

**CITY OF NAPLES, FLORIDA  
AGREEMENT  
(PROFESSIONAL SERVICES)**

**Bid/Proposal No.**                    004-13

**Clerk Tracking No.**            14-00006

**Project Name:**                    **Public Works Pump Station Improvements:  
Construction Phase Services**

THIS AGREEMENT (the "Agreement") is made and entered into this 15<sup>th</sup> day of January, 2014, by and between the City of Naples, a Florida municipal corporation, (the "CITY") and **AECOM Technical Services, Incorporated** a California corporation, located at: **4415 Metro Parkway, Suite 404; Fort Myers, Florida 33916** (the "CONTRACTOR").

WITNESSETH:

WHEREAS, the CITY desires to obtain the services of the CONTRACTOR concerning certain services specified in this Agreement (referred to as the "Project"); and

WHEREAS, the CONTRACTOR has submitted an original **(RFP) Request For Proposal No. 004-13** for initial provision of those services with an understanding of additional services will be needed by the CITY; and

WHEREAS, the CONTRACTOR 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  
CONTRACTOR'S RESPONSIBILITY**

1.1. The Services to be performed by CONTRACTOR are generally described as **Public Works Pump Station Improvements: Construction Phase Services** and may be more fully described in the Scope of Services, attached as **EXHIBIT A** and made a part of this Agreement.

1.2. The CONTRACTOR 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 CONTRACTOR pursuant to this Agreement.

1.3. The CONTRACTOR 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 or retain only qualified personnel to provide such services.

1.4. CONTRACTOR agrees to employ and designate, in writing, within 5 calendar days after receiving its Notice to Proceed, or other directive from the CITY, a qualified licensed professional to serve as the CONTRACTOR's project manager (the "Project Manager"). The Project Manager shall be authorized and responsible to act on behalf of the CONTRACTOR with respect to directing, coordinating and administering all aspects of the services to be provided and performed under this Agreement.

1.5. The CONTRACTOR has represented to the CITY that it has expertise in the type of professional services that will be required for the Project. The CONTRACTOR agrees that all services to be provided by CONTRACTOR pursuant to this Agreement shall be subject to the CITY's review and approval and shall be in accordance with the generally accepted standards of professional practice in the State of Florida, as may be applied to the type of services to be rendered, 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 CONTRACTOR. In the event of any conflicts in these requirements, the CONTRACTOR shall notify the CITY of such conflict and utilize its best professional judgment to advise CITY regarding resolution of the conflict.

1.6. The CONTRACTOR agrees not to divulge, furnish or make available to any third person, firm or organization, without CITY's prior written consent, or unless incident to the proper performance of the CONTRACTOR'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 CONTRACTOR hereunder, and CONTRACTOR shall require all of its employees, agents, subconsultants and subcontractors to comply with the provisions of this paragraph. However, the CONTRACTOR shall comply with the Florida Public Records laws.

1.7 The CONTRACTOR agrees not to employ or offer to employ any Elected Officer or City Managerial Employee of the CITY who in any way deals with, coordinates on, or assists with, the professional services provided in this Agreement, for a period of 2 years after termination of all provisions of this Agreement. For purposes of this paragraph, the term "Elected Officer" shall mean any member of the City Council. 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. If the CONTRACTOR violates the provisions of this paragraph, the CONTRACTOR shall be required to pay damages to the CITY in an amount equal to any and all compensation which is received by the former Elected Officer or City Managerial Employee of the CITY 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 2 years of gross compensation from the CITY, whichever is greater.

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

1.9. Except as otherwise provided in this Agreement, the CONTRACTOR agrees not to disclose or use any information not available to members of the general public and gained by reason of the CONTRACTOR's contractual relationship with the CITY for the special gain or benefit of the CONTRACTOR or for the special gain or benefit of any other person or entity.

## **ARTICLE TWO CITY'S RESPONSIBILITIES**

2.1. The CITY shall designate in writing a project coordinator to act as the CITY's representative with respect to the services to be rendered under this Agreement (the "Project Coordinator"). The Project Coordinator shall have authority to transmit instructions, receive information, interpret and define the CITY's policies and decisions with respect to the CONTRACTOR's services for the Project. However, the Project Coordinator is not authorized to issue any verbal or written orders or instructions to the CONTRACTOR 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 CONTRACTOR;
- (b) The time the CONTRACTOR is obligated to commence and complete all such services; or
- (c) The amount of compensation the CITY is obligated or committed to pay the CONTRACTOR.

Any such modifications or changes ((a) (b) or (c)) shall only be made by or upon the authorization of the CITY's city manager as authorized by city council in the enabling legislation or in the CITY's procurement policies.

2.2. The Project Coordinator shall:

- (a) Review and make appropriate recommendations on all requests submitted by the CONTRACTOR for payment for services and work provided and performed in accordance with this Agreement;
- (b) Arrange for access to and make all provisions for the CONTRACTOR to enter the Project site to perform the services to be provided by the CONTRACTOR under this Agreement; and
- (c) Provide notice to the CONTRACTOR of any deficiencies or defects discovered by the CITY with respect to the services to be rendered by the CONTRACTOR hereunder.

2.3. The CONTRACTOR acknowledges that access to the Project Site, to be arranged by the CITY for the CONTRACTOR, may be provided during times that are not the normal business hours of the CONTRACTOR.

### **ARTICLE THREE TIME**

3.1. Services to be rendered by the CONTRACTOR shall be commenced subsequent to the execution of this Agreement upon written Notice to Proceed from the CITY for all or any designated portion of the Project and shall be performed and completed by **December 31, 2014**. Time is of the essence with respect to the performance of this Agreement.

3.2. Should the CONTRACTOR be obstructed or delayed in the prosecution or completion of its services as a result of unforeseeable causes beyond the control of the CONTRACTOR, 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 CITY, fires, floods, epidemics, quarantine regulations, strikes or lock-outs, then the CONTRACTOR shall notify the CITY in writing within 5 working days after commencement of

such delay, stating the cause or causes thereof, or be deemed to have waived any right which the CONTRACTOR may have had to request a time extension.

3.3. No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the CONTRACTOR's services from any cause whatsoever, including those for which the CITY may be responsible in whole or in part, shall relieve the CONTRACTOR of its duty to perform or give rise to any right to damages or additional compensation from the CITY. The CONTRACTOR's sole remedy against the CITY 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.

3.4. Should the CONTRACTOR 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 CITY hereunder, the CITY at its sole discretion and option may withhold any and all payments due and owing to the CONTRACTOR until such time as the CONTRACTOR resumes performance of its obligations hereunder in such a manner so as to reasonably establish to the CITY's satisfaction that the CONTRACTOR's performance is or will shortly be back on schedule.

#### **ARTICLE FOUR COMPENSATION**

4.1. The total compensation to be paid the CONTRACTOR by the CITY for all Services is **\$193,578.00** and shall be paid in the manner set forth in the "Basis of Compensation", which is attached as **EXHIBIT B** and made a part of this Agreement.

#### **ARTICLE FIVE MAINTENANCE OF RECORDS**

5.1. The CONTRACTOR will keep adequate records and supporting documentation which concern or reflect its services hereunder. The records and documentation will be retained by the CONTRACTOR 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. The CITY, or any duly authorized agents or representatives of the CITY, 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 5 year period noted above; provided, however, such activity shall be conducted only during normal business hours. If the CONTRACTOR desires to destroy records prior to the minimum period, it shall first obtain permission from the CITY in accordance with the Florida Public Records laws.

#### **ARTICLE SIX INDEMNIFICATION**

6.1. The CONTRACTOR agrees to indemnify and hold harmless the City from liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONTRACTOR and persons employer or utilized by the CONTRACTOR in the performance of the Contract.

#### **ARTICLE SEVEN INSURANCE**

7.1. CONTRACTOR shall obtain and carry, at all times during its performance under this

Agreement, insurance of the types and in the amounts set forth in the document titled General Insurance Requirements, which is attached as **EXHIBIT C** and made a part of this Agreement.

#### **ARTICLE EIGHT SERVICES BY CONTRACTOR'S OWN STAFF**

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

#### **ARTICLE NINE WAIVER OF CLAIMS**

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

#### **ARTICLE TEN TERMINATION OR SUSPENSION**

10.1. The CONTRACTOR shall be considered in material default of this Agreement and such default will be considered cause for the CITY 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 the CITY, or (c) the bankruptcy or insolvency or a general assignment for the benefit of creditors by the CONTRACTOR or by any of the CONTRACTOR'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 CITY may so terminate this Agreement, in whole or in part, by giving the CONTRACTOR at least 3 calendar days' written notice.

10.2. If, after notice of termination of this Agreement as provided for in paragraph 10.1 above, it is determined for any reason that the CONTRACTOR was not in default, or that its default was excusable, or that the CITY otherwise was not entitled to the remedy against the CONTRACTOR provided for in paragraph 10.1, then the notice of termination given pursuant to paragraph 10.1 shall be deemed to be the notice of termination provided for in paragraph 10.3 below and the CONTRACTOR's remedies against the CITY shall be the same as and limited to those afforded the CONTRACTOR under paragraph 10.3 below.

10.3. The CITY shall have the right to terminate this Agreement, in whole or in part, without cause upon 7 calendar day's written notice to the CONTRACTOR. In the event of such termination for convenience, the CONTRACTOR's recovery against the CITY 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 the CONTRACTOR that are directly attributable to the termination, but the CONTRACTOR shall not be entitled to any other or further recovery against the CITY, including, but not limited to, anticipated fees or profits on work not required to be performed.

#### **ARTICLE ELEVEN CONFLICT OF INTEREST**

11.1. The CONTRACTOR 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. The CONTRACTOR further represents that no persons having any such interest shall be employed to perform those services.

#### **ARTICLE TWELVE MODIFICATION**

12.1. 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 THIRTEEN NOTICES AND ADDRESS OF RECORD**

13.1. All notices required or made pursuant to this Agreement to be given by the CONTRACTOR to the CITY 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 CITY's address of record:

City of Naples  
735 Eighth Street South  
Naples, Florida 34102-3796  
Attention: **A. William Moss**, City Manager

13.2. All notices required or made pursuant to this Agreement to be given by the CITY to the CONTRACTOR 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 CONTRACTOR's address of record:

AECOM Technical Services, Incorporated  
4415 Metro Parkway, Suite 404  
Fort Myers, Florida 33916  
Attention: **Ronald Cavaliere**, Project Manager  
FEI/EIN Number: 95-2661922 (State: CA)

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

#### **ARTICLE FOURTEEN MISCELLANEOUS**

14.1. The CONTRACTOR, in representing the CITY, shall promote the best interest of the CITY

and assume towards the CITY a duty of the highest trust, confidence, and fair dealing.

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

14.3. This Agreement is not assignable, in whole or in part, by the CONTRACTOR without the prior written consent of the CITY.

14.4. 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.

14.5. 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.

14.6. 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.

14.7. The 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 CONTRACTOR shall execute the Certification of Compliance with Immigration Laws, attached hereto as **EXHIBIT D**.

#### **ARTICLE FIFTEEN APPLICABLE LAW**

15.1. 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.

**End of Article Page**

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

ATTEST:

CITY:

By: *Patricia L. Rambosk*  
Patricia L. Rambosk, City Clerk

CITY OF NAPLES, FLORIDA,  
A Municipal Corporation  
By: *A. William Moss*  
A. William Moss, City Manager

Approved as to form  
and legal sufficiency:

By: *Robert D. Pritt*  
Robert D. Pritt, City Attorney

**CONTRACTOR:**

AECOM Technical Services, Incorporated  
4415 Metro Parkway, Suite 404  
Fort Myers, Florida 33916  
Att: **Mark J. Abbott**, Senior Operations Mgr., Florida  
FEI/EIN Number: 95-2661922 (State: CA)  
A California Corporation

*R. Cavaleri*  
Witness  
*Ronald R. Cavaleri*  
Printed Witness Name

By: *Mark J. Abbott*  
Its: *Senior Operations Manager*

(CORPORATE SEAL)

General Contract (not Architects/Engineers)



**EXHIBIT A**

**SCOPE OF SERVICES**

**The Scope of Services to be provided for Public Works Pump Station Improvements: Construction Phase Services are those set out in Exhibit A-1, which is attached and made a part of this Agreement.**

**END OF EXHIBIT A**

**EXHIBIT B**

**BASIS OF COMPENSATION**

**As consideration for providing the Services as set forth in the Agreement, the CITY agrees to pay, and the CONTRACTOR agrees to accept payment on a time and reimbursement cost basis as indicated in Exhibit B-1, which is attached and made part of this Agreement.**

**END OF EXHIBIT B**

## EXHIBIT C

### GENERAL INSURANCE REQUIREMENTS

The Contractor shall not commence work until he has obtained all the insurance required under this heading, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the Owner.

Certificates of insurance must be issued by an authorized representative of the insurance company at the request and direction of the policyholder and must include sufficient information so as to identify the coverage and the contract for Owner's improvements for which they are issued. Certificates of insurance must be issued by a nationally recognized insurance company with a Best's Rating of no less than B+VII, satisfactory to the Owner, and duly licensed to do business in the state of said Contract.

The Contractor shall procure and maintain, during the life of this Contract, Workmen's Compensation Insurance for all of his employees to be engaged in work under this Contract, and he shall require any subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work, unless such employees are covered by the protection afforded by the Contractor's insurance. In case any employees are to be engaged in hazardous work under this Contract, and are not protected under this Workmen's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate coverage for the protection of such employees. It is acceptable to use a State-approved Workmen's Compensation Self-Insurance fund.

The Contractor shall take out and maintain during the life of this Contract, Public Liability and Property Damage and shall include Contractual Liability, Personal Injury, Libel, Slander, False Arrest, Malicious Prosecution, Wrongful Entry or Eviction, Broad Form Property Damage, Products, Completed Operations and XCU Coverage to be included on an occurrence basis, and to the full extent of the Contract to protect him, the Owner, and any subcontractor performing work covered by this Contract from damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall also maintain automobile liability insurance including "non-owned and hired" coverage. The entire cost of this insurance shall be borne by the Contractor.

The amount of such insurance shall be no less than \$1,000,000 annual aggregate for bodily injury and property damage combined per occurrence.

The City of Naples must be named as Additional Insured on the insurance certificate and the following must also be stated on the certificate. "These coverage's are primary to all other coverage's the City possesses for this contract only." The City of Naples shall be named as the Certificate Holder. The Certificate Holder shall read as follows:

The City of Naples  
735 Eighth Street South  
Naples, Florida 34102

No City Division, Department, or individual name should appear on the Certificate.  
No other format will be acceptable.

The Certificate must state the bid number and title.

When using the ACORD 25 – Certificate of Insurance only the most current version will be accepted.

The City of Naples requires a copy of a cancellation notice in the event the policy is cancelled. The City of Naples shall be expressly endorsed onto the policy as a cancellation notice recipient.  
*[If other insurance or insurance requirements or any waivers, attach as Exhibit C-1 through C-\_\_ ]*

**EXHIBIT D**

**CERTIFICATION OF COMPLIANCE WITH IMMIGRATION LAWS**

The undersigned is the **Senior Operations Manager-Florida of the AECOM Technical Services, Incorporated** company ("the 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 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 CONTRACTOR in any capacity on any project for the City of Naples (CITY). All such persons have provided evidence of identity and eligibility to work to the CONTRACTOR in accordance with the IRCA and related law. The undersigned hereby affirms that no person has been or will be employed by the CONTRACTOR to work on projects for the CITY who is not authorized to work under law. The undersigned further affirms that the CONTRACTOR's files will be updated by written notice any time that additional employees work on projects for the CITY.

3. The CONTRACTOR will have its contractors, subcontractors, suppliers and vendors who are involved in projects for the CITY 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 CONTRACTOR being liable for any violation of the law by such third parties.

4. The 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 CONTRACTOR, acknowledges that this Certification may be relied upon by the CITY, its officers, directors, employees, and affiliates or related persons and entities.

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

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

Executed this 7<sup>th</sup> day of January, ~~2013~~ 2014

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

**ACKNOWLEDGMENT**

STATE OF Florida

COUNTY OF Lee

SWORN TO AND SUBSCRIBED before me this 7<sup>th</sup> day of January, ~~2013~~ 2014

The Affiant, Mark ABBOTT, 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.

Cherie C. Wolter  
Print Name:

Cherie C. Wolter  
NOTARY PUBLIC - STATE  
OF Florida

Commission Number: EE 218544

My Commission Expires: Nov. 11, 2016

(Notary Seal)



**City of Naples  
Public Works Pumping Station Improvements**

**Construction Phase Services  
Scope of Work  
11/08/2013**

The scope of work for the construction phase services will be completed under the following Tasks:

- Task 1: Construction Phase Basic Services
- Task 2: Construction Phase Project Representative (PR) Services

The scope of work for each of these tasks is described below:

**Task 1: Construction Phase Basic Services**

During construction of the project, CONSULTANT will provide construction phase basic services. The construction phase basic services will include the following:

- Attend pre-construction meeting and prepare meeting minutes.
- Prepare conformed set of original signed and sealed construction documents. Furnish 5 copies of conformed documents to the construction contractor.
- Attend monthly construction progress meetings and prepare meeting minutes. The Project Budget is based on attending 10 meetings. The construction schedule will be reviewed during the progress meetings, and recommendations required to maintain/ improve the schedule will be made to the contractor. Monthly progress meetings will be attended by the Project Manager. Technical leaders for supporting disciplines (i.e. electrical, structural, and architectural) will also participate in project meetings via conference call as needed.
- Visit the site of the proposed improvements periodically to observe the construction areas designated on the construction plans in cooperation with the OWNER's staff. Site visits will be conducted in conjunction with progress meetings, or as requested by the OWNER. The Project Budget is based on 8 supplemental site visits.
- CONSULTANT will receive, review, and process submittals from Contractor specified for such review in the contract documents. CONSULTANT will prepare and maintain a log of submittals to include submittal number, subject, and date received, reviewer, action taken and date returned. Review is limited to conformance with the design concept of the project and compliance with the information given in the contract documents. Reviews will not extend to means, methods, techniques, sequences, or procedures of construction or safety program of the Contractor. The estimated fee and number of submittals for shop drawing review are presented in the Project Budget.
- Prepare responses to Contractor's Requests-for-Information (RFIs). CONSULTANT will provide interpretations of the contract documents and will provide clarifications or explanations of the design intent and requirements. Prepare sketches as required to support responses to RFIs. CONSULTANT will also prepare and maintain a log of all such received requests, noting the date received, subject, resolution and date response was returned to the Contractor. The estimated fee and number of RFIs are presented in the Project Budget.
- Assist OWNER with management of proposed Changes to the Work by preparing Requests-for-Proposed-Change (RPCs) Quotation, evaluating RPC quotes, evaluating and responding to

- Contractor claims for time extension or additional compensation, and preparing contract change orders for approval by OWNER. The Project Budget is based on management of 2 RPCs.
- Provide consultation and advice to the OWNER's Project Manager during construction. The estimated fee is based on a construction duration of 270 days.
  - Assist the OWNER with review of progress payments for duration of contract. After receipt and review of each application for payment from the Contractor, provide written notice to the OWNER recommending payment to the Contractor, or return the request to the Contractor providing written notice of CONSULTANT's reason for disapproval. The Project Budget is based on review of 10 progress payments.
  - Assist OWNER with the following services related to Contract Closeout:
    - Perform a Substantial Completion walk through and develop final punch list in conjunction with OWNER's staff.
    - Prepare a "Certification of Substantial Completion".
    - Subsequent to the completion of all punch list items, CONSULTANT will perform a Final Completion walk through in conjunction with OWNER's staff.
    - Assist with review of final pay request. Upon receipt of the Contractor's request for final payment, CONSULTANT will inspect and, if acceptable, submit to the OWNER its recommendation as to acceptance of the work and as to the final payment request of the Contractor.
    - Prepare signed and scaled "As-Constructed" (record) drawings from information provided by the Contractor required for project certifications. CONSULTANT will submit record drawings to the appropriate regulatory agencies and provide the OWNER with a copy of the record drawings on a CD.
  - CONSULTANT will provide startup assistance to coordinate with equipment manufacturers for training and startup services that will be provided by contractor to the OWNER's staff.
    - Start-up services will be attended by members of the design team (Project Manager and the electrical/instrumentation engineer) to ensure that items of equipment operate in accordance with specified design parameters.
    - Contractor will prepare a start-up plan and will submit the information to the CONSULTANT and OWNER for review and modification prior to actual startup.
  - CONSULTANT will assemble O&M manuals from the contractor into one binder and submit to the OWNER. The manual will be prepared in sufficient time to accommodate staff training to be done by equipment vendors prior to equipment startup. O&M Manual will include:
    - Original manufacturer's literature and prints of shop drawings in each copy of the manual. Manufacturer's literature and shop drawings are to be organized and filed by equipment identification number. Each piece of equipment discussed in the manual will have a reference section that will include, at a minimum, reference to the project specifications by specification number and drawing by number. The O&M manual will also include preventative maintenance requirements, spare part lists, and startup/shut down requirements from the manufacturer.
    - O&M Submittal log
    - Five copies of the draft manual are to be furnished for OWNER review. After addressing comments from the OWNER, five copies of the final manual and one electronic copy will be delivered to the OWNER on a CD.

**Task 2: Construction Phase PR Services**

CONSULTANT will provide a Project Representative (PR) who will visit the project site periodically to provide on-site observation of the work. The duration of the construction project is estimated to be 10 months. However, the contractor is not expected to work continuously during this time frame. CONSULTANT will provide up to 200 hours for observation of the work. CONSULTANT understands that the OWNER will also provide on-site observation of the work in support of the PR who will act in support of the CONSULTANT's services on this project. The PR and OWNER's representative will perform the following services:

- Review materials and workmanship of the Project and report to the OWNER any deviations from the Contract Documents that may come to the PR's attention; determine the acceptability of work and materials; and make recommendation to the OWNER to reject items not meeting the requirements of the Contract Documents.
- Recommend to the OWNER in writing that the work, or designated portions thereof, be stopped temporarily by OWNER 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. If the OWNER elects to stop the work, CONSULTANT will assist in determining whether or not the work is in general conformance with the requirements of the Contract Documents.
- Prepare daily construction observation reports in a format acceptable to the OWNER.
- Maintain field notes and field construction photographs.
- Maintain appropriate field records to document actual or potential disputes or claims, with respect to construction of the Project.
- Observe operations or performance testing and report findings to the OWNER.

**Basis of Compensation**

As consideration for providing the scope of work described above, OWNER agrees to pay and CONSULTANT agrees to accept a Not-to-exceed (NTE) fee of \$193,578. A detailed breakdown of the NTE fee is shown on the attached Project Budget. Payment will be on a time and material basis for work actually performed. Labor charges will be in accordance with the standard hourly rates presented in the Project Budget. Reimbursable expenses will be for actual expenditures in performance of the work. Fees and all other charges will be invoiced monthly as the work progresses, and the net amount shall be due at the time of billing. Monthly invoices shall contain a detailed summary of hours by personnel labor category and receipts for direct costs.

Certain assumptions have been made in developing the fee for services. To the extent possible, they are stated in this proposal. If changes to the work result in changes in the level of effort presented in this proposal the scope of services and fee budget will be revised by mutual agreement.



Project Budget

Public Works Pump Station  
Construction Services

City of Naples  
Streets and Stormwater Department

Dated November 8, 2013

Task Description	Personnel Hours										Budget					
	Principal II	Principal I	Project Manager II	Project Engineer III	Project Engineer II	Engineer III	Engineer IV	Cad Technician	Admin. Asst. II	Total Hours	Labor	Other Direct Costs	Subcontract	Total Non-Labor	Total	
<b>Task Group 1: Construction Phase Basic Services</b>																
1. Attend preconstruction meeting		4	4		8					4	208	\$ 2,960	\$ 250	\$ -	\$ -	
2. Prepare confirmed signed and sealed plans and specifications		2	4	8	4					4	704	\$ 3,876	\$ 500	\$ 500	\$ 3,210	
3. Attend monthly progress meetings (10 Meetings), including electrical, M&C, mech		4	30	40	102			8		4	186	\$ 26,850	\$ 2,200	\$ 2,025	\$ 21,075	
4. Periodic Site visits (8 supplemental visits)		4	16	30	64					4	114	\$ 16,980	\$ 1,800	\$ -	\$ 18,780	
5. Shop Drawing Review		4								4	4	\$ 880	\$ -	\$ -	\$ 880	
Structural/Architectural - 7 submittals				20						8	28	\$ 3,520	\$ -	\$ -	\$ 3,520	
Civil/Mechanical - 25 submittals			5		75					13	93	\$ 11,895	\$ -	\$ -	\$ 11,895	
Electrical - 10 submittals			1	30						10	41	\$ 5,335	\$ -	\$ -	\$ 5,335	
Instrumentation and Controls including security - 6 submittals					3					1	48	\$ 470	\$ 1,800	\$ 1,800	\$ 2,270	
6. Prepare responses to Contractor RFPs										5	5	\$ 325	\$ -	\$ -	\$ 325	
Structural/Architectural - 1 RFP			1	4						5	5	\$ 785	\$ -	\$ -	\$ 785	
Civil/Mechanical - 15 RFPs			2		10					12	32	\$ 4,420	\$ -	\$ -	\$ 4,420	
Electrical - 8 RFPs			1	16						17	5	\$ 2,585	\$ -	\$ -	\$ 2,585	
M&C/Security 2 RFPs					1					1	1	\$ 135	\$ 1,060	\$ 1,060	\$ 1,195	
7. Assist City with management of proposed changes (up to 2 RPC's)		4	4	11	8					4	47	\$ 6,002	\$ 790	\$ 790	\$ 6,792	
8. Consultation and advice to the City's PM during construction (10 months)		10	20	42	40					8	120	\$ 18,120	\$ 1,280	\$ 1,280	\$ 19,400	
9. Review Progress Payments		2	5		20					5	22	\$ 4,190	\$ -	\$ -	\$ 4,190	
10. Start-up services (including electrical and M&C)		4	10	16	32					4	66	\$ 9,710	\$ 1,320	\$ 910	\$ 11,940	
11. O&M Manuals		4	10	20	20					10	64	\$ 9,880	\$ 250	\$ 665	\$ 9,935	
12. Assist City with project closeout, including substantial and final completion walk throughs, final payment request and record drawings (74 drawings)		6	10	60	40	20	40	8		8	884	\$ 24,010	\$ 500	\$ 2,960	\$ 3,460	\$ 27,470
<b>Subtotal Task Group 1</b>		48	123	297	447	20	64	94	1,093	8	152,378	\$ 6,820	\$ 11,430	\$ 18,250	\$ 170,578	
<b>Task Group 2: Construction Phase PR Services - Public Works Pump Station</b>																
1. Part Time Broadcast Services - assume 20 hrs per week for 10 weeks						200				200	\$ 22,000	\$ 1,000	\$ -	\$ 1,000	\$ 23,000	
<b>Subtotal Task Group 2</b>						200			200	\$ 22,000	\$ -	\$ -	\$ 1,000	\$ 23,000		
<b>Total</b>		48	123	297	447	200	20	64	94	1,293	\$ 174,378	\$ 8,820	\$ 11,430	\$ 19,250	\$ 193,578	

Amounts shown are in dollars.

Personnel Category	\$/HR
Principal II	\$263.00
Principal I	\$220.00
Project Manager II	\$185.00
Project Engineer III	\$150.00
Project Engineer II	\$135.00
Engineer IV	\$122.00
Engineer III	\$110.00
Cad Technician	\$97.00
Admin. Asst. II	\$65.00