

## PROFESSIONAL SERVICES AGREEMENT

**Bid/Proposal No. 037-08**

**Contract No.** \_\_\_\_\_

**Project Name** Filter Marsh / Stormwater Services

THIS AGREEMENT is made and entered into this 3rd day of September, 2008, by and between the City of Naples, Florida, a municipal corporation, (hereinafter referred to as the "OWNER") and **Mactec Engineering and Consulting, Inc.** a Florida Corporation, authorized to do business in the State of Florida, whose business address is 3627 Progress Avenue, Naples, FL 34104 (hereinafter referred to as the "CONSULTANT").

### WITNESSETH:

WHEREAS, the OWNER desires to obtain the professional consulting engineering services of the CONSULTANT concerning certain design services for **Filter Marsh / Stormwater Services** (hereinafter referred to as the "Project"), said services being more fully described in Exhibit A, "Scope of Services", which is attached hereto and incorporated herein; and

WHEREAS, the CONSULTANT has submitted a proposal for provision of those services; and  
WHEREAS, the CONSULTANT represents that it has expertise in the type of professional services that will be required for the Project.

NOW, THEREFORE, in consideration of the mutual covenants and provisions contained herein, the parties hereto agree as follows:

### ARTICLE ONE CONSULTANT'S RESPONSIBILITY

1.1. CONSULTANT shall provide to OWNER professional consultant engineering services in all phases of the Project to which this Agreement applies.

1.2. The Basic Services to be performed by CONSULTANT hereunder are set forth in the Scope of Services described in detail in Exhibit A. The total compensation to be paid CONSULTANT by the OWNER for all Basic Services is set forth in Article Five and Exhibit B, "Basis of Compensation", which is attached hereto and incorporated herein.

1.3. The CONSULTANT agrees to obtain and maintain throughout the period of this Agreement all such licenses as are required to do business in the State of Florida, the City of Naples, and in Collier County, Florida, including, but not limited to, all licenses required by the respective state boards and other governmental agencies responsible for regulating and licensing the professional services to be provided and performed by the CONSULTANT pursuant to this Agreement.

1.4. The CONSULTANT agrees that, when the services to be provided hereunder relate to a

professional service which, under Florida Statutes, requires a license, certificate of authorization or other form of legal entitlement to practice such services, it shall employ and/or retain only qualified personnel to provide such services.

1.5. CONSULTANT agrees to employ and designate, in writing, within five (5) calendar days after receiving its Notice to Proceed, a qualified licensed professional to serve as the CONSULTANT's project manager (hereinafter referred to as the "Project Manager"). The Project Manager shall be authorized and responsible to act on behalf of the CONSULTANT with respect to directing, coordinating and administering all aspects of the services to be provided and performed under this Agreement. Within five (5) calendar days from the Notice to Proceed issued by the OWNER to the CONSULTANT, the CONSULTANT shall deliver to the OWNER a written statement, executed by the proper officers of the CONSULTANT, acknowledging that the Project Manager shall have full authority to bind and obligate the CONSULTANT on all matters arising out of or relating to this Agreement. The CONSULTANT agrees that the Project Manager shall devote whatever time is required to satisfactorily manage the services to be provided and performed by the CONSULTANT hereunder. The person selected by the CONSULTANT to serve as the Project Manager shall be subject to the prior approval and acceptance of the OWNER.

1.6. CONSULTANT agrees, within fourteen (14) calendar days of receipt of a written request from the OWNER, to promptly remove and replace the Project Manager, or any other 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 or work pursuant to the requirements of this Agreement, whom the OWNER shall request in writing to be removed, which request may be made by the OWNER with or without cause.

1.7. The CONSULTANT has represented to the OWNER that it has expertise in the type of professional services that will be required for the Project. The CONSULTANT agrees that all services to be provided by CONSULTANT pursuant to this Agreement shall be subject to the OWNER's review and approval and shall be in accordance with the generally accepted standards of professional practice in the State of Florida, as well as in accordance with all published laws, statutes, ordinances, codes, rules, regulations and requirements of any governmental agencies which regulate or have jurisdiction over the Project or the services to be provided and performed by CONSULTANT hereunder. In the event of any conflicts in these requirements, the CONSULTANT shall notify the OWNER of such conflict and utilize its best professional judgment to advise OWNER regarding resolution of the conflict.

1.8. CONSULTANT agrees not to divulge, furnish or make available to any third person, firm or organization, without OWNER'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.

1.9. CONSULTANT agrees to certify all estimates of construction costs and Project completion dates prepared by the CONSULTANT. Said certifications shall be in a form approved by the OWNER.

1.10. Evaluations of the OWNER'S Project budget, preliminary estimates of construction cost and detailed estimates of construction cost prepared by the CONSULTANT represent the CONSULTANT'S

best judgment as a design professional familiar with the construction industry. The CONSULTANT cannot and does not guarantee that bids or negotiated prices will not vary from any estimate of construction cost or evaluation prepared or agreed to by the CONSULTANT. Notwithstanding anything above to the contrary, CONSULTANT shall revise and modify Construction Documents and assist in the rebidding of the Work at no additional cost to OWNER, if all responsive and responsible bids exceed the estimates of construction costs prepared by CONSULTANT.

1.11. CONSULTANT shall not be responsible for means, methods, techniques, sequences or procedures of construction selected by contractors or the safety precautions and programs incident to the work of contractors.

1.12 CONSULTANT agrees not to employ or offer to employ any Elected Officer or City Managerial Employee of OWNER who in any way deals with, coordinates on, or assists with, the professional services provided in this Agreement, for a period of two (2) years after termination of all provisions of this Agreement.

- (a) For purposes of this paragraph, the term "Elected Officer" shall mean any member of the City Council.
- (b) For purposes of this paragraph, the term "City Managerial Employee" shall mean the City Manager, the Assistant City Manager, the City Clerk, and any City department head or director.
- (c) In the event CONSULTANT violates the provisions of this paragraph, CONSULTANT shall be required to pay damages to OWNER in an amount equal to any and all compensation which is received by the former Elected Officer or City Managerial Employee of OWNER from or on behalf of the contracting person or entity, or an amount equal to the former Elected Officer's or City Managerial Employee's last two (2) years of gross compensation from OWNER, whichever is greater.

1.13 CONSULTANT agrees not to provide services for compensation to any other party other than OWNER on the same subject matter, same project, or scope of services as set forth in this Agreement without approval from the City Council of OWNER.

1.14 Except as otherwise provided herein, CONSULTANT agrees not to disclose or use any information not available to members of the general public and gained by reason of CONSULTANT'S contractual relationship with OWNER for the special gain or benefit of CONSULTANT or for the special gain or benefit of any other person or entity.

**ARTICLE TWO  
ADDITIONAL SERVICES OF CONSULTANT**

If authorized in writing by OWNER, CONSULTANT shall furnish or obtain from others Additional Services of the types listed in Article Two herein. These services will be paid for by OWNER as indicated in Article Five and Exhibit B. The following services, if not otherwise specified in Exhibit A as part of Basic Services, shall be Additional Services:

2.1. Preparation of applications and supporting documents (except those already to be furnished under this Agreement) for private or governmental grants, loans, bond issues or advances in connection with the Project.

2.2. Services resulting from significant changes in the general scope, extent or character of the Project or its design including, but not limited to, changes in size, complexity, OWNER's schedule or character of construction; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to and not reasonably anticipated prior to the preparation of such studies, reports or documents, or are due to any other causes beyond CONSULTANT's control.

2.3. Preparation and submission of information to and necessary consultations with Collier County, Florida Department of Environmental Protection, Florida Department of Transportation, South Florida Water Management District, U.S. Army Corps of Engineers or other appropriate regulatory agencies, in order to obtain necessary permits or approvals for construction of the Project, unless such permits are expressly included in Basic Services to be performed by CONSULTANT hereunder as set forth in the Exhibit A Scope of Services.

2.4. Providing renderings or models for OWNER's use.

2.5. Investigations and studies involving detailed consideration of operations, maintenance and overhead expenses; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; and evaluating processes available for licensing and assisting OWNER in obtaining process licensing.

2.6. Furnishing services of independent professional associates and consultants for other than the contract services to be provided by CONSULTANT hereunder.

2.7. Services during out-of-town travel required of CONSULTANT and directed by OWNER, other than visits to the Project site or OWNER's office.

2.8. Assistance in connection with bid protests, rebidding or renegotiating contracts for construction, materials, equipment or services, except as otherwise provided for herein.

2.9. Providing any type of property surveys, aerial photography or related engineering services needed for the transfer of interests in real property and field surveys for design purposes and engineering surveys and staking to enable contractors to proceed with their work and providing other special field surveys.

2.10. Preparation of operating, maintenance and staffing manuals, except as otherwise provided for

herein.

2.11. Preparing to serve or serving as a CONSULTANT or witness for OWNER in any litigation, or other legal or administrative proceeding, involving the Project (except for assistance in consultations which are included as part of the Basic Services to be provided herein).

2.12. Additional services rendered by CONSULTANTS in connection with the Project, not otherwise provided for in this Agreement or not customarily furnished in accordance with generally accepted engineering practice.

### **ARTICLE THREE OWNER'S RESPONSIBILITIES**

3.1. The Owner shall designate in writing a project coordinator to act as OWNER's representative with respect to the services to be rendered under this Agreement (hereinafter referred to as the "Project Coordinator"). The Project Coordinator shall have authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to CONSULTANT's services for the Project. However, the Project Coordinator is not authorized to issue any verbal or written orders or instructions to the CONSULTANT that would have the effect, or be interpreted to have the effect, of modifying or changing in any way whatever:

- (a) The scope of services to be provided and performed by the CONSULTANT hereunder;
- (b) The time the CONSULTANT is obligated to commence and complete all such services;  
or
- (c) The amount of compensation the OWNER is obligated or committed to pay the CONSULTANT.

3.2. The Project Coordinator shall:

(a) Review and make appropriate recommendations on all requests submitted by the CONSULTANT for payment for services and work provided and performed in accordance with this Agreement;

(b) Provide all criteria and information requested by CONSULTANT as to OWNER's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations;

(c) Upon request from CONSULTANT, assist CONSULTANT by placing at CONSULTANT's disposal all available information in the OWNER'S possession pertinent to the Project, including existing drawings, specifications, shop drawings, product literature, previous reports and any other data relative to design or construction of the Project

(d) Arrange for access to and make all provisions for CONSULTANT to enter the Project site to perform the services to be provided by CONSULTANT under this Agreement; and

(e) Provide notice to CONSULTANT of any deficiencies or defects discovered by the OWNER with respect to the services to be rendered by CONSULTANT hereunder.

3.3. CONSULTANT acknowledges that access to the Project Site, to be arranged by OWNER for CONSULTANT, may be provided during times that are not the normal business hours of the CONSULTANT.

3.4. OWNER shall be responsible for the acquisition of all easements, property sites, rights-of-way, or other property rights required for the Project and for the costs thereof, including the costs of any required land surveys in connection with such acquisition.

#### **ARTICLE FOUR TIME**

4.1. Services to be rendered by CONSULTANT shall be commenced subsequent to the execution of this Agreement upon written Notice to Proceed from OWNER for all or any designated portion of the Project and shall be performed and completed within **thirteen (13) months after permits have been issued**, in accordance with the Project Schedule attached hereto and made a part hereof as Exhibit C. Time is of the essence with respect to the performance of this Agreement.

4.2. Should CONSULTANT be obstructed or delayed in the prosecution or completion of its services as a result of unforeseeable causes beyond the control of CONSULTANT, and not due to its own fault or neglect, including but not restricted to acts of God or of public enemy, acts of government or of the OWNER, fires, floods, epidemics, quarantine regulations, strikes or lock-outs, then CONSULTANT shall notify OWNER in writing within five (5) working days after commencement of such delay, stating the cause or causes thereof, or be deemed to have waived any right which CONSULTANT may have had to request a time extension.

4.3. No interruption, interference, inefficiency, suspension or delay in the commencement or progress of CONSULTANT's services from any cause whatsoever, including those for which OWNER may be responsible in whole or in part, shall relieve CONSULTANT of its duty to perform or give rise to any right to damages or additional compensation from OWNER. CONSULTANT's sole remedy against OWNER will be the right to seek an extension of time to its schedule. This paragraph shall expressly apply to claims for early completion, as well as claims based on late completion. Provided, however, if through no fault or neglect of the CONSULTANT, the services to be provided hereunder have not been completed within 12 months of the date hereof, the CONSULTANT's compensation may be equitably adjusted, with respect to those services that have not yet been performed, to reflect the incremental increase in costs experienced by CONSULTANT after expiration of said 12 month period.

4.4. Should the CONSULTANT fail to commence, provide, perform or complete any of the services to be provided hereunder in a timely and reasonable manner, in addition to any other rights or remedies available to the OWNER hereunder, the OWNER at its sole discretion and option may withhold any and all payments due and owing to the CONSULTANT until such time as the CONSULTANT resumes performance of its obligations hereunder in such a manner so as to reasonably establish to the OWNER's satisfaction that the CONSULTANT's performance is or will shortly be back on schedule.

**ARTICLE FIVE  
COMPENSATION**

5.1. Compensation and the manner of payment of such compensation by the OWNER for services rendered hereunder by CONSULTANT shall be **an amount not to exceed \$80,000.00** as prescribed in Exhibit B, entitled "Basis of Compensation", which is attached hereto and made a part hereof.

**ARTICLE SIX  
OWNERSHIP OF DOCUMENTS**

6.1. Upon completion or termination of this Agreement, all records, documents, tracings, plans, specifications, maps, evaluations, reports, computer assisted design or drafting disks and other technical data, other than working papers, prepared or developed by CONSULTANT under this Agreement shall be delivered to and become the property of OWNER. CONSULTANT, at its own expense, may retain copies for its files and internal use. OWNER agrees to indemnify and hold harmless CONSULTANT with respect to any claim, loss or damage, including attorneys fees incurred by CONSULTANT due to the OWNER's use of said records, documents, tracings, plans, specifications, maps, evaluations, reports, computer disks and other technical data on some other project unless such use is authorized by CONSULTANT.

6.2. With respect to and in consideration for the indemnification provided by OWNER in paragraphs 6.1. above, CONSULTANT agrees to pay to OWNER \$10.00, the sufficiency and receipt of which is acknowledged through the signing of this Agreement.

**ARTICLE SEVEN  
MAINTENANCE OF RECORDS**

7.1. CONSULTANT will keep adequate records and supporting documentation which concern or reflect its services hereunder. The records and documentation will be retained by CONSULTANT for a minimum of five (5) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. OWNER, or any duly authorized agents or representatives of OWNER, 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 five (5) year period noted above; provided, however, such activity shall be conducted only during normal business hours.

**ARTICLE EIGHT  
INDEMNIFICATION**

8.1. The CONSULTANT (or Design Professional) agrees to indemnify and hold harmless the City, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by Consultant in the performance of the contract.

8.2. CONSULTANT acknowledges that the general conditions of any contract shall include language, satisfactory to the OWNER's attorney, in which the contractor agrees to hold harmless and to defend

OWNER, its agents and employees from all suits and actions, including attorney's fees, and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of the construction contract or work performed thereunder.

## **ARTICLE NINE INSURANCE**

9.1. CONSULTANT shall obtain and carry, at all times during its performance under the Contract Documents, insurance of the types and in the amounts set forth in EXHIBIT D to this Agreement.

## **ARTICLE TEN SERVICES BY CONSULTANT'S OWN STAFF**

10.1. The services to be performed hereunder shall be performed by CONSULTANT's own staff, unless otherwise authorized in writing by the OWNER. The employment of, contract with, or use of the services of any other person or firm by CONSULTANT, as independent consultant or otherwise, shall be subject to the prior written approval of the OWNER. No provision of this Agreement shall, however, be construed as constituting an agreement between the OWNER and any such other person or firm. Nor shall anything contained herein be deemed to give any such party or any third party any claim or right of action against the OWNER beyond such as may otherwise exist without regard to this Agreement.

## **ARTICLE ELEVEN WAIVER OF CLAIMS**

11.1. CONSULTANT's acceptance of final payment shall constitute a full waiver of any and all claims, except for insurance company subrogation claims, by it against OWNER arising out of this Agreement or otherwise related to the Project, except those previously made in writing and identified by CONSULTANT as unsettled at the time of the final payment. Neither the acceptance of CONSULTANT's services nor payment by OWNER shall be deemed to be a waiver of any of OWNER's rights against CONSULTANT.

## **ARTICLE TWELVE TERMINATION OR SUSPENSION**

12.1. CONSULTANT shall be considered in material default of this Agreement and such default will be considered cause for OWNER to terminate this Agreement, in whole or in part, as further set forth in this section, for any of the following reasons: (a) failure to begin work under the Agreement within the times specified under the Notice(s) to Proceed, or (b) failure to properly and timely perform the services to be provided hereunder or as directed by OWNER, or (c) the bankruptcy or insolvency or a general assignment for the benefit of creditors by CONSULTANT or by any of CONSULTANT's principals, officers or directors, or (d) failure to obey laws, ordinances, regulations or other codes of conduct, or (e) failure to perform or abide by the terms or spirit of this Agreement, or (f) for any other just cause. The OWNER may so terminate this Agreement, in whole or in part, by giving the CONSULTANT seven (7) calendar days written notice.

12.2. If, after notice of termination of this Agreement as provided for in paragraph 12.1 above, it is determined for any reason that CONSULTANT was not in default, or that its default was excusable, or



that OWNER otherwise was not entitled to the remedy against CONSULTANT provided for in paragraph 12.1, then the notice of termination given pursuant to paragraph 12.1 shall be deemed to be the notice of termination provided for in paragraph 12.3 below and CONSULTANT's remedies against OWNER shall be the same as and limited to those afforded CONSULTANT under paragraph 12.3 below.

12.3. OWNER shall have the right to terminate this Agreement, in whole or in part, without cause upon seven (7) calendar day's written notice to CONSULTANT. In the event of such termination for convenience, CONSULTANT's recovery against OWNER shall be limited to that portion of the fee earned through the date of termination, together with any retainage withheld and any costs reasonably incurred by CONSULTANT that are directly attributable to the termination, but CONSULTANT shall not be entitled to any other or further recovery against OWNER, including, but not limited to, anticipated fees or profits on work not required to be performed.

12.4. Upon termination, the CONSULTANT shall deliver to the OWNER all original papers, records, documents, drawings, models, and other material set forth and described in this Agreement.

12.5. The OWNER shall have the power to suspend all or any portions of the services to be provided by CONSULTANT hereunder upon giving CONSULTANT two (2) calendar days prior written notice of such suspension. If all or any portion of the services to be rendered hereunder are so suspended, the CONSULTANT's sole and exclusive remedy shall be to seek an extension of time to its schedule in accordance with the procedures set forth in Article Four herein.

### **ARTICLE THIRTEEN TRUTH IN NEGOTIATION REPRESENTATIONS**

13.1. CONSULTANT warrants that CONSULTANT has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement and that CONSULTANT has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

13.2. In accordance with provisions of Section 287.055, (5)(a), Florida Statutes, the CONSULTANT agrees to execute the required Truth-In-Negotiation Certificate, attached hereto and incorporated herein as Exhibit E, stating that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of the Agreement. The CONSULTANT agrees that the original Agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the OWNER determines the Agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such adjustments shall be made within one (1) year following the end of this Agreement.

### **ARTICLE FOURTEEN CONFLICT OF INTEREST**

14.1. CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder. CONSULTANT further represents that no persons having any such interest shall be employed

to perform those services.

## **ARTICLE FIFTEEN MODIFICATION**

15.1. No modification or change in this Agreement shall be valid or binding upon the parties unless in writing and executed by the party or parties intended to be bound by it.

## **ARTICLE SIXTEEN NOTICES AND ADDRESS OF RECORD**

16.1. All notices required or made pursuant to this Agreement to be given by the CONSULTANT to the OWNER shall be in writing and shall be delivered by hand or by United States Postal Service Department, first class mail service, postage prepaid, return receipt requested, addressed to the following

OWNER's address of record:  
City Council  
City of Naples  
735 Eighth Street South  
Naples, FL. 34102-3796  
Attention: A. William Moss, City Manager

16.2. All notices required or made pursuant to this Agreement to be given by the OWNER to the CONSULTANT shall be made in writing and shall be delivered by hand or by the United States Postal Service Department, first class mail service, postage prepaid, return receipt requested, addressed to the following CONSULTANT's address of record:

CONSULTANT's address of record:  
**Mactec Engineering and Consulting, Inc.**  
3627 Progress Avenue  
Naples, FL 34104  
Attention: Thomas D. Bates, EI / Project Professional

16.3. Either party may change its address of record by written notice to the other party given in accordance with requirements of this Article.

## **ARTICLE SEVENTEEN MISCELLANEOUS**

17.1. CONSULTANT, in representing OWNER, shall promote the best interest of OWNER and assume towards OWNER a duty of the highest trust, confidence, and fair dealing.

17.2. No modification, waiver, suspension or termination of the Agreement or of any terms thereof shall impair the rights or liabilities of either party.

17.3. This Agreement is not assignable, in whole or in part, by CONSULTANT without the prior written consent of OWNER.

17.4. 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 and shall not be construed to be a modification of the terms of this Agreement.

17.5. The headings of the Articles, Exhibits, Parts and Attachments as contained in this Agreement are for the purpose of convenience only and shall not be deemed to expand, limit or change the provisions in such Articles, Exhibits, Parts and Attachments.

17.6. This Agreement, constitutes the entire agreement between the parties hereto and shall supersede, replace and nullify any and all prior agreements or understandings, written or oral, relating to the matter set forth herein, and any such prior agreements or understanding shall have no force or effect whatever on this Agreement.

17.7. CONSULTANT/CONTRACTOR shall comply fully with all provisions of state and federal law, including without limitation all provisions of the Immigration Reform and Control Act of 1986 ("IRCA") as amended, as well as all related immigration laws, rules, and regulations pertaining to proper employee work authorization in the United States. The CONSULTANT/CONTRACTOR shall execute the Certification of Compliance with Immigration Laws, attached hereto as Exhibit "F".

#### **ARTICLE EIGHTEEN APPLICABLE LAW**

18.1. Unless otherwise specified, this Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and by the laws, rules and regulations of the United States when providing services funded by the United States government. Any suit or action brought by either party to this Agreement against the other party relating to or arising out of this Agreement must be brought in the appropriate Florida state court in Collier County, Florida.

IN WITNESS WHEREOF, the parties hereto have executed this Professional Services Agreement for the day and year first written above.

ATTEST:

OWNER:  
CITY OF NAPLES, FLORIDA,  
A MUNICIPAL CORPORATION

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
A. William Moss, City Manager

Approved as to form and  
legal sufficiency:

\_\_\_\_\_  
Robert D. Pritt, City Attorney

CONSULTANT:  
MACTEC Engineering and Consulting, Inc.

By:  
Printed Name  
Title:

(CORPORATE SEAL)

\_\_\_\_\_  
witness

Consultant Services Agreement  
115798\_1.WP5  
Revised 7/8/03

**EXHIBIT A  
SCOPE OF SERVICES**

Exhibit A consists of the following component Parts:

- A.1. DESCRIPTION OF PROJECT
- A.2. DESIGN REPORT
- A.3. PRELIMINARY DESIGN
- A.4. FINAL DESIGN
- A.5. CONSTRUCTION BID SERVICES
- A.6. CONSTRUCTION CONTRACT ADMINISTRATION
- A.7. DETAILED OBSERVATION OF CONSTRUCTION

A.1. DESCRIPTION OF PROJECT.

A.1.1. Planning, design, permitting, engineering, and construction management of the Riverside Filter Marsh.

A.2. DESIGN REPORT.

A.2.1. Consult with OWNER to clarify and define OWNER's requirements for the PROJECT and review available data.

A.2.2. Advise OWNER as to the necessity of OWNER obtaining from CONSULTANT, Additional Services described in Article Two of this Agreement, such as, but not limited to probings, subsurface explorations, special permits, or other similar investigations.

A.2.3. Prepare a Design Report containing schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate clearly the considerations involved (including applicable requirements of all governmental authorities having jurisdiction over the project), and any alternative designs available to OWNER and setting forth CONSULTANT's findings and recommendations. The Design Report also shall contain CONSULTANT's professional evaluation of OWNER's Project budget. Said evaluation shall contain CONSULTANT'S initial professional opinions of probable total costs for the Project, including construction costs, contingencies, and allowances for charges of all professionals and consultants. The Design Report also shall present CONSULTANT's recommendations as to how the construction contract(s) should be let out for bid.

A.2.4. Furnish five (5) copies of the Design Report, schedule and conduct a meeting with OWNER to present the Design Report for OWNER's review and approval.

A.3. PRELIMINARY DESIGN.

A.3.1. Prepare in a format acceptable to OWNER, all preliminary Contract Documents, including but not limited to all designs, drawings, special conditions, general conditions, supplemental conditions, specifications and bid and Agreement forms, necessary for construction of the Project.

A.3.2. Keep OWNER informed as to the status of the project design through no less than monthly meetings at the OWNER's offices.

A.3.3. Upon completion and submission to OWNER of the preliminary design for Project, provide to OWNER five (5) copies of the preliminary Contract Documents and CONSULTANT'S professional preliminary opinions of probable total Project and construction costs for review and approval by OWNER. The improvements for which services are to be rendered under this Agreement shall include the Project as described in the description in paragraph A.1.1. of this Exhibit A.

A.4. FINAL DESIGN.

A.4.1. Provide OWNER with proposed final construction drawings and detailed opinions of probable total Project construction costs in writing for OWNER's review, prior to completion of the final Contract Documents, so that any changes that may be necessary in accordance with Project's budgetary schedule can be made prior to bid.

A.4.2. Upon OWNER's approval of detailed opinions of probable total Project and construction costs, provide to OWNER, for its review and approval, five (5) copies of final Contract Documents.

#### A.5. CONSTRUCTION BID SERVICES.

A.5.1. CONSULTANT shall assist in securing bids and:

- (a) provide interpretation and clarification of Contract Documents during bidding;
- (b) coordinate bid process with City of Naples Purchasing Department including advertisements, publications, Contract Document sales and receipt of bids;
- (c) distribute Contract Documents during bidding phase to prospective bidders;
- (d) maintain record of prospective bidders to whom bidding documents have been distributed;
- (e) organize and conduct pre-bid meeting with prospective bidders;
- (f) attend the bid opening, prepare bid tabulation sheets and assist OWNER in evaluating bids or proposals and in assembling and awarding contracts for construction, materials, equipment and services;
- (g) assist OWNER in evaluating bidder's previous experience, if necessary;
- (h) prepare and issue addenda as appropriate to interpret or clarify Contract Documents;
- (i) provide OWNER with a recommendation as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the bidders for those portions of the work as to which such acceptability is required by the Contract Documents;
- (j) provide OWNER with recommendation concerning the acceptability of substitute materials and equipment proposed by bidder(s) when substitution prior to the award of contracts is allowed by the Contract Documents; and,
- (k) make a recommendation of contract award.

#### A.6. CONSTRUCTION CONTRACT ADMINISTRATION.

A.6.1. Consult with the OWNER and contractors as reasonably required and necessary with regard to construction of the Project, including but not limited to pre-construction conference and monthly coordination meeting with OWNER and contractor.

A.6.2. Review materials and workmanship of the Project and report to OWNER any deviations from the Contract Documents which may come to the CONSULTANT's attention; determine the acceptability of work and materials and make recommendation to OWNER to reject items not meeting the requirements of the Contract Documents.

A.6.3. Recommend to the OWNER in writing that the work, or designated portions thereof, be stopped if, in CONSULTANT's judgment, such action is necessary to allow proper inspection, avoid irreparable damage to the work, or avoid subsequent rejection of work which could not be readily replaced or restored to an acceptable condition. Such stoppage to be only for a period reasonably necessary for the determination of whether or not the work will in fact comply with the requirements of the Contract Documents.

A.6.4. Require that any work which is covered up without being properly observed be uncovered for examination and restored at contractor's expense if deemed appropriate by the CONSULTANT.

A.6.5. Issue interpretations and clarifications of Contract Documents during construction, and evaluate requests for substitutions or deviations therefrom. Notify OWNER of any such requested deviations or substitutions and when reasonably necessary provide OWNER with a recommendation concerning same. Prepare work change orders as directed by OWNER.

A.6.6. Submit to OWNER, in a format acceptable to OWNER, weekly progress and status reports, including but not limited to manpower, amount of work performed and by whom, equipment, problems encountered, method to correct problems, errors, omissions, deviations from Contract Documents, and weather conditions.

A.6.7. Review shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of laboratory tests and inspections, and other data which contractors are required to submit for conformance with the design concept of the Project and compliance with the provisions of the Contract Documents.

A.6.8. Monitor all required Project records, including but not limited to delivery schedules, inventories and construction reports. Based upon the Project records, as well as CONSULTANT's observations at the site and evaluations of the data reflected in contractor's application for payment, CONSULTANT shall render a recommendation to OWNER concerning the amount owed to the contractor(s) and shall forward the contractor's application for such amount to OWNER. Such approval of the application for payment shall constitute a representation by CONSULTANT to OWNER, based on observations and evaluations, that:

- (a) the work has progressed to the point indicated;
- (b) the work is in substantial accordance with the Contract Documents; and
- (c) the contractor(s) is (are) entitled to payment in the recommended amount.

A.6.9. Receive and review all items to be delivered by the contractor(s) pursuant to the Contract Documents, including but not limited to all maintenance and operating instructions, schedules, guarantees, warranties, bonds and certificates of inspection, tests and approvals. CONSULTANT shall transmit all such deliverables to OWNER with CONSULTANT's written comments and recommendations concerning their completeness under the Contract Documents.

A.6.10. Negotiate with the contractor(s), the scope and cost of any necessary contract change orders, using as a basis for such negotiations data or other information emanating from the Contract Documents, including but not limited to the bid sheet, technical specifications, plans, shop drawings, material specifications, and proposed material and labor costs. Prepare, recommend and submit for OWNER'S approval such change orders.

A.6.11. Upon receiving notice from the contractor advising CONSULTANT that the Project is substantially complete, CONSULTANT, shall schedule and, in conjunction with OWNER, conduct a comprehensive inspection of the Project, develop a list of items needing completion or correction, forward said list to the contractor and provide written recommendations to OWNER concerning the acceptability of work done and the use of the Project. For the purposes of this provision, substantial completion shall be deemed to be the stage in construction of the Project where the Project can be utilized for the purposes for which it was intended, and where minor items need not be fully completed, but all items that affect the operational integrity and function of the Project are capable of continuous use.

A.6.12. Perform final inspection in conjunction with OWNER, and assist OWNER in closing out construction contract, including but not limited to, providing recommendations concerning acceptance of Project and preparing all necessary documents, including but not limited to, lien waivers, contractor's final affidavit, close-out change orders, and final payment application.

A.6.13. Prepare and submit to OWNER upon completion of construction of the Project, five (5) sets of record drawings and one (1) set of reproducible record drawing mylars of the work constructed, including those changes made during the construction process, using information supplied by the contractors and other data which can reasonably be verified by CONSULTANT's personnel.

A.6.14. Prepare and submit to OWNER upon completion of construction of Project a final report of variations from the construction Contract Documents, including reasons for the variations.

#### A.7. DETAILED OBSERVATION OF CONSTRUCTION.

A.7.1. Construction work shall be done under the full-time observation of at least one representative of CONSULTANT; or by such additional representatives of the CONSULTANT as may be necessary for observing the construction of the Project, as may be authorized and approved by the OWNER.

A.7.2. During detailed observation of construction CONSULTANT shall act to protect OWNER's interests in Project and:

- (a) take 3 x 5 color 35 mm photographs of important aspects of the Project, including by way of example and not limitation, all [Insert sample picture which are important construction aspects] for future reference, process and submit same together with corresponding negatives on a continuous basis to OWNER; such pictures to be properly categorized and identified as to date, time, location, direction and photographer, with subsequent notations on drawings;
- (b) maintain appropriate field notes from which record drawings can be generated;
- (c) maintain appropriate field records to document any and all disputes or claims, whether actual or potential with respect to

construction of the Project; and

- (d) observe operation or performance testing and report findings to OWNER and contractor.

The MACTEC team will provide engineering services to prepare designs, permits, and provide construction services for a filter marsh to treat stormwater discharge from the Goodlette Road Pump Station. The proposed marsh will be located behind City offices on Riverside Circle and will be approximately 750 feet by 50 feet.

### **Scope of Services**

Following is a description of the scope of services and associated deliverables for each task. One hard copy and

an electronic version of all deliverables will be submitted to the City.

The attached scope includes the following tasks:

1. Data Collection and Review
2. 30% Design Plans, Hydraulic Modeling and Surveying
3. 100% Construction Plans, Technical Specifications and Cost Opinions
4. Environmental Permitting
5. Construction Services
6. Project Administration

This Work Order describes the scope, schedule, assumptions, and budget necessary to complete the tasks identified above.

**Scope of Services.** The scope of work for the Project has been subdivided into five Tasks as referenced above.

The major work associated with each of the Tasks are defined below.

### **Task 1: Data Collection and Review**

#### **Kickoff Meeting, Wetland Determination, Data Collection and Review and Geotechnical Investigation**

**1.1** The MACTEC Team will attend a Project kick-off meeting with City of Naples staff to review the sitespecific objectives, scope of work, primary and secondary contacts for each organization, Project schedule, meeting schedule, to receive information available from the City of Naples (i.e., reports, available maps, etc.), and to determine the nature and source of other available information. Detailed minutes of the kickoff meeting will be prepared by MACTEC and provided to the City's Project Manager. The City will provide MACTEC with size, location and elevation of the existing stormwater outfall into the ditch and associated upstream stormwater infrastructure; and the operating records and the maximum, minimum and average flows from the Goodlette Road pumping station feeding the outfall and storm water quality data from the pump station. The City will provide MACTEC with potential locations for donor fill sites for construction of the filter marsh.

**1.2 Wetland Determination** Delineate and characterize forested, herbaceous, and open water natural system



wetlands within selected project area. Delineation includes on-site determination and flagging of the aerial

extent of wetlands and a meeting on-site with FDEP (OR SFWMD) and the USACE natural systems personnel to verify the determination limits. The MACTEC Team will locate and identify threatened or endangered species habitat and conduct a detailed tree survey to satisfy permitting requirements, if necessary.

**1.3 MACTEC** will review available information regarding the Project site and the contributing watershed as

applicable to the project. Information to be reviewed may include, but not be limited to, geotechnical or hydrogeological reports, historic and current aerial photography, boundary and topographic surveys, hydraulic and environmental data (i.e., rainfall, evaporation, flows, tidal water levels), historical land cover

mapping, and listed species location data. MACTEC will collect site-specific information by visiting the project site(s) and observing hydraulic features, adjacent plant community composition and quality, adjacent land uses, and field indicators of hydroperiods and flows.

**1.4 MACTEC** will use analyses of stormwater samples collected by the City of Naples from the discharge of

the Goodlette Road Pump Station to determine existing loading conditions. The samples should be analyzed for Phosphorus, Nitrogen, Copper, Total Suspended Solids, Dissolved Oxygen and pH This information will be valuable in determining nutrient load reduction of the proposed system. MACTEC will

perform preliminary hydraulic and pollutant loading analyses necessary to: (1) establish design parameters

for alternative restoration measures; (2) assess the effects of the proposed restoration action plan on the site,

(3) estimate pollutant loads currently delivered to the Gordon River and proposed reductions, and (4) characterize the hydraulic and environmental benefits to be realized from implementation of the proposed filter marsh.

**1.5 Geotechnical Investigation** MACTEC will perform soils and geotechnical investigations and analyses

required for the purpose of establishing final design parameters and constraints. All soils and geotechnical

investigations and analyses will be performed by a professional firm qualified and licensed in the State of Florida to render such services. Soil samples are to be obtained from proposed areas of excavation, extending at a minimum to the total depth of two (2) feet below the proposed excavation; potential major structure locations; and at any other location deemed necessary to adequately evaluate soil conditions with

respect to Project's design requirements and construction costs. Pertinent soils information, including water table elevations and rock strata encountered, will be clearly identified in a narrative report. The report will summarize the investigative procedures and the results of the soils and geotechnical investigations and analyses, as well as provide an assessment of design constraints, if any, due to soils and

geotechnical conditions. The City will provide locations which fill can be transported from to the proposed

marsh. MACTEC will conduct geotechnical analyses for up to two (2) soil donor sites for the marsh construction.

MACTEC will perform soils and geotechnical investigations and analyses required for the purpose of establishing final design parameters and constraints for the proposed filter marsh site pursuant to the following:

- MACTEC, a professional firm qualified and licensed in the State of Florida to complete such services will perform all work.
- Methods and equipment used in obtaining soil samples and geotechnical information will be compatible with Project's design requirements.
- Pertinent soils information, including water table elevations and strata will be clearly identified in a stand-alone geotechnical investigation report. A memorandum will summarize the investigative procedures and the results of the soils and geotechnical assessment.
- Soil samples are to be obtained from proposed areas of excavation, extending at a minimum to the total depth of two (2) feet below the proposed excavation; potential major structure locations; and at any other location deemed necessary to adequately evaluate soil conditions with respect to Project's design requirements and construction costs.
- Two (2) percolation tests will be conducted at the site.
- Additional geotechnical investigations to evaluate foundation conditions for proposed structures.

1.6 The MACTEC Team will conduct a review meeting with the City which will summarize site conditions

and discuss the results of the preliminary review. The meeting will include the following: conceptual design plans, hydrologic and environmental benefits, and an evaluation of anticipated permitting issues. Following the meeting, the MACTEC Team will prepare minutes for distribution by the City's Project Manager. MACTEC will commence work on 30% design of the project after the City approves the meeting minutes.

## **Task 2: 30% Design Plans, Hydrologic Modeling and Surveying**

**2.1 Preliminary Hydrologic, Hydraulic and Water Quality Modeling.** MACTEC will prepare a hydrologic

event based model to determine 30% design plans for the filter marsh treatment system. The storm events modeled will include mean annual, 25-year and 100-year, 24-hour events to be used in ERP permitting. Spreadsheet model will be prepared to determine nutrient loading from the basin and potential loading reductions from the proposed filter marsh. After approval of the 30% design plans, detailed hydrologic and

hydraulic analyses will be conducted to: (1) establish the final design parameters for the filter marsh and associated structures; (2) verify the Project's contributing watershed boundary and the watershed hydraulic

parameters; and (3) assess and quantify the effects of the proposed Project on the hydraulic performance of

the existing system for the purposes of obtaining a Florida Department of Environmental Protection (FDEP) (or SFWMD) Environmental Resource Permit (ERP) and U. S. Army Corps of Engineers (USACE) permit.

**2.2 Survey.** MACTEC will obtain horizontally controlled aerial photography of the Project area and will perform field survey work required for the purpose of establishing final design parameters and constraints

for the proposed facilities, and site access. All aerial mapping and field survey work will be made relative to the North American Datum of 1983/ 2007 Adjustment (NAD83/07) with values expressed in Florida State Plane Coordinates, Florida West Zone and to the North American Vertical Datum of 1988 (NAVD88) . All aerial mapping and surveying services will be performed by a professional firm qualified

and licensed in the State of Florida to render such services. All services and products will be performed and

prepared in conformance with Florida Administrative Code Rule Chapter 61G17-6, Minimum Technical Standards, pursuant to Florida Statutes Chapter 472. This task includes, but is not necessarily limited, to the following subtasks:

- Horizontally and vertically locate any utilities and structures on the Project site that may potentially be impacted by the proposed Project improvements.
- Obtain topographic information necessary for the development of the design of the Project.
- Obtain cross sections of the existing channel systems for hydraulic modeling purposes.
- Obtain the location of the wetland delineation flags and the geotechnical borings.
- Provide boundary survey services as necessary to identify property lines at Project site.
- Prepare as-built survey of constructed improvements.

### **2.3 30% Design Plans**

MACTEC will establish the final design parameters and develop 30% design plans for the filter marsh system. Typical details will include preliminary plans and sections of the marsh and inflow structure. Preliminary vertical location of marsh and utility conflicts will be noted on the profile sheets. MACTEC will meet and coordinate with the City's representative to insure technology, maintenance and operational

issues are addressed in the final design. The plans will include an update of the pollutant load reductions presented in Task 1. MACTEC will supply the City with two (2) full size paper copies of all plans and documents. Additionally, MACTEC will provide all submittals in electronic format to expedite City review. MACTEC will meet with City to discuss review comments on the 30 percent submittal. Detailed minutes of the 30% review meeting will be prepared by MACTEC and distributed to all parties attending the meeting.

### **Task 3: 100% Construction Plans, Technical Specifications and Cost Opinions**

**3.1** The MACTEC Team will prepare detailed construction plans and technical specifications for the Project.

The construction plan set will be prepared in accordance with City standards. Requirements and guidelines

for the preparation of construction plans and technical specifications are described below.

**3.1.1** It is envisioned the construction plan set will consist of the following:

- A. Cover Sheet with Location Map
- B. Quantities Sheet
- C. Symbols/General Notes Sheet
- D. Survey Control Sheet
- E. Plan Sheets
- F. Cross Section Sheets
- G. Vegetative Planting Plan
- H. Coordinate/Geometric Control Sheet

I. Structure Detail Sheets

J. Miscellaneous Detail Sheets

K. Erosion and sediment control details

Plans will be prepared to acceptable standards of draftsmanship in a manner to insure clarity and legibility of reproductions.

Construction plans will show existing right-of-way and easement lines, property lines, topographical features, and existing facilities sufficient to permit the evaluation of Project impact on abutting land, features, and facilities, including features such as fences, walls and ornamentals. Trees of 4" diameter at breast height (dbh) or greater dbh in the designated construction area that are protected will be accurately plotted and identified as to species and size. Existing utilities, drainage structures, pipes and other facilities affecting the Project's construction will be shown on the plan sheets.

Draftsmanship (lines and lettering) will conform to samples, which the City will furnish to MACTEC. Plans will be clearly legible and easy to read for construction purposes and for microfilming following construction completion. To achieve this, all lines and notes relative to proposed construction will be of heavier line weight and larger size than lines and notes relating to existing facilities and topography.

All sheets in the plans sets will be 24 inches by 36 inches. Borders and title blocks will conform to current City format. All required disciplines will be addressed, including survey, civil, environmental, geotechnical and mechanical engineering. An example set of construction plans demonstrating the quality of plan set will be provided by the City.

**3.1.2** Review sets of the construction plans and Technical Specifications will be submitted at the 100 percent for review and comment by the City. Cost opinions will accompany the 100 percent submittal. MACTEC will meet with City staff to review and provide comments on the 100 percent design. MACTEC will not begin work on the permitting until the 100 percent design submittal is approved by the City. Comments on the 100 percent submittal will be addressed or incorporated, as appropriate, by MACTEC in the final submittal. The 100 percent construction plan submittals will consist of three (3) sets of prints and an electronic copy of the files. An updated, final Engineer's construction cost opinion will be submitted with the 100 percent plans submittal.

**3.1.3** Technical Specifications and documents necessary for the proper construction of the Project will be in accordance with City format. For MACTEC's use and guidance, the City will provide samples of specifications prepared for similar City Projects, and the City's format for bid documents.

**3.1.4** MACTEC will submit an electronic copy, in Microsoft Word, of the Technical Specifications, including proposed pay items, for review by the City. The City should return review comments so that the necessary changes can be made. Two (2) copies of the final Technical Specifications, along with the electronic file in Microsoft Word format will be submitted to the City for inclusion with the bid documents. The final Contract Documents will include copies of all permits obtained for the Project and geotechnical reports.

**3.1.5** The Professional Engineer in responsible charge of preparing the Technical Specifications for the Project will sign and seal the cover sheet of the final construction specifications for the Project. The Final Construction Plans will be signed and sealed by the Professional Engineer or Surveyor, as appropriate, in responsible charge of the design of the Project.

**3.1.6** The Final submittal will include the following:

- A. Electronic files of the construction plan set and technical specifications;
- B. Four (4) complete plan sets signed and sealed by the engineer(s) of record

C. Final Engineer's opinion of probable construction cost;

**3.1.7** If utility conflicts exist, MACTEC will conduct, with assistance from the City, and at a location to be provided by the City, one (1) utility coordination meeting. The meeting will be after approval of the 30 percent submittal.

**Task 4: Environmental Permitting**

**4.1** Upon approval of the 30% Design, MACTEC will attend an initial coordination meeting with the City and

representatives of agencies and local governments that may exercise environmental permitting jurisdiction

over the proposed Project improvements. The intent of the meeting will be to establish which agencies and

local governments will require a permit, and to solicit their initial feedback on the proposed Project.

These

agencies and local governments (and their respective permits, as applicable) include: the Florida Department of Environmental Protection (FDEP) (or SFWMD) Environmental Resource Permit (ERP), the

U.S. Army Corps of Engineers (USACE) and the City. Detailed minutes of the coordination meeting will be prepared and distributed to all parties attending the meeting.

The MACTEC Team will attend a pre-application meeting with FDEP (or SFWMD) staff to discuss the Environmental Resource permitting of the Project. Representatives of the USACE will be invited to attend

the meeting.

**4.2** MACTEC will prepare permit application packages and will assist the City in obtaining an ERP, USACE

Dredge and Fill and local permits for the Project as required. Fees associated with permit applications will

not be the responsibility of MACTEC. Two (2) copies of the draft permit application packages will be submitted to the City for review and comment. Based on the comments received on the draft permit packages, MACTEC will finalize the permit applications and forward the appropriate number of completed

permit applications along with the required supporting information to the appropriate regulatory agency, with two (2) copies to the City. MACTEC will provide responses for up to two completeness summaries (i.e., requests for additional information) for the ERP, USACE and the City's permit applications.

**Task 5: Construction Services**

**5.1** MACTEC will attend one (1) pre-bid/pre-construction meeting with City staff to answer technical questions

from the prospective bidders/contractors regarding the bid documents. If required, based upon inquiries from prospective bidders, MACTEC will prepare support materials and assist the City in preparing addenda

clarifying the bid documents for distribution to prospective bidders. MACTEC will assist the City in the review and evaluation of the bids and will make a recommendation to the City as to contract award..

**5.2** MACTEC will review contractor's schedule of values and project schedule, shop drawings, erosion and

turbidity control plan, and other required Project submittals prepared by the contractor to satisfy contractual

and permit requirements.

**5.3** MACTEC will conduct weekly site visits, averaging 3 hours each for a period of 26 weeks, subsequent to

the contractor's mobilization for the purpose of making site observations and to answer questions the City's

construction supervisor or inspector may have regarding the Project's design. MACTEC will promptly notify the City of any discrepancies or deviations from the approved plans or environmental permits for the

Project noted during the site visits. MACTEC's scope for construction oversight services may be increased

if City staff is not available to perform this function.

**5.4** MACTEC will participate in one (1) Substantial Completion Inspection of the Project with City staff.

MACTEC will prepare and submit a list of items, which need to be completed by the contractor prior to the

final inspection.

**5.5** MACTEC will participate in a final inspection of the Project with City staff. Based upon the final inspection, and construction as-built drawings provided by the contractor, MACTEC will prepare record drawings depicting the as-built condition of the Project. MACTEC will submit all final certifications for the

Project required pursuant to the environmental permits issued for the Project.

#### **Task 6: Project Administration**

**6.1** MACTEC will attend one progress meeting to be held at City Offices. MACTEC will keep accurate minutes of progress meeting and distribute copies to all participants within one week after the meeting. The minutes will reflect agenda items, action items, the person who is to provide follow-up, the original schedule, current schedule and how delays, if any, will be addressed. MACTEC will prepare the necessary agenda for each progress meeting. The basis for establishing the compensation for this subtask is one (1) progress meeting.

6.2 MACTEC will prepare and submit project deliverables, including invoices, in a timely manner.

**Work Products Required.**

- Minutes for project meetings, including: Kick-off meeting, Progress meeting, Utility Coordination meetings, Permitting Coordination meeting, Pre-application meeting, Pre-bid/Pre-construction meeting.
- Geotechnical report
- Preliminary (30%) design plans
- 100% construction plans, technical specifications and Contract documents.
- Environmental Permit documents to be submitted to FDEP ( or SFWMD) and USACE and up to two Requests for Additional Information.
- Record drawings.
- Environmental certifications required under permits.

END OF EXHIBIT A

EXHIBIT B  
BASIS OF COMPENSATION

B.1.1. As consideration for providing Basic Services as set forth herein in Exhibit A, OWNER agrees to pay, and CONSULTANT agrees to accept, the lump sum fees as shown on Attachment A entitled "Schedule Fees for Basic Services".

B.1.2. Payment For Basic Services under Exhibit A shall be paid on a lump sum basis in accordance with set milestones as follows:

- (a) the A.2 milestone shall be the submittal to OWNER of the Design Report and CONSULTANT'S initial professional opinions of probable total Project and construction costs.
- (b) the A.3 milestone shall be the submittal to OWNER of the preliminary Contract Documents and CONSULTANT'S preliminary opinions of probable total Project and construction costs.
- (c) the A.4 milestone shall be the submittal to the OWNER of the final Contract Documents after OWNER'S approval of detailed opinions of probable total Project and construction costs.
- (d) the A.5 milestone shall be the award of bids by OWNER.
- (e) the A.6 milestone shall be the close-out of construction contract, final inspection and submittal of record drawings and final report of variations from the construction Contract Documents.

[Paragraphs B.1.3. is optional and may be used to accommodate the CONSULTANT'S cash flow needs.]

B.1.3. Payment for Basic Services under Parts A.3, A.4 and A.6 of Exhibit A shall be paid on a lump sum fee basis in equal monthly installments as follows:

- (a) payment for Basic Services under Part A.3 shall be paid monthly based upon the preliminary design time plus one month, the last payment to be twice the others (i.e. a 6-month design time will yield 6 monthly payments; the first 5 of which will be equal to one-seventh (1/7) the fee shown on Attachment A for Part A.3. Preliminary Design). However, payments shall commence no sooner than thirty (30) days after submittal of the Design Report and shall occur no more often than monthly, except last payment due for the services provided under Part A.3 (i.e. twice the previous monthly payments) shall not be made until submittal to OWNER of the preliminary Contract Documents under Part A.3.
- (b) payment for Basic Services under Part A.4 shall be paid monthly based upon the final design time plus one month, the last payment to be twice the others (i.e. a 6-month design time will yield 6 monthly payments; the first 5 of which will be equal to one-seventh (1/7) the fee shown on Attachment A for Part A.4. Final Design). However, payments shall commence no sooner than thirty (30) days after approval and acceptance by OWNER of the Preliminary Contract Documents and shall occur no more often than monthly, except last payment due for the services provided under Part A.4. (i.e. twice the previous monthly payments) shall not be made until approval and acceptance by OWNER of the preliminary Contract Documents under Part A.4.
- (c) payment for Basic Services under Part A.6 shall be paid on a monthly basis based upon the construction time plus three months, the last payment to be twice the others (i.e. a 7-month construction schedule will yield 10 monthly payments; the first 9 of which will be equal to one-eleventh (1/11) the fee shown on Attachment A for Part A.6 Construction Contract Administration). However, payment shall commence no sooner than thirty (30) days after the Notice to Proceed to the contractor and shall occur no more often than monthly, except the last payment due for the services provided under Part A.6 (i.e. twice the previous monthly payments) shall not be made until the close-out of construction contract, final inspection and submittal of record drawings and final report of variations from the construction Contract Documents under Part A.6. Services in excess of the fee shown on Attachment A for Part A.6 Construction Contract Administration not due to delay caused by CONSULTANT shall be considered Additional Services.

B.2.1. As consideration for providing Basic Services under Part A.7 entitled "Detailed Observation of Construction" and for properly approved Additional Services set forth in Article Two of this Agreement as estimated on Attachment C entitled "Consultant's Estimate of Additional Services", OWNER agrees to pay and CONSULTANT agrees to accept payment on a time and reimbursable cost basis. Payments for Part A.7 services and properly approved Additional Services shall be made monthly on a time and reimbursable cost basis computed in accordance with



either Attachment B entitled "Consultant's Employee Hourly Rate Schedule" for employees working under this Agreement or Attachment C entitled "Consultant's Estimate of Additional Services". Payment shall be made monthly on an as needed basis, not to exceed 40 hours per person per week. Payment for services performed by individuals beyond 40 hours per week or Saturdays, Sundays or holidays, shall be increased by a factor of 1.5 applied to Attachment B provided such overtime work is approved by OWNER in advance whenever possible and not due to CONSULTANT'S own fault or neglect.

B.2.2. Reimbursable costs shall mean the actual expenditures made by the CONSULTANT while providing Basic Services under Part A.7 or Additional Services, in the interest of the Project, listed in the following sub-paragraphs:

- (a) expenses for transportation and subsistence incidental to out-of-town travel required by CONSULTANT and directed by OWNER, other than visits to the Project Site or OWNER's office;
- (b) expenses for preparation, reproduction, photographic production techniques, postage and handling of drawings, specifications, bidding documents and similar Project-related items in addition to those otherwise required in Parts A.2, A.3, A.4, A.5 and A.6 of Basic Services;
- (c) when authorized in advance by OWNER, except as specifically otherwise provided herein, the expense of overtime work requiring higher than regular rates; and
- (d) expenses for renderings, models and mock-ups requested by OWNER.

B.2.3. By way of example and not limitation, reimbursable costs shall specifically not include expenditures, except as otherwise described in paragraph B.2.2, such as:

- (a) expenses for transportation and subsistence;
- (b) overhead, including field office facilities;
- (c) overtime not authorized by OWNER; or
- (d) expenses for copies, reproductions, postage, handling, express delivery, and long distance communications.

B.3.1. In no case shall the lump sum figures on Attachment A be exceeded without a change in the scope of the project being approved by the City Council for the City of Naples.

B.3.2. Detailed Construction Observation work performed under Part A.7. and Additional Services, shall be paid as substantiated to the limits shown in Attachment C, but not to exceed the sum of those figures without execution of an appropriate Agreement amendment.

B.3.3. Payments will be made for services rendered, no more than on a monthly basis, within thirty (30) days of submittal of an approvable invoice. The number of the purchase order by which authority the services have been made, shall appear on all invoices. All invoices shall be reasonably substantiated, identify the services rendered and must be submitted in triplicate in a form and manner required by OWNER.

B.3.4. CONSULTANT acknowledges that Attachment A - Schedule of Fees for Basic Services, Attachment B - Consultant's Employee Hourly Rate Schedule, and Attachment C - Consultant's Estimate of Additional Services, each attached to this Exhibit B are incorporated herein and, will be the basis for OWNER's budgeting, authorizing and monitoring of expenditures under this Agreement.

B.3.5. As compensation for coordinating subconsultant activities for OWNER, CONSULTANT shall be allowed an administrative fee not to exceed ten percent (10%) of the actual cost of services rendered under Part A.7 and Additional Services. For the purposes of this provision the actual cost of services rendered shall not include any mark-up between the vendor who actually performed the services and any sub-consultant. No administrative fee or mark-up shall be paid in conjunction with the provision of Basic Services as set forth in Parts A.2, A.3, A.4, A.5 and A.6 of Exhibit A.

END OF EXHIBIT B.



EXHIBIT B - ATTACHMENT B  
CONSULTANT'S EMPLOYEE HOURLY RATE SCHEDULE



City of Naples  
JUNE 1, 2008 THROUGH MAY 31, 2009

<b><u>Labor Titles</u></b>	<b><u>Rate</u></b>
Sr Principal Eng/Sci	\$165.00 per hour
Chief Eng/Sc	\$145.00 per hour
Principal Eng/Sc	\$140.00 per hour
Project Principal	\$115.00 per hour
Senior Eng/Sc	\$95.00 per hour
Eng/Sc III	\$85.00 per hour
Project Eng/Sc	\$74.00 per hour
Staff Eng/Sc II	\$64.00 per hour
Staff Eng/Sci I	\$55.00 per hour
Wetlands Specialist	\$65.00 per hour
Sr Env Technician	\$58.00 per hour
Technician	\$47.00 per hour
Prof Survey Mgr	\$143.00 per hour
Prof Surveyor	\$106.00 per hour
Survey Chief	\$60.00 per hour
Survey Tech II	\$72.00 per hour
Survey Tech I	\$58.00 per hour
Field Survey II	\$46.00 per hour
Field Survey I	\$39.00 per hour
Sr Contract Administrator	\$86.00 per hour
Proj Accounting Mgr	\$83.00 per hour
Sr Project Administrator	\$63.00 per hour
Project Accountant I	\$51.00 per hour
Sr Project Admin	\$44.00 per hour
Word Processor	\$48.00 per hour
Desktop Publisher	\$40.00 per hour
GIS	\$67.00 per hour
CADD	\$62.00 per hour
Clerica/Admin	\$50.00 per hour
2 Man Crew	\$99.00 per hour
3 Man Crew	\$137.00 per hour
Mobilization of Drill Rig, each	\$600.00 each
Soil Test Boring, per foot	\$10.00 per foot
Double Ring Infiltration Test, each	\$350.00 each
Grain Size Analysis, each	\$45.00 each
Organic Loss on Ignition	\$30.00 each
Modified Proctor Compaction Test	\$120.00 each
Atterberg Limits, each	\$65.00 each
Limerock Bearing Ratio, each	\$300.00 each
Airboat or Marsh Buggy	\$650.00 per day
Boat and Motor	\$82.00 per day
Hydrographic Survey Equipment	\$232.00 per day
GPS Equipment	\$143.00 per day

Please note these rates are subject to a rate increase of 4% each year on July 1st.

EXHIBIT B - ATTACHMENT C  
CONSULTANT'S ESTIMATE OF ADDITIONAL SERVICES  
(INCLUDING DETAILED OBSERVATION OF CONSTRUCTION)

Will use prices based on schedule of fees when needed

EXHIBIT C  
PROJECT SCHEDULE

See Exhibit A for additional information

**Schedule**

MACTEC proposes to complete Tasks 1, 2 and 3 of the scope of work in 6 months assuming the City's review period is approximately 2 weeks.

EXHIBIT D  
INSURANCE COVERAGE

(1) The amounts and types of insurance coverage shall conform to the following minimum requirements with the use of Insurance Services Office (ISO) forms and endorsements or their equivalents.

(2) The insurance required by this Agreement shall be written for not less than the limits specified herein or required by law, whichever is greater.

(3) Coverages shall be maintained without interruption from the date of commencement of the work until the date of completion and acceptance of the Project by the Owner or as specified in this Agreement, whichever is longer.

(4) Certificates of insurance (3 copies) acceptable to the Owner shall be filed with the Owner within ten (10) calendar days after Notice of Award is received by Contractor/Consultant/Professional. Such certificates shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least thirty (30) days prior written notice has been given to the Owner.

(5) All insurance coverages of the Contractor/Consultant/Professional shall be primary to any insurance or self insurance program carried by the Owner applicable to this Project.

(6) The acceptance by Owner of any Certificate of Insurance does not constitute approval or agreement by the Owner that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate of Insurance is in compliance with the requirements of this Agreement.

(7) Contractor/Consultant/Professional shall require each of its subcontractors to procure and maintain, until the completion of the subcontractor's work, insurance of the types and to the limits specified in this Section unless such insurance requirements for the subcontractor are expressly waived in writing by the Owner.

(8) Should at any time the Contractor/Consultant/Professional not maintain the insurance coverages required herein, the Owner may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverages and charge the Contractor for such coverages purchased. The Owner shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the Owner to purchase such insurance coverages shall in no way be construed to be a waiver of any of its rights under the Contract Documents.

(9) If the initial, or any subsequently issued Certificate of Insurance expires prior to the completion of the Work or termination of the Agreement, the Consultant shall furnish to the City of Naples, in triplicate, renewal or replacement Certificate(s) of Insurance not later than thirty (30) calendar days prior to the date of their expiration. Failure of the Contractor to provide the City of Naples with such renewal certificate(s) shall be considered justification for the City of Naples to terminate the Agreement.

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

Required by this Agreement? (check one)  Yes  No

(1) Workers' Compensation and Employers' Liability Insurance shall be maintained by the Contractor/Consultant/Professional during the term of this Agreement for all employees engaged in the work under this Agreement in accordance with the laws of the State of Florida. The amounts of such insurance shall not be less than:

- a. Worker's Compensation - Florida Statutory Requirements
- b. Employers' Liability (check one)

\$100,000 Each Accident  
\$500,000 Disease Aggregate  
\$100,000 Disease Each Employee

\$1,000,000 Each Accident  
\$1,000,000 Disease Aggregate  
\$1,000,000 Disease Each Employee

(2) The insurance company shall waive its Rights of Subrogation against the Owner and the policy shall be so endorsed.

(3) United States Longshoreman's and Harborworker's Act coverage shall be maintained where applicable to the completion of the work. (check one)

Applicable  Not Applicable

(4) Maritime Coverage (Jones Act) shall be maintained where applicable to the completion of the work. (check one)

Applicable  Not Applicable

COMMERCIAL GENERAL LIABILITY

Required by this Agreement? (check one)  Yes  No

(1) Commercial General Liability Insurance shall be maintained by the Contractor/Consultant/Professional. Coverage will include, but not be limited to, Bodily Injury, Property Damage, Personal Injury, Contractual Liability for this Agreement, Independent Contractors, Broad Form Property Damage including Completed Operations and Products and Completed Operations Coverage. Products and Completed Operations coverage shall be maintained for a period of not less than five (5) years following the completion and acceptance by the Owner of the work under this Agreement. Limits of Liability shall not be less than the following: (check one)

<input type="checkbox"/> General Aggregate	\$300,000
Products/Completed Operations Aggregate	\$300,000
Personal and Advertising Injury	\$300,000
Each Occurrence	\$300,000
Fire Damage	\$ 50,000

<input type="checkbox"/> General Aggregate	\$500,000
Products/Completed Operations Aggregate	\$500,000
Personal and Advertising Injury	\$500,000
Each Occurrence	\$500,000
Fire Damage	\$ 50,000

<input checked="" type="checkbox"/> General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 50,000

(2) The General Aggregate Limit shall apply separately to this Project and the policy shall be endorsed using the following endorsement wording. "This endorsement modifies insurance provided under the following: Commercial General Liability Coverage Part. The General Aggregate Limit under LIMITS OF INSURANCE applies separately to each of your projects away from premises owned by or rented to you."

(3) If the General Liability insurance required herein is issued or renewed on a "claims made" basis, as opposed to the "occurrence" form, the retroactive date for coverage shall be no later than the commencement date of the Project and shall provide that in the event of cancellation or non-renewal the Extended Reporting Period (Discovery Period) for claims shall be no less than three (3) years.

(4) The Owner shall be named as an Additional Insured and the policy shall be endorsed that such coverage shall be primary to any similar coverage carried by the Owner.

(5) Coverage shall be included for explosion, collapse or underground property damage claims.

(6) Watercraft Liability coverage shall be carried at the limits shown above if applicable to the completion of the work under this Agreement. (check one)

Applicable     Not Applicable

(7) Aircraft Liability coverage shall be carried at limits of \$2,000,000 each occurrence if applicable to the completion of the work under this Agreement. (check one)

Applicable     Not Applicable

PROPERTY INSURANCE - BUILDERS RISK

(1) Property Insurance - Builders Risk coverage shall be carried by the Owner if applicable. (check one)

Applicable     Not Applicable

(2) The Owner shall purchase and maintain in a company or companies lawfully authorized to do business in the State of Florida, in the City of Naples, and in Collier County, property insurance in the amount of the initial Contract Sum as well as subsequent modifications thereto for the entire Work at the site on a replacement cost basis without voluntary deductibles. Such property insurance shall be maintained, unless otherwise provided in the Contract Documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made or until no person or entity other than the Owner has an insurable interest in the property required to be covered, whichever is earlier. This insurance shall include interests of the Owner, the Contractor, Subcontractors, Sub-subcontractors and Material Suppliers in the Work.

(3) Property insurance shall be on an all-risk policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including, without duplication of coverage, theft, wind and hail, vandalism, malicious mischief, collapse, falsework, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and, at the Owner's



option, shall cover reasonable compensation for Professional's services and expenses required as a result of such insured loss. At the Owner's option, flood insurance will also be purchased.

(4) The property insurance provided by the Owner requires minimum deductibles and the Contractor shall pay costs not covered by the deductibles. The responsibility of the Contractor for any deductible associated with the all-risk policy described above shall be limited to a maximum of \$1,000 for each occurrence unless higher deductibles are identified in Exhibit C of the Contract Documents. The responsibility of the Contractor for any deductible associated with the flood insurance identified herein, if purchased by the Owner, shall be limited to a maximum of \$1,000 for each occurrence unless higher deductibles are identified in Exhibit C of the Contract Documents.

(5) This property insurance shall cover portions of the Work stored off the site after written approval of the Owner at the value established in the approval, and also portions of the Work in transit.

(6) Boiler and Machinery Insurance. The Owner shall have the option of purchasing and maintaining boiler and machinery insurance required by the Contract Documents or by law, which shall specifically cover such insured objects during installation and until final acceptance by the Owner. If purchased this insurance shall include interests of the Owner, Contractor, Subcontractors and Sub-subcontractors in the Work.

(7) Waivers of Subrogation. The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, and (2) the Professional, Professional's consultants, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this or other property insurance applicable to the Work, except such rights as they have to proceeds of such insurance held by the Owner as fiduciary. The policies shall provide waivers of subrogation by endorsement or otherwise.

(8) A loss insured under Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear.

(9) If Builders Risk coverage is applicable the Contractor shall be responsible for the following maximum deductibles per occurrence per paragraph (3) above. (check one)

All Risk Policy - \$1,000 maximum deductible

All Risk Policy - Maximum deductible of \$\_\_\_\_\_

Flood Policy - \$1,000 maximum deductible

Flood Policy - Maximum deductible of \$\_\_\_\_\_

#### AUTOMOBILE LIABILITY INSURANCE

Required by this Agreement? (check one)  Yes  No

(1) Automobile Liability Insurance shall be maintained by the Contractor/Consultant/Professional for the ownership, maintenance or use of any owned, non-owned or hired vehicle with limits of not less than: (check one)

Bodily Injury & Property Damage - \$ 500,000

Bodily Injury & Property Damage - \$1,000,000

(2) The Owner shall be named as an Additional Insured under the policy.

#### UMBRELLA LIABILITY

(1) Umbrella Liability may be maintained as part of the liability insurance of the Contractor/Consultant/Professional and, if so, such policy shall be excess of the Employers' Liability, Commercial General Liability and Automobile Liability coverages required herein and shall include all coverages on a "following form" basis.

(2) The policy shall contain wording to the effect that, in the event of the exhaustion of any underlying limit due to the payment of claims, the Umbrella policy will "drop down" to apply as primary insurance.

(3) The General Aggregate limit, if applicable, shall apply separately to this project and the policy shall be so endorsed.

#### PROFESSIONAL LIABILITY INSURANCE

Required by this Agreement? (check one)  Yes  No

(1) Professional Liability Insurance shall be maintained by the Consultant to insure its legal liability for claims arising out of the performance of professional services under this Agreement. Such insurance shall have limits of not less than: (CHECK ONE)

\_\_\_ \$ 500,000 each claim and in the aggregate

x  \$1,000,000 each claim and in the aggregate

\_\_\_ \$2,000,000 each claim and in the aggregate

\_\_\_ \$\_\_\_\_\_ each claim and in the aggregate

(2) Any deductible applicable to any claim shall be the sole responsibility of the Consultant and shall not be greater than \$50,000 each claim.

(3) The Consultant shall continue this coverage for this Project for a period of not less than five (5) years following completion and acceptance of the Project by the Owner.

END OF EXHIBIT D.

EXHIBIT E

TRUTH IN NEGOTIATION CERTIFICATE

In compliance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes, MACTEC Engineering and Consulting, Inc. a Florida Corporation hereby certifies that wages, rates and other factual unit costs supporting the compensation for the engineering services of the CONSULTANT to be provided under the Professional Services Agreement, concerning Filter Marsh / Stormwater Services are accurate, complete and current as of the time of contracting.

NAME OF CONSULTANT  
MACTEC Engineering and Consulting, Inc.

By:  
Printed Name:  
Title:

## EXHIBIT "F"

### CERTIFICATION OF COMPLIANCE WITH IMMIGRATION LAWS

The undersigned, is the \_\_\_\_\_ of MACTEC Engineering and Consulting, Inc. ("the CONSULTANT/CONTRACTOR"), and hereby certifies to the following:

1. The CONTRACTOR is in full compliance with all provisions of the Immigration Reform and Control Act of 1986 ("IRCA"), as well as all related immigration laws, rules, regulations pertaining to proper employee work authorization in the United States.

2. The undersigned has verified that the CONSULTANT/CONTRACTOR has obtained and maintains on file, and will continue to obtain and maintain on file, all documentation required by law, including but not limited to, Form I-9, Employment Eligibility Verification, for all persons employed by or working for the CONSULTANT/CONTRACTOR in any capacity on any project for City of Naples (OWNER). All such persons have provided evidence of identity and eligibility to work to the CONSULTANT/CONTRACTOR in accordance with the IRCA and related law. The undersigned hereby affirms that no person has been or will be employed by the CONSULTANT/CONTRACTOR to work on projects for the OWNER who is not authorized to work under law. The undersigned further affirms that the CONSULTANT/CONTRACTOR's files will be updated by written notice any time that additional employees work on projects for the OWNER.

3. The CONSULTANT/CONTRACTOR will have its contractors, subcontractors, suppliers and vendors who are involved in projects for the OWNER to sign a written acknowledgment that they too are in compliance with immigration law. It is understood that failure to do so could result in the CONSULTANT/CONTRACTOR being liable for any violation of the law by such third parties.

4. The CONSULTANT/CONTRACTOR will fully cooperate with and have its contractors, subcontractors, suppliers and vendors to fully cooperate with, all inquiries and investigations conducted by any governmental agency in connection with proper compliance with the laws pertaining to appropriate work authorization in the United States.

5. The undersigned, on behalf of the CONSULTANT/CONTRACTOR, acknowledges that this Certification may be relied upon by the OWNER, its officers, directors, employees, and affiliates or related persons and entities.

6. If it is found that the CONSULTANT/CONTRACTOR has not complied with the laws pertaining to proper employment authorization, and any legal and administrative action ensues against the OWNER, the CONSULTANT/CONTRACTOR will indemnify, defend and hold the OWNER harmless along with their officers, directors, employees, and affiliated or related persons and entities.

7. The CONSULTANT/CONTRACTOR acknowledges that the OWNER by their authorized representatives shall have the right, at any time, upon 24 hours notice, to examine the CONSULTANT/CONTRACTOR's books and records to confirm that the CONSULTANT/CONTRACTOR is in compliance with the terms of this certification.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_

By: \_\_\_\_\_

ACKNOWLEDGMENT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

The Affiant, \_\_\_\_\_, is [ ] personally known to me or [ ] has produced \_\_\_\_\_ as identification, which is current or has been issued within the past five years and bears a serial number of other identifying number.

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
NOTARY PUBLIC – STATE  
OF \_\_\_\_\_

Commission Number: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(Notary Seal)

END OF EXHIBIT F