Riccobono/ Senior Engineer	\$53.25
Reinaldo Villa/ Project Engineer	\$41.20
Jose Gonzalez/ Senior Engineering Tech.	\$26.77
Roberland Morales/ Engineering Tech.	\$26.27
Aurora Riccobono/ CADD	\$33.27
O'Leary Richards Design Associates, Inc.:	
Kathryn O'Leary/Senior Landscape Architect	\$52.16
Kevin Richards/CADD	\$30.77